



## CLASS "D" BARTENDER'S LICENSE INFORMATION

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

### Who Needs a Bartenders License?

A license is required for any person who shall draw or remove any fermented malt beverage for sale or consumption from any barrel, keg, cask, bottle or other container in which fermented malt beverages shall be stored or kept on premises requiring a Class "B" license, for sale or service to a consumer for consumption in or upon the premises where sold; or one who shall sell or serve intoxicating liquor to customers upon premises operated under a retail Class "A" or Class "B" intoxicating liquor license or retail Class "C" wine license; or who shall sell bottled intoxicating liquors or bottled and canned fermented malt beverages on a premises requiring a Class "A" retailer's intoxicating liquor license or a Class "A" fermented malt beverage retailer's license.

The bartender license allows you to work at any licensed Class "A", "B" or "C" alcohol beverage establishment within the City of Milwaukee.

If you will be employed at an establishment outside of the City of Milwaukee limits, you will need to contact that municipality's City Clerk's office for instructions on how to obtain their license.

### License Period

Biennial; license expires on December 31 in the year after the year in which it was granted.

### Forms Needed

- Individual License Application (ccl-iapp1)
- Class "D" Bartender's License Supplemental Application (ccl-bart1)

These forms can be found at [www.milwaukee.gov/licenses](http://www.milwaukee.gov/licenses) under "Licenses and Permits".

Complete, sign, and submit both application forms to the City Clerk License Division.

### Fee

\$75

### Fingerprinting

Fingerprinting is required. See the Individual Application Information sheet for instructions.

### Requirement

Applicants must have attained (at the time of filing) the age of 18 years.

### Responsible Beverage Server Course Requirement

All new applicants must submit proof that they completed a Responsible Beverage Server Course or held an Alcohol Beverage license in Wisconsin within the past 2 years.

For courses offered by the Milwaukee Area Technical College, call (414) 302-2618.

A list of approved online courses can be found on the Wisconsin Department of Revenue's website at <http://www.revenue.wi.gov/training/alcSellerServer.html>.

Applicants attending Wisconsin C.A.R.E., T.I.P.S. or N.R.A. training courses must have certificates or diplomas, which indicate that the course complies with Wisconsin Statutes 125.04 and 125.17.

### Denial/Disqualification

If a license is denied for any reason, except non-appearance at the Licenses Committee hearing, then the applicant must wait 12 months from the date denied before reapplying for the license.

### Regulations

Regulations regarding Class "D" Bartender's Licenses are provided in the Milwaukee Code of Ordinances 90-4.10



# CLASS "D" BARTENDER'S LICENSE SUPPLEMENTAL APPLICATION

ccl-bart1 8/22/13

Office of the City Clerk License Division  
200 E. Wells St. Room 105, Milwaukee, WI 53202  
(414) 286-2238 [www.milwaukee.gov/license](http://www.milwaukee.gov/license)  
e-mail address: [license@milwaukee.gov](mailto:license@milwaukee.gov)

Print Name: \_\_\_\_\_

Indicate whether within two (2) years of the date of filing this application you have .....

- 1. Held a bartender's license or Class "B" Manager's License in the state of Wisconsin? YES  NO
- 2. Held a Class "A" or "B" Alcohol Beverage license in the state of Wisconsin? YES  NO
- 3. Completed a Responsible Beverage Server Training Course in the state of Wisconsin? YES  NO

If "No" to ALL 3 questions above, then you must complete a Responsible Beverage Server Training Course.

If "Yes" to ANY question above, then you must provide proof to the License Division before the license can be issued.

**SUBMIT THIS FORM ALONG WITH THE "INDIVIDUAL LICENSE APPLICATION"**

### PROVISIONAL LICENSES

The regular bartender license fee must be paid in order to be eligible for a provisional license.

#### "OTHER CITY" PROVISIONAL LICENSE

A bartender applicant is eligible for an "OTHER CITY" Provisional License, which can be issued immediately, only if they hold a current bartender license issued by another Wisconsin municipality and present a certified copy of that license to the City of Milwaukee City Clerk License Division along with the additional \$15 fee.

- I wish to apply for an "OTHER CITY" Provisional License at this time.
- I am submitting **A CERTIFIED COPY OF MY BARTENDER'S LICENSE FROM OTHER MUNICIPALITY IN WISCONSIN and the additional \$15 fee.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### "TRADITIONAL" PROVISIONAL LICENSE

If you do not have a certified copy of a bartender's license from another municipality in WI, you are not eligible for the "OTHER CITY" Provisional License. You can only apply for the "Traditional" Provisional License when we receive a police report with no items and your responsible beverage server course certificate.

See [Provisional Bartender License Information sheet \(form ccl-pbart\)](#) for more information related to additional fee and filing requirements.

#### Office Use Only:

Initials \_\_\_\_\_ Filed \_\_\_\_\_

App # \_\_\_\_\_

Granted \_\_\_\_\_ Issued \_\_\_\_\_

- Beverage Course Completed
- Certified Copy Attached PBART # \_\_\_\_\_
- Currently holds another License