

IMPORTANT INFORMATION ABOUT HOW TO MAINTAIN AND PROTECT YOUR ALCOHOL LICENSE



MINOR LICENSE ACTIONS

Some changes to your license are simpler to accomplish.

Nevertheless, you must submit applications for such changes immediately to ensure you are compliant.

These changes include:

- Removing a Licensee of Record
- Updating an existing LLC or Corporation
- Changing the Server Education Designee
- Changing your Trade Name
- Changing your Mailing Address
- Extending your premises to include additional indoor or outdoor spaces
- Adding consumption privilege (for WYNC, GSPNC and BRWNC)
- Surrendering your license
- And more

MAKE A CHANGE TO YOUR CURRENT BUSINESS

MAJOR LICENSE ACTIONS

Some changes may take 100 days or more, so plan accordingly.

These changes include:

- Moving to a **New Location** (New Outlet)
- **Adding a New Owner** or Partner
- **Greater Privilege** – changing from off-premises to limited on-premises or from limited to full on-premises
- Opening an **Additional Location**

IMPORTANT NOTE: All of these changes require you to submit a **new Liquor License application**.

You must have your new liquor license issued **PRIOR** to operating under one of the above changes or permissions. Your assigned Investigator will help the transition go smoothly so as to avoid delays in business operations.

START A NEW LIQUOR LICENSE APPLICATION

CHANGE OF OWNERSHIP

If you are selling your business, **the new owner must apply well in advance** of the change in ownership.

New owners CANNOT operate under the former owner's liquor license; they must apply for a new license of their own.

New owners should plan for the process to take up to 100 days to receive their liquor license.

It's never too early to apply! With enough time, a new license can be issued right when the business switches hands.

NOTIFICATION OF CONVICTION

Effective 2/1/2023, OAR 845-006-0341 requires Licensees and applicants to notify the OLCC of a conviction for a misdemeanor or felony in Oregon or any state within five calendar days.

[CLICK HERE](#) to find this form.

UPDATE TO LOCAL GOVERNMENT RECOMMENDATION PROCESS

If a change to your business requires your application to receive the Local Government Recommendation, be sure to check our website for updated information about this important step.

We are working hard to streamline and update this process to minimize wait times and modernize how we meet this mandated requirement for many Liquor License applications.

MINOR DECOY OPERATIONS

As a Licensee, your business is subject to minor decoy compliance checks. Commission staff routinely conduct operations utilizing 18-20 year old individuals to test employee compliance with age verification requirements when selling alcohol products.

STEPS FOR SUCCESS

- Always **ask for ID** when the purchaser appears to be under 26
- **Inspect the ID** when presented to verify it is valid
- Take your time when checking ID to **ensure the individual is 21+**
- If you have any doubts or concerns about the ID, you can **deny the sale**

Want to schedule a free training for your staff? Contact your regional OLCC office!

RESPONSIBLE VENDOR PROGRAM

The Responsible Vendor Program (RVP) is designed to reduce underage drinking, train staff on the best practices of checking IDs and give licensees an incentive to provide ongoing training.

This program is **free, voluntary, and self-monitoring**. Licensees who maintain the requirements of the RVP will receive **reduced sanctions** if an employee ever sells alcohol to a minor.

The RVP has five basic requirements:

- (1) provide on-going training to employees
- (2) accept only certain forms of ID for alcohol sales
- (3) adopt house policies on alcohol sales and checking ID
- (4) post specific signs in the business, and
- (5) keep records verifying compliance with the program's requirements.

To learn more and apply, please click here.

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Keep an eye out for more information about exciting changes coming in 2024!