

Dear XXXXLICENSE HOLDERXXXX,

Your current Operator (Bartender) License from the City of Madison will expire on June 30, 2018. Applications to renew your license are now being accepted and the renewal filing deadline is **Thursday, June 30, 2018**. If you pay the renewal fee online, your new license will be available immediately. If submit your renewal fee by mail or in person, your new license will be available once the payment is received.

Renewal Applications submitted after June 30 will be assessed a **25% late payment fee**.

You will need to submit the renewal application electronically through the [City of Madison Licenses & Permits portal](#). This site requires an account login, which you may have set up during previous license renewals.

- If you *renewed your license online in 2016 or applied online for your license*, please use the account information you established at that time to login and renew. Please note that your account “User Name or Email” is the email address used for this email message. If you have forgotten your password, please click the “I’ve forgotten my password” link and your password will be reset and emailed to you.
- If your license was issued after July 1, 2016 and you did not apply online, you will need to create a new account for the Licenses and Permits portal:
 - Click the “New Users – Register for an Account” link found at the bottom of the Login box.
 - When setting up an account, please use your name and email as they appear below:

XXXXLICENSE HOLDER NAMEXXXX

XXXXLICENSE HOLDER EMAILXXXX

- Once your account matches what we have on file, then you should see your license listed under the ‘Search Licenses/Registrations’ link.
- If you do not see your license listed under the ‘Search Licenses’ link, please contact the Clerk’s Office and we will link your license to your account.

Please note:

- Any false answers or omissions may result in the denial of your application.
- You are required to list all **pending** citations, tickets or criminal charges within the last 24 months, as well as citations, tickets, municipal/ordinance violations or criminal **convictions** (excluding parking tickets) within the last 24 months
- 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 (CCAP may not provide a comprehensive list of ALL arrests and convictions).

Please contact the City Clerk’s Office at licensing@cityofmadison.com if you have questions or need additional information. A computer kiosk is available for renewing your license in the City Clerk’s Office Monday-Friday from 8 am to 4:30 pm.

Sincerely,

Maribeth Witzel-Behl
City Clerk