



PROVISIONAL BARTENDER'S LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV
WWW.MILWAUKEE.GOV/LICENSE

Who needs a Provisional License?

An applicant who has filed an application for a regular Class "D" Operator (Bartender) license may also be eligible for a provisional bartender license. A holder of a provisional license is authorized to operate as a bartender for a limited period of time at any licensed premises holding an alcohol beverage retail establishment license issued by the City.

Provisional Bartender licenses are not the same as Temporary Bartender licenses, which are issued for nonprofit events only. See the Temporary Bartender License Information (form ccl-tbart) for more information related to temporary licenses.

LICENSE PERIOD

Expires 60 days after the date of issuance, the date the license from the other municipality expires (if applicable), or the date the regular Class "D" Bartender license is granted or denied, **whichever occurs first.**

Provisional licenses are not renewable.

LICENSE FEE

\$15

REQUIRED FORM

Provisional Bartender's License Application (ccl-pbart1)

GENERAL ELIBILITY REQUIREMENTS

Regardless of the type of provisional license, applicants must:

- (1) Be at least 18 years of age
- (2) Have an application on file with the City Clerk License Division for a regular bartender license
- (3) Have paid the licensee fee for the regular bartender license

TYPES OF PROVISIONAL LICENSES

The 2 types of provisional bartender licenses are "Other City" and "Traditional."

"OTHER CITY" Provisional License

An applicant for a regular bartender license is eligible for an "Other City" provisional license if they hold a valid regular bartender license issued by another Wisconsin municipality.

Certified Copy of License Required.

Applicants who possess a current Class "D" Operator (Bartender) license issued from another Wisconsin municipality must submit a certified copy of that license.

[!] IMPORTANT: A certified copy of a license includes the filing of **BOTH** of the following items:

1. **Certification Letter.** Applicants must file a dated certification letter signed by the City Clerk, or his or her designee, stating that *"the attached operator's license is a true and correct copy of the original operator's license issued by the City of (insert name of municipality)"; AND*
2. **Duplicate License.** Applicants must file a duplicate copy of the current operator's license issued by the other municipality.

See "Certified Copy of Valid Operator's License Required for Issuance of Provisional Bartender License" for more information relating to certified copies.

"TRADITIONAL" Provisional License

If an applicant does not hold a valid regular bartender license issued by another Wisconsin municipality, the applicant may still be eligible for the "Traditional" provisional license.

Server Course, Proof of Completion or Enrollment Required.

Applicants must provide proof of either enrollment in an approved responsible beverage server course, completion of the course within the past two years, or exemption from taking the course; **AND**

Background Investigation Completed. A background investigation report completed by the Milwaukee Police Department must be on file with the License Division indicating that there are no findings on the report that could be the basis for denial of the license.



PROVISIONAL BARTENDER'S LICENSE APPLICATION

OFFICE OF THE CITY CLERK LICENSE DIVISION

200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202

(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV WWW.MILWAUKEE.GOV/LICENSE

Print Name:

Date of Birth:

TRADITIONAL

Do you currently have a Class "D" Bartender's License application on file? YES NO

Have you paid the license fee for the Class "D" Bartender's License? YES NO

In the State of Wisconsin, within the past two years:

Have you completed an approved Responsible Beverage Server Training Course? YES NO

If no, are you enrolled in an approved course? YES NO

Have you held a Class "D" Bartender's or Class "B" Manager's license? YES NO

Have you held a Class "A" or "B" Alcohol Beverage license? YES NO

If yes, was the license denied or revoked within the last 12 months? YES NO

OTHER CITY

I am submitting a certified copy of my current license from another municipality in Wisconsin.

A certified copy includes a certification letter and duplicate license.

See "Provisional Bartender's License Information" for more details.

Every licensee is required to read and understand all laws, ordinances, rules and regulations pertaining to the sale and dispensing of alcoholic beverages, including those listed in Chapter 125 of the Wisconsin State Statutes and Chapter 90 of the Milwaukee Code of Ordinances.

Signature _____

For Office Use Only:

Initials _____ Filed _____ PBART App# _____ PBART License # _____

BART App# _____ TRADITIONAL: BART fee paid MPD report Server course

Certified Copy of Valid Operator's License Required for Issuance of Provisional Bartender License

Wis. Stats. 125.17 requires municipalities to issue a provisional operator (bartender's) license to a person applying for a regular operator (bartender's) license once the applicant pays the fee for the provisional license and files with the application a certified copy of a valid operator's (bartender's) license issued by another Wisconsin municipality.

What is a certified copy? A certified copy is a duplicate of an original document that is certified as a true copy by the officer having custody of the original. Requests for certified copies should be directed to the municipality that issued the original.

Certified Copies of Operator's (Bartender's) Licenses require **both** of the following:

- 1) A certification letter dated, signed by the City Clerk or Deputy City Clerk and stating something to the effect of "The attached Operator's License is a true and correct copy of the original Operator's License issued by the City of _____ to the named licensee for the dates indicated."
- 2) A duplicate copy of the Operator's (Bartender's) license. (Expired licenses cannot be certified for this purpose.)

Examples:



Office of the City Clerk
License Division

Ronald D. Leonhardt
City Clerk

Rebecca N. Barron
License Division Manager

The attached Operator's License is a true and correct copy of the original Operator's License issued by the City of Milwaukee to the named licensee for the dates indicated.

Certified this ____ day of _____, 2006

Rebecca N. Barron
Rebecca N. Barron
Deputy City Clerk – Notary Public
My commission expires 7/26/2009

CITY OF MILWAUKEE

EXPIRATION DATE
12/31/2007

U -0045



Ronald D. Leonhardt
RONALD D. LEONHARDT
CITY CLERK

Questions may be directed to the City of Milwaukee, City Clerk-License Division, 414-286-2238.