



Operator License Application
City of Waterloo
136 N Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
Email: cityhall@waterloowi.us

APPLICANT MUST COMPLETE THE APPLICATION COMPLETELY AND ACCURATELY. ANY INCOMPLETE, INACCURATE OR UNTRUTHFUL INFORMATION ON ANY LICENSE APPLICATION SHALL BE CAUSE FOR THE DENIAL OF SUCH LICENSE.

APPLICANT MUST MEET THE FOLLOWING REQUIREMENTS. **PLEASE CHECK EACH STATEMENT AS READ:**

- ☐ Applicants must be at least 18 by the time of issuance.
- ☐ Applicants must not have a felony conviction within the last 5 years, the offense(s) relates to the alcohol beverage licensing activity or be a habitual law offender as defined in State Statutes 939.62(2). In determining habitual law offender status, the background check may go back 15 years.
- ☐ Applicants have not had an OWI conviction within the past 12 months (1 year).
- ☐ Applicants have not had two or more alcohol related convictions within the past 2 years.
- ☐ Applicants do not have any criminal or ordinance convictions that are related to the license requested, to include, but not limited to, gambling, controlled substances, disorderly conduct, battery in a bar within the past 2 years.
- ☐ Applicants have not had a possession of a controlled substance conviction with the past 2 years.
- ☐ Applicants have not had a sale or delivery of controlled substance conviction within the past 5 years.
- ☐ Applicants have complied with all court ordered assessments resulting from an OWI or controlled substance conviction.

A criminal background check will be conducted on all applicants by the Waterloo Police Department. This background check may include, but is not limited to, Wisconsin State Criminal History, Waterloo Police Department records, Driver's license (CIB< NCIC< P&P, DOT) and with other law enforcement agencies where applicant previously resided. If granted, your Operator's license will be mailed to your place of residence as indicated on the application. Please allow up to 7 business days for processing.

Return applications in person to: City of Waterloo 136 N Monroe Street Waterloo, WI 53594 (920) 478-3025

Please note: Application must be signed in the presence of a notary public.

- **If the application is denied by City Hall, the applicant will be informed in writing as to the reason(s). The applicant may request a reconsideration of the application by the City Council in a closed session. The request must be submitted in writing 10 days prior to the next scheduled City Council meeting.**



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Application Type:

New License: ____ (\$60.00) **Renewal License:** ____ (\$30.00) **Temporary License (15 days):** ____ (\$15.00) **Provisional (60 days):** ____ (\$15.00)

Applicant Name (First, Middle, Last): _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number: _____ **DOB:** _____ **Place of Birth:** _____

How long have you lived in WI: _____ **Driver's License #:** _____ **State of Issuance:** _____

Previous States lived in: _____

(NAME) Place of Employment for Operator's License: _____

Have you taken the Responsible Beverage Servers Training Course in the Past 2 Years? _____

Have you held an Operator's License in the past two years? _____

Have you ever been convicted of any felony, misdemeanor, or ordinance violation? _____

Are there currently any criminal charges pending against you? _____

A criminal background check will be conducted on all applicants by the Waterloo Police Department.

This part is to be completed in the presence of a Notary Public.

READ CAREFULLY BEFORE SIGNING. Under penalty provided by law, the undersigned, being duly sworn on oath, says that he/she is the person who made the foregoing application, and that the information supplied is true and correct. False, inaccurate, or omitted information may be grounds for denial of the application. The signer certifies that he/she is familiar with the laws and regulations pertaining to the sale of alcoholic beverages. Signers agree to observe the provisions of the City of Waterloo Municipal Code, and the Wisconsin Statutes. The signer agrees that the license, if granted, will not be assigned to another. YOU MUST CARRY ON YOUR PERSON A VALID PICTURE ID ISSUED BY A GOVERNMENTAL AGENCY (DRIVER'S LICENSE, PASSPORT, ETC.) AT ALL TIMES WHILE WORKING PURSUANT TO THE OPERATOR'S LICENSE. WHILE WORKING PURSUANT TO A PROVISIONAL LICENSE, YOU MUST ALSO KEEP THIS FORM ON YOUR PERSON AT ALL TIMES.

Signature of Applicant: _____ **Date:** _____

Subscribed and sworn to me this _____ day of _____, 20____.

Notary Public

My Commission expires: _____ or is permanent.

Background Check Completed: _____ Officer: _____

Approved: _____ or Denied: _____