

# INSTRUCTIONS FOR OBTAINING AN OPERATOR'S (BARTENDER) LICENSE IN THE CITY OF ARCADIA

- Complete the Operators' License Application
- Pay the License Fee
  - \$30 for a regular license for date of issuance through June 30, 2016
  - \$5 temporary license fee (if applicable)
- A background check will be conducted by the Police Department. Upon approval, new applicants will receive a temporary license in 7-10 business days.
- To receive a permanent license, please provide proof of successfully completing a Responsible Server training course that is approved by the Wisconsin Department of Revenue (must be completed within the last two years), or proof that you have been a licensed bartender in the state of Wisconsin within the last two years. **This proof must be submitted at the time of application.**
- Classes may be found on-line at [www.dor.state.wi.us](http://www.dor.state.wi.us) , select a training course under the title "Alcohol Seller/Server".
- Renewal applications should be submitted at least 30 days prior to expiration date to allow for processing time.

## **License Fee**

There are two types of Beverage Operator's Licenses. See the chart below for details. License fees are non-refundable and due at the time of application filing.

<i>Type</i>	<i>Fee</i>	<i>Conditions</i>
1-year	\$30	Must have approval from Police Department and City Council/Clerk
60-day	\$5	Must have approval from Police Department; must also apply for annual license at time of application. Limit of one provisional application per year.

Additional Information Required:

**1. When is a beverage operator's license required?**

Any person 18 or older who is serving, selling or dispensing alcohol beverages must obtain an operator's license, unless under the immediate supervision of a person with an operator's license or agent of an establishment. "Immediate Supervision" means the operator or agent must be able to see at all times the activities of those persons serving alcohol beverages.

**2. Is the license good anywhere in the State of Wisconsin?**

No, only in the City of Arcadia

**3. When is a beverage operator's license likely to be denied by the Police Department?**

Subject to Wisconsin's Fair Employment Act, the applicant may not have been convicted of a felony, which substantially relates to the alcohol beverage license activity, or be a "habitual law offender".

**4. Do I have to take the training?**

Yes, unless you have (1) taken the training within the last two years; (2) have held a beverage operator's license from any municipality in the State of Wisconsin within the last two years, (3) have been an agent on a retail license within the last two years, or (4) are applying for the 7-day temporary beverage operator's license.

**5. May I work once the license fee is paid?**

You may work with another licensed operator. You may not work alone. **A receipt is not a license.**

**6. When will a license be mailed to me?**

Approved licenses will be mailed within two weeks of application provided that the Police Department Approves the license. There may be circumstances or licenses that must be presented to the City Council for consideration. In this case, the applicant will be notified of what meeting the Application will be considered at.

**7. What steps are necessary to obtain a license?**

- Register and attend required responsible server training
- Complete application, provide copy of driver's license, and pay required fee