

g. Corporate and limited liability company agents: § 125.04(6).

i. All corporations and limited liability companies applying for an alcohol beverage license must appoint an agent. [NOTE: The Department requires, under its powers, appointment of an agent for an association, even though this is not specified in the Statutes.]

ii. A license cannot be issued to a corporation or limited liability company until the agent has been approved by the municipality. In addition to meeting the requirements of #1 and #3 above, "the agent must, with respect to character, record and reputation, be satisfactory to the issuing authority." § 125.04(6)(a)1.

iii. The agent must be named in the license or permit and must be given full authority and control over the licensed premises and over all commercial activities on the premises relating to alcohol beverages. § 125.04(6)(a)2.

Steps to be taken in the appointment of a successor agent: § 125.04(6)(b).

- The corporation or limited liability company must immediately notify the municipal clerk in writing of the appointment of a new agent and the reason for cancellation of the previous agent.
- The newly appointed agent may act in that capacity until approved or disapproved.
- The new agent must complete Forms AT-104 (Schedule for Appointment of Agent) and AT-103 (Auxiliary Questionnaire) and file them with the municipal clerk.
- The license of the corporation or limited liability company shall cease to be in force if prior to the next regular or special meeting of the governing body, the municipal clerk "receives notice of disapproval of the successor agent" by a law enforcement officer of the municipality. § 125.04(6)(c). [Consult your attorney, however, before relying on this provision, since it is the governing body that must approve the change.]
- If the change is approved by the governing body, the municipal clerk must amend the license to reflect the change of agent.

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) (first name) (middle name)				
Home Address (street/route)	Post Office	City	State	Zip Code
Home Phone Number	Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
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_____ of _____
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? _____
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.) _____
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending. _____
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this _____ day of _____, 20_____

(Clerk/Notary Public)

(Signature of Named Individual)

My commission expires _____



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Wisconsin Department of Revenue

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town
 Village of _____ County of _____
 City

The undersigned duly authorized officer(s)/members/managers of _____
(registered name of corporation/organization or limited liability company)
 a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

_____ located at _____
(trade name)

appoints _____
(name of appointed agent)

(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No
 How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? _____

Place of residence last year _____

For: _____
(name of corporation/organization/limited liability company)

By: _____
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, _____, (print/type agent's name) hereby accept this appointment as agent for the corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

(signature of agent)

(date)

Agent's age _____

(home address of agent)

Date of birth _____

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____

(date)

(signature of proper local official)

Title _____

(town chair, village president, police chief)

Training - Wisconsin Department of Revenue



Training

Alcohol Seller/Server

While the following Responsible Beverage Server training courses have been approved for certification in the state, the Wisconsin Department of Revenue does not endorse nor administer any of these programs. Any issues you have concerning registration, student certification, fees, certificates, etc., MUST BE DIRECTED TO THE INDIVIDUAL VENDOR FOR RESOLUTION.

- [CARE](#)
- [Learn2Serve](#)
- [R-serving.com](#)
- [Seller/Server.com](#)
- [ServerLicense.com](#)
- [Serving Alcohol Inc. - Wisconsin Alcohol Seller/Server Course](#)
- [ServSafe Alcohol \(WRAEF/NRAEF\)](#)
- [TEAM](#)
- [TIPS](#)
- [Wisconsin Technical Colleges](#)