



**TOWN OF LISBON**  
 W234 N8676 Woodside Rd.  
 Lisbon, WI 53089  
 (262) 246-6100  
[www.townoflisbonwi.com](http://www.townoflisbonwi.com)

## OPERATOR'S LICENSE APPLICATION

**Fee: \$37**  
 (fee includes \$7 record check fee)

### BARTENDER/SERVER/SALES CLERK/OPERATOR LICENSE APPLICATION TO SERVE AND SELL FERMENTED MALT BEVERAGES AND/OR INTOXICATING LIQUORS

**For license period July 1, 2020 to June 30, 2021**

<b>Request</b>	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Provisional (add \$5)												
<b>Applicant Information</b>	Full Name: _____ Maiden Name/Other names known by: _____ DOB (MM/DD/YYYY): _____ Phone: _____ Email: _____ Home Address: _____ City, ST Zip: _____												
<b>Place of Employment</b>	_____												
<b>Violations</b>	1. Have you ever been arrested, cited or convicted of charges related to activities performed while bartending? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Have you had any arrests, charges, or citations related to controlled substance or involving alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If you answered yes to any questions above, list below <b>all</b> arrests, convictions, dismissals and pending cases from age 18 to present below (do not include speeding &amp; parking violations). <b>Failure to list all matters truthfully could result in the rejection of this application. A complete background check will be completed and compared to the information you provide on this application.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 65%;">Violation</th> <th style="width: 15%;">City</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Violation	City	Date									
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<b>Signature and Certification</b>	<input type="checkbox"/> I hereby certify that the above information is true and correct to the best of my knowledge. I understand that failure to provide truthful, complete or correct information may lead to denial of this license. Signature: _____ Date: _____												

FOR OFFICE USE ONLY		
Date Paid: _____	Proof Type: _____	Date Provisional Issued: _____
Amount Paid: _____	Proof Issuing Entity: _____	Provisional Lic #: _____
Date Background Complete: _____		Date Regular Lic Issued: _____
<input type="checkbox"/> No record/Not related <input type="checkbox"/> Record found	<input type="checkbox"/> Mailed <input type="checkbox"/> Picked Up	Regular Lic #: _____

**\*\*\*See reverse side for Applicant's Checklist & Approval Procedure\*\***

## **Applicant's Checklist:**

- Completed and signed application
- Fee – cash, check or credit card accepted. Please make check payable to the Town of Lisbon. A small convenience fee applies to credit card payments. Payments can be made online using the following link.  
<https://www.paymentservicenetwork.com/Login.aspx?acc=RT25069>
- Responsible Beverage Server Training Course Certificate of Completion (attached if mailed/shown if in-person).  
For a list of approved courses, visit:  
<https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx>

## **OR**

- Copy of a valid operator's license issued by another municipality (attached if mailed/shown if in-person).

## **Approval Procedure:**

- Once the application is deemed complete, a criminal background check will be conducted by the Clerk's Office.
- If the background check comes back satisfactory, the Clerk's Office will issue the license. This may take 1-2 business days.
- If the background check comes back with issues that need further review, you will then be placed on the next Town Board agenda.
  - The Town Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month.
  - If the Town Board approves your application, your license will be issued by the Clerk's Office the following day.
  - If the Town Board denies your application, you will be notified in writing with the reason(s) for denial. You will then be afforded an opportunity provide evidence of competent rehabilitation. The Town Board will consider your evidence and either approve your application or sustain their denial.
- We will notify you when your license is approved.