

# 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 an officer of the corporation/organization or one member/manager 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/member/manager 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 \_\_\_\_\_  
*(Trade Name)*

located at \_\_\_\_\_

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)*

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

## ACCEPTANCE BY AGENT

I, \_\_\_\_\_, hereby accept this appointment as agent for the  
*(Print / Type Agent's Name)*

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 \_\_\_\_\_ Title \_\_\_\_\_  
*(Date)* *(Signature of Proper Local Official)* *(Town Chair, Village President, Police Chief)*

# Schedule for Successor of Agent

If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(6), Wis. Stats. There is a \$10 change in agent processing fee due with this form. The following questions must be answered by the Agent. The appointment must be signed by an officer of the corporation/organization or one member of limited liability company. (Only one signature is required). The appointment must be approved by the licensing authority.

\_\_\_\_\_ Wisconsin \_\_\_\_\_ 20 \_\_\_\_  
(Municipality) (Date)

1. Name of agent \_\_\_\_\_

Yes No

2.   Are you of legal drinking age?
3.   Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent?
4.   Have you ever been convicted of a federal law violation?
5.   Have you ever been convicted of a state law violation?
6.   Have you ever been convicted of a local ordinance violation?
7.   Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.?

**UNDER PENALTY OF LAW**, I declare that all of the above information is true and correct to the best of my knowledge and belief.

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

\_\_\_\_\_  
(Signature of Agent)

\_\_\_\_\_  
(Address)

## SUCCESSOR AGENT

The undersigned appoints \_\_\_\_\_ as agent  
in accordance with sec. 125.04(6), Wis. Stats.

Name of Permittee \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_

By \_\_\_\_\_  
(Signature of Officer / Member)

I hereby accept appointment as agent for \_\_\_\_\_ and assume  
full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Date \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
(Signature of Agent)

**THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE.**  
(See sec. 125.04(6), Wis. Stats.)

\_\_\_\_\_ WI \_\_\_\_\_ 20 \_\_\_\_  
(Municipality) (Date)

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Title)