

# Operator License Application

(Pursuant to Madison General Ordinance, section 38.05)

- |                                  |  |  |
|----------------------------------|--|--|
| <input type="checkbox"/> New     | <input type="checkbox"/> Operator - \$35.00    | <input type="checkbox"/> Operator Late Fee - \$40.25 |
| <input type="checkbox"/> Renewal | <input type="checkbox"/> Provisional - \$15.00 | <input type="checkbox"/> Duplicate - \$5.00          |

<b>Office use only</b>	License #	Provisional #	<b>Fee is Non-Refundable</b>
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**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 City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at [www.wcca.wicourts.gov/index.xsl](http://www.wcca.wicourts.gov/index.xsl) (CCAP may not provide a comprehensive list of ALL arrests and convictions).

**Review of your application**

- The Madison Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Alcohol License Review Committee.
- If you are asked to appear but choose not to do so, your application may be denied.
- *Meetings of the Alcohol License Review Committee are open to the public and televised.*

Last Name			First name				M. I.		
Residence: Street Address			City		State	Zip			
Phone	Date of Birth	Birth Place (City, State)		Race	Sex	Height	Weight	Hair	Eyes
Driver's License Number (State & Number)		Place of employment		Contact person & phone number					
Other names, aliases or birthdates ever used:									
Cities and States lived in since age 18, including where you now reside:							From:	To:	
							From:	To:	
							From:	To:	
							From:	To:	
							From:	To:	
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 _____)									
<b>ARREST AND CONVICTION RECORD</b>									
Since your 17 <sup>th</sup> birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)							<input type="checkbox"/> Yes	<input type="checkbox"/> No	
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?							<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted by a military court-martial?							<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of disorderly conduct that involved violence against another person?							<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**LIST ANY PENDING CRIMINAL CHARGES, CITATIONS OR TICKETS**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

**LIST ALL CRIMINAL CONVICTIONS, MUNICIPAL/ORDINANCE VIOLATIONS, CITATIONS AND TICKETS (excluding parking tickets)**

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

**Application must be notarized.**

*The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.*

Subscribed and sworn before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Notary Public

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

**To be filled out by the Madison Police Department**

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Madison Police Department
- Files indicate that subject has the attached Criminal Arrest Record

\_\_\_\_\_  
Madison Police Department Authorized Signature

\_\_\_\_\_  
Date