



VILLAGE OF WRIGHTSTOWN  
OPERATOR'S LICENSE APPLICATION INFORMATION AND CRITERIA

*Village on the Fox*

**INSTRUCTIONS:**

- **Please read this information carefully. If you have questions, please ask before submitting your application. Fees are non-refundable once the application review and processing work has begun. Incomplete applications will not be processed.**
- **Background Check:** A background check is conducted on all applications whether original or renewal. The application asks questions regarding violations of Local, State, Military or Federal Law, either as an adult or juvenile. Read the questions carefully as these questions **MUST** be answered truthfully: **false information will be denied!**
- **Provisional License:** If you need a provisional license to begin working under the privilege of an operator's license, while your operator's license application is being reviewed and processed, you must check the box to include a provisional license on page 1 of the application and also check the additional certification language box above your signature on page 2. Read the provisional license criteria carefully as provisional license fees are non-refundable.
- **Required Documents:** a valid Driver's License or Wisconsin I.D. **AND**
  - a fully completed, signed and notarized application with applicable fees payment; **AND**
  - a copy of the "Responsible Beverage Server" course certificate, issued within the past 2 years; **OR**
  - a registration receipt for enrollment in an acceptable "Responsible Beverage Server" course; **OR**
  - a certified copy of a current operator's license issued by another Wisconsin municipality
- **Notarizing:** Notary services are available at Wrightstown Village Hall during normal business hours.
- **Processing Time:** Approximately 20 days, except provisional licenses. Operator license applications will be reviewed by the Board of Trustees during a regularly scheduled meeting on the first or third Tuesday of the month. Provisional licenses are issued immediately.
- **How to File:** Completed applications, required documents and fees can be submitted via US Mail or in person to: **Village of Wrightstown, Clerk/Treasurer Office, 352 High St., Wrightstown, WI 54180.**
- **Fees:** Fees collected are for the purpose of reviewing and processing your application and are not refundable if you are subsequently denied the license for any reason or you don't use the license after it has been processed.
  - Original (\$37) – *If you are a new applicant or your current license has already expired*
    - Review and Processing \$30
    - Background Check \$ 7
  - Provisional License (\$15)
  - Renewal (\$37) – *If you are renewing a current, unexpired license, expiring on June 30<sup>th</sup>*

*If you are filing a late renewal application for a license expiring June 30<sup>th</sup>, you will need a provisional license.*

#### PARAMETERS FOR DENIAL OF AN OPERATOR LICENSE

1. You are not 18 years or older on application date
2. You respond untruthfully to any question on your application
3. You have unpaid or overdue real or personal property taxes, special assessments, special charges, or delinquent utility charges owed to the Village of Wrightstown
4. You are subject to a pending criminal charge or have been arrested and convicted of a violent crime against a child or against life and bodily security as defined in Wis. Stat. Sec. 111.335 (1m)(b)
5. You have **two or more convictions**, which is considered habitual, and which violate any part of Chapter 125 of the Wisconsin State Statutes or violate any provision of Chapter 115 of the Village of Wrightstown Municipal Code in past five (5) years, which may include but are not limited to:
  - The manufacture, delivery, distribution or possession of controlled substances or related paraphernalia
  - Maintenance of a drug trafficking residence or vehicle
  - Substance abuse
  - Underage selling of fermented malt or alcohol beverages
  - Underage consumption of fermented malt or alcohol beverages
  - Selling fermented malt or alcohol beverages to a habitual drunkard
  - Selling fermented malt or alcohol beverages to an intoxicated individual
  - Selling fermented malt or alcohol beverages outside of permitted hours
  - Selling fermented malt or alcohol beverages without a valid operator license without the oversight of a licensed operator
  - Allowing an individual to use an operator license not in their name
  - Using an operator license granted to another individual
  - Giving away intoxicating liquor to evade provisions of the law
  - Operation of a vehicle while intoxicated, with a prohibited alcohol concentration or with a restricted controlled substance
  - Possession of open intoxicants in a motor vehicle
  - False identification or identity theft
  - An offense committed under the influence of alcohol, intoxicant, or controlled substance

#### Provisional License Criteria:

- Not previously denied an operator's license by the Village
- Present evidence of completion or enrollment in a Responsible Beverage Server Course
- Check the sworn statement language that you are not a habitual law offender; that you are not a convicted felon and have not been previously denied a license by the City, just above your signature on page 2 of the application.

Note: If you have received a provisional license and your Operator's License application subsequently is denied, your provisional is then automatically revoked upon notification of the denial of your license is received.

#### Procedure on Denial of a License:

If the Village Board denies your license application you may not reapply for this particular license until one year has elapsed from the date of your license denial.



VILLAGE OF WRIGHTSTOWN  
APPLICATION FOR AN OPERATOR'S LICENSE

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- Select Type:  **ORIGINAL** (use for new applicant or if a prior license has expired) \$37  
 Provisional – 60 days with original application – add \$15  
 **RENEWAL** (use if you have a current license expiring on June 30<sup>th</sup>) \$37

**COMPLETE FULLY (Must be legible)**

NAME: \_\_\_\_\_  
Last Name First Name Middle Initial Maiden Name (if applicable)

HOME ADDRESS: \_\_\_\_\_  
House No. and Street Name City, State & Zip Code.

DATE OF BIRTH: \_\_\_\_\_ SEX: M F

PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

NAME AND ADDRESS OF THE LICENSED ALCOHOL ESTABLISHMENT WHERE YOU WILL BE WORKING:  
\_\_\_\_\_

1. Do you now hold or have you ever been granted any license or permit associated with the sale of alcoholic beverages?  Yes  No

If yes, list the type of license, dates held and issuing jurisdiction:  
\_\_\_\_\_

2. Have you completed the training session on alcohol beverage regulations?  Yes  No

If yes, list the date and the name of the course completed and attach completion certificate.  
\_\_\_\_\_

If no, are you currently registered to attend a responsible beverage server course?  Yes  No

If yes, list the date and the name of course registered to attend. Attach registration confirmation.  
\_\_\_\_\_

If no, have you held either a retail, operator's or manager's license in the State of Wisconsin, within the past two years?  Yes  No

If yes, list the type of license, dates held and issuing jurisdiction. Attach a copy of recent license.  
\_\_\_\_\_

3. List all prior addresses within the past five years:

Street Address	City	State	Zip	From	To

4. Have you been convicted by a military court-martial or less than honorably discharged?  Yes  No

If yes, list conviction(s) or discharge date(s) and offense(s):

- 
5. Have you been charged, ticketed, cited, or arrested for ANY violation of state, federal or local laws within the past five (5) years, including crimes, forfeitures, military violations, traffic violations and all tickets, except parking tickets?       Yes     No

If yes, list offence(s) conviction date(s) and jurisdiction(s). **If you are unsure whether to list a violation, LIST IT. A background check will be performed and omitting a violation is cause for denial.**

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6. As an ADULT (17 years of age or older), have you been arrested for which there are pending charges against you of any kind, including by a military authority?       Yes     No

If yes, list arrest date(s), charge(s) and jurisdiction(s) where arrested:

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7. Have you been on probation, extended supervision, or parole, or been released from probation, extended supervision, or parole less than one year prior to the date of your license application?       Yes     No

If yes, list arrest date(s), charge(s) and jurisdiction(s) where arrested:

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8. As a JUVENILE have you been adjudicated delinquent within the past five (5) years (violated state or federal criminal law)?       Yes     No

If yes, list date(s), offense(s) and jurisdiction(s):

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**READ CAREFULLY BEFORE SIGNING:**

I hereby apply for an Operator's License to serve alcohol beverages and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of alcohol beverages if a license is granted to me.

I authorize the Village of Wrightstown, to obtain information and records pertaining to me from any source and to release said information to Village staff and officials involved in review of this application. I hereby release any individual or institution, including its officers, employees or related personnel, both individually, and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, or family because of compliance with this authorization to release information of any attempt to comply with it.

I declare that all of the above information is true and correct to the best of my knowledge and belief. I understand that untruthful information will lead to denial of this license application.

- By checking this box, I am indicating that I am also applying for a provisional license. I hereby swear under the penalties of perjury, that I am not a habitual law offender as defined in the instructions above; have not been convicted of a felony and have not been previously denied an operator's license by the Village of Wrightstown.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

My Commission expires: \_\_\_\_\_

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**FOR POLICE USE ONLY**

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The Village of Wrightstown Police Department has investigated the applicant and related records reflect the following pending charges/violations during the past five (5) years:

Based on the above, I recommend that an operator license be: Issued Denied

\_\_\_\_\_  
Signature of Police Department Personnel

\_\_\_\_\_  
Date

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**FOR CLERK/TREASURER USE ONLY**

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Applicant has requested a Provisional Operator License?  Yes  No

1. Has applicant been previously denied an operator’s license by the Village?  Yes  No  
*(If yes, a provisional license cannot be issued but application for a regular license review may proceed)*

2. Is the applicant a habitual offender (two or more violations in the last five (5)years) or have a felony conviction?  Yes  No  
*(If yes, a provisional license cannot be issued)*

3. Has the applicant provided the Responsible Beverage Server Course Completion Certificate or provided the enrollment registration?  Yes  No  
*(If no, a provisional license cannot be issued)*

4. Has the fee for a Provisional License been collected?  Yes  No  
*(If no, a provisional license cannot be issued)*

\_\_\_\_\_  
Signature of Clerk/Treasurer’s Department Personnel

\_\_\_\_\_  
Date

