



VILLAGE OF HOWARD  
Operator's License Cover Sheet  
Please remove before submittal

The application for an original or renewal of an Operator's License asks questions regarding past convictions or arrests under State or Federal Laws, either as an adult or juvenile. These questions **MUST** be answered truthfully and completely. Please read these questions carefully.

Our Police Department performs a background check on all applicants. Should we find your information is **NOT** correct or **INCOMPLETE**, we **WILL** deny your license. The Howard Village Board has adopted the "Parameters for Denial of Bartender's Licenses" as a guideline for license denials. If you have been convicted twice of any of the offenses listed, your application will be recommended for denial. If you have any questions, please ask before completing the application.

Thank you.

**\*\*\*\* PARAMETERS FOR DENIAL OF BARTENDER'S LICENSE \*\*\*\***

1. Inaccurate or omitting information requested on the application.
2. Two arrests or convictions of underage selling during the past 5 years.
3. Two convictions of any substance abuse twice during the past 5 years.
4. Two convictions of driving under the influence of any alcohol or controlled substance during the past 5 years.
5. Two convictions of allowing a person to use an operator's license during the past 5 years.
6. Two convictions of selling to an intoxicated person during the past 5 years.
7. Two convictions of selling after hours during the past 5 years.
8. Two convictions of selling without a license during the past 5 years.
9. Two convictions of providing liquor to evade the provisions of the law during the past 5 years.
10. Two convictions of any part of Chapter 125 of the Wisconsin Statutes relating to alcohol beverages during the past 5 years.
11. Two other arrests or convictions of charges related to the activities performed while bartending within the past 5 years.
12. Any habitual law offender or felon where the circumstances of the charges are substantially related to the licensing activity.

Any person whose license has been recommended for denial may appeal the recommendation to the Village Board. The applicant should appear at the Village Board meeting when their application is on the Village Board agenda and indicate they wish to address the Board. **IF YOUR APPLICATION IS DENIED BY THE VILLAGE BOARD, FEES ARE NON-REFUNDABLE AND YOU CANNOT APPLY AGAIN FOR TWELVE MONTHS FROM THE DATE THE DENIED APPLICATION WAS RECEIVED BY THE VILLAGE CLERK.**



# Village of Howard Operator License Application

**Filling Out Your Application:**

- An Operator License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application.** This application must be filled out accurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident, it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the Village Clerk's office for clarification. Your application will not be processed until you deal with any outstanding warrants.
- You can obtain information regarding your criminal history from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at: [www.wcca.wicourts.gov](http://www.wcca.wicourts.gov).

**Review Of Your Application:**

- The Howard Police Department (Brown County Sheriff) or our clerical staff will perform a background check to verify that the information you have provided is complete and accurate.
- You may be called to appear before the Village Board if there are concerns about your criminal history as it relates to your application, or if it appears that you falsified or omitted information from your application. If you are asked to appear but choose not to do so, your application may be denied.

<input type="checkbox"/> New <input type="checkbox"/> Renewal	<input type="checkbox"/> Operator \$ 40.00 <input type="checkbox"/> Provisional \$ 15.00	<input type="checkbox"/> Duplicate License \$5.00	
Temporary \$6.00 (License is limited to once per year, for a maximum of 14 days and only to persons employed by or donating their services for nonprofit corporations.) Date Needed: _____ Event Name: _____			
<b>Office Use Only:</b>	<b>License #</b>	<b>Provisional #</b>	
Last Name:	First Name:	Middle Name:	
Residence: Street Address:	City:	State:	Zip:
<b>List any convictions of misdemeanor and/or felony(s) or any alcohol related citations or convictions. Also include any pending criminal cases or pending alcohol related citations. Omission of information could lead to denial of license.</b>			

I hereby attest that the information provided above is true and accurate.

Applicants Signature \_\_\_\_\_ Dated \_\_\_\_\_

To be filled out by the Howard Police Department or Clerical Staff	
<input type="checkbox"/>	Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau
<input type="checkbox"/>	Files indicate that subject has the attached Criminal Arrest Record.
_____ Authorized signature performing background check	_____ Date

**Additional Information:**

Residence/Cell Phone:	Birthdate:	Birth Place (City, State)	Race	Sex	Height	Weight	Hair	Eyes
Driver's License # (State & Number)		Establishment Where Employed:			Contact Person & Phone Number:			
Other Names, Aliases or Birthdates ever used:								
Cities & States lived in the past 10 years:					From:	To:		
					From:	To:		
					From:	To:		
<input type="checkbox"/> Please check box if you have lived at your current address for 10 years or more.								
Indicate whether you are a U.S. Citizen, U.S. Alien or Temporary Resident:								
<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Alien <input type="checkbox"/> Temporary Resident (Employment Number _____)								
<p>I hereby certify that all statements made on or about my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, having my license revoked.</p> <p>I realize that during the processing of my operator's license application, my background as it relates to this license, will be investigated by the Village of Howard. I understand that any information concerning my past will be considered in evaluating me as an applicant for the Village of Howard operator license.</p>								
Signature: _____					Date: _____			