

# Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

## Section 1: Licensee Information and Acknowledgement

Licensee Name \_\_\_\_\_

Reason for Cancellation of Appointed Agent \_\_\_\_\_

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

Signature of President / Member \_\_\_\_\_

Date \_\_\_\_\_

## Section 2: Agent Information and Acknowledgement

Agent Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City or Post Office \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

### Agent Questions

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Are you of legal drinking age? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? . . . . | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been convicted of a federal law violation? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been convicted of a state law violation? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been convicted of a local ordinance violation? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ...     | <input type="checkbox"/> | <input type="checkbox"/> |

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

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.

Signature of Agent \_\_\_\_\_

Date \_\_\_\_\_

## Section 3: Licensing Authority Approval

Municipality Name \_\_\_\_\_

Signature of Official \_\_\_\_\_

Date \_\_\_\_\_

Title of Official \_\_\_\_\_