

City of Medford

Operator License Application

For License Year July 1, 2025 – June 30, 2027

Application Fee: \$47.00 / \$27.00 (after 7/1/2026)

☐ Renewal or ☐ New Applicant*

☐ Temporary - \$5.00

Event: _____ Days: _____

* Complete Box to Right

☐ RBT Class Completed & Certificate Attached; Or Current License with WI Municipality Attached

☐ RBT Class Pending; Provisional Requested (+ \$22.00)

FILLING OUT YOUR APPLICATION

1. An Operator License is a privilege, not a right.
2. **Review the attached Operator License Policy thoroughly. Should your information on this application not be complete, correct, or illegible, your license may be denied.**

_____ I have received and reviewed the Operator License Policy. (Applicant Initial)

REVIEW OF YOUR APPLICATION

1. The Medford Police Department will perform a background check and recommend approval or denial of your application.
2. If you are denied, you may request an appeal in writing through the City Clerk's office and your appeal will be placed on the next agenda of the Common Council.

If your application is denied, the fee is non-refundable, and you cannot reapply for a minimum period of six months. Meetings of the Common Council are open to the public. This application is a public record and subject to release.

Please Print Clearly

First Name	Middle Name	Last Name
Residence: Street Address	City	State & Zip Code
Home Phone	Cell Phone	Email
Driver License Number	State of Issuance & Expiration Date	Gender
Other Names, aliases or birthdates used	Birth Place (City & State)	Date of Birth
Mailing Address, if different then above	City	State & Zip Code
Previous Address	City, State & Zip Code	Social Security Number
Establishment where employed (license to be used)		Contact Person & Phone Number

Arrest and Conviction Record

Since your 17 th birthday, have you EVER been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	Yes	No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	Yes	No
Have you ever been convicted by a military court-martial?	Yes	No
Have you ever been convicted of disorderly conduct that involved violence against another person?	Yes	No

List Any PENDING Citations, Tickets or Criminal Charges

Year	Location/Jurisdiction	Violation/Offense

Criminal Convictions & Citations, Excluding Minor Traffic Violations

Year	Location/Jurisdiction	Violation/Offense

Read carefully before signing.

I swear that the information provided in this application is true and correct to the best of my knowledge and belief. I certify I am familiar with the laws, ordinances and regulations pertaining to the sale of alcoholic beverages and I agree to obey all provisions of Federal, State, and Local laws. I understand that falsification of the application may result in denial of the application. Signer agrees to observe the provisions of the City of Medford Code of Ordinances. The signer agrees that the license, if granted will not be assigned to another.

Applicant's Signature

Date

Applicant Printed Name

Office Use Only

Date Received: _____ By: _____

Amount Paid: _____ Payment Method _____

Date Referred to Police Department: _____

License Approved

Police Chief and/or Designee Signature: _____ Date: _____

City Clerk and/or Designee Signature: _____ Date: _____

Date Notified of Pickup: _____ Date License Mailed: _____ Date License Pickup: _____

License Number: _____

License Denied

Police Chief and/or Designee Signature: _____ Date: _____

Reason(s) for Denial:

Date Council Notified: _____ Date Denial Mailed to Applicant: _____

**CITY OF MEDFORD
ISSUANCE OF OPERATOR'S LICENSE
POLICY**

Council Adopted: September 20, 2022

Effective Date: July 14, 2025

Discussion

The City of Medford has authorized the City Clerk and/or their designee, upon the recommendation of the Police Chief and/or their designee, to issue operator's licenses to applicants that qualified under Chapter 125 of the Wisconsin Statutes. The following policy is created to provide minimum criteria in the issuance and/or denial of an operator's license.

Policy

Any applicant completing the application for an Operator license for the City of Medford is required to answer past convictions, arrests, or charges as either an adult or juvenile, these questions must be answered truthfully. Failure to complete a truthful application is subject for denial. The applicant further understands that the issuance of an Operator license is for use only in the City of Medford.

The applicant understands that the license fee is non-refundable, and payment is due at the time of filing the application. Operator licenses issued by the City of Medford are valid for a period of up to two (2) years, beginning July 1st in odd years and ending June 30th in odd years.

Provisional License

If an Operator license is needed immediately, pending completion of the Responsible Beverage Training (RBT) and who has not been denied an Operator license or who has not had their license revoked/suspended within the past twelve (12) months, a temporary provisional license may be applied for. Only one provisional license per year will be issued. Provisional licenses are valid for thirty (30) days after issuance.

Temporary License

Temporary licenses may be issued under the following conditions:

1. Licenses are issued only to operators employed by or donating their services to non-profit organizations.
2. No person may hold more than two (2) licenses of this kind per year.
3. The license is valid for any period from one (1) to fourteen (14) days, and the period for which it is valid is stated on the license.

Prior to the issuance of any license the Medford Police Department will conduct a criminal background check on all applicants. The Medford Police Department will make a recommendation to the City Clerk on the applicant based on completeness and accuracy of the application. If granted, the application will be issued, the applicant will be contacted via phone for in-person pick up at City Hall during normal business hours, otherwise it will be mailed to

the address on file if not picked up within a week of issuance. Operator licenses are issued to the applicant applying for the license.

By completing the application, the applicant agrees to and/or acknowledging the following:

- Applicant must be at least 18 years of age to obtain an Operator license.
- Applicant must not have a felony conviction within the last five (5) years, the offense(s) substantially relating to the alcohol beverage license activity, or be a habitual offender as defined in Wisconsin State Statutes 939.62(2). In determining habitual law offender status, the background check may go back fifteen (15) years.
- Applicant has not had an OWI/PAC conviction within the past one (1) year.
- Applicant has not had two or more alcohol related convictions within the past two (2) years.
- Applicant does not have any criminal convictions that are related to the license requested. These include, but are not limited to: gambling, controlled substances, disorderly conduct, non-sufficient fund checks, battery in bar/tavern, within the past two (2) years.
- Applicant does not have a possession of a controlled substance conviction within the past two (2) years.
- Applicant does not have a Sale or Delivery of controlled substance conviction within the past five (5) years.
- Applicant has complied with all court ordered assessments resulting from an OWI/PAC or controlled substance conviction.
- Applicant does not have any pending charges, the offense(s) of which are substantially relating to the alcohol license.
- As part of the application process, any applicant on probation/parole will need to provide written approval from their probation agent.

Appeal

The applicant, by writing, may request to the City Clerk, to appeal a denial to the Common Council.