



TO MAKE CHANGES FROM INDIVIDUAL LICENSEE(S) TO A CORPORATION AND NO NEW INDIVIDUALS OR ENTITIES ADDED TO THE NEW CORPORATION

Please submit completed documents to OLCC.LiquorLicenseApplication@Oregon.Gov

DATE OF REQUEST: _____ TYPE OF LICENSE(S): _____

LICENSEE(S): _____

TRADENAME (dba) OF BUSINESS: _____

PREMISES ADDRESS: _____

CITY: _____ ZIP: _____

CONTACT PERSON: _____

CONTACT PERSON'S PHONE: (_____) _____

CONTACT PERSON'S EMAIL: _____

Include all items below as they apply to your business. Items in **Bold** are attached OLCC forms.

- Change of Information Application** – Complete Section 1 as you are currently licensed and the appropriate portion of Section 2 showing your Legal Entity information. Sign and date.
- Corporation Questionnaire**. Follow the directions on the form.
- Business Information form**. Complete and submit **ONLY** if you are also making operational changes along with the ownership changes.
- Liquor Liability Insurance certificate showing the corporation as the insured.

Additional documents may be requested by the OLCC to investigate/document the changes.

Licensee Authorized Representative(s): In order to make changes to a license or to receive information about a license by someone other than the applicant/licensee, Licensee must:

- Complete the [Authorized Representative Form](#) designating a person/entity to act on your behalf and submit with this form.



OREGON LIQUOR & CANNABIS COMMISSION
Change of Information Application

- This form must be signed by a licensee or authorized representative ([see below](#))
- After completion email the form to olcc.liquorlicenseapplication@oregon.gov

Section 1 – Licensee Information

Date of Request(s):		License #:		License Type:	
Licensee of Record Name:					
Trade Name:					
Premises Address:					
Contact Phone Number:		Contact Email:			

Section 2 – Changes Requested

Remove Licensee of Record: Attach a copy of the legal document(s) or letter of resignation signed by the removed party, showing the party will no longer be listed as a licensee of record.
 Name of Removed Licensee of Record: _____

Legal Name: Provide legal documentation of the name change.
 Prior Name: _____ New Name: _____

Legal Entity Name: Complete and attach an updated [LLC](#) or [Corporation](#) Questionnaire & [Real Property Attestation](#) form.
 Prior Name: _____ New Name: _____

Mailing Address (if changing) (You cannot change your premises address using this form)
 Street Address: _____
 City: _____ State: _____ Zip: _____

Server Education Designee
 Name: _____ Date of Birth: _____ ASE Exam Pass Date: _____

Trade Name
 Prior Trade Name: _____ New Trade Name: _____

Lesser Privilege: FCOM to Limited or Off and Limited to Off Only
 Complete and attach the [LESSER PRIVILEGE](#) statement form.

If you are changing locations and need to move your business, you **MUST** apply for New Outlet application

Section 3 – Acknowledgement and Signature

I understand that if my answers are not true and complete, the Oregon Liquor and Cannabis Commission may refuse to process this change of information application.

Signature: _____ Date: _____

Name: _____ Title: _____

Licensee Authorized Representative(s): In order to make changes to a license or to receive information about a license by someone other than the applicant/licensee, Licensee must:

- Complete the [Authorized Representative 7](#) and submit with this form.



**Oregon Liquor & Cannabis Commission (OLCC)
CORPORATE QUESTIONNAIRE
FORM INSTRUCTIONS**

Definitions

- “Corporation” means a corporation for profit that is incorporated under the laws of Oregon.
- “Foreign Corporation” means a corporation for profit that is incorporated under laws other than the laws of Oregon.
- “Entity” means an association, corporation, limited liability company, partnership, trust, or any similar entity that has legal standing under the laws of Oregon or another state within the United States.
- “Individual” means an individual human being.

When does the OLCC require this form to be submitted?

- The corporation or foreign corporation is listed as an applicant in the “Applicant Information” section of the Liquor License Application form;
- The corporation or foreign corporation has 20% or more ownership in an entity applicant listed in the “Applicant Information” section of the Liquor License Application form;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	<ul style="list-style-type: none"> • All corporations; and • All foreign corporations who <u>are</u> listed as an applicant in the “Applicant Information” section of the Liquor License Application form. 	All foreign corporations who are <u>not</u> listed as an applicant in the “Applicant Information” section of the Liquor License Application form.
Registered with the Oregon Secretary of State (SOS)	The OLCC does not require registration in Oregon with the Oregon Secretary of State.	The OLCC does not require registration in Oregon with the Oregon Secretary of State.
Section 1	<ul style="list-style-type: none"> • <u>MUST</u> list at least a president and secretary. • If it has them, it must also list a treasurer and any vice president with responsibility over the operation of the business. 	If it has them, must list a president, secretary, treasurer and any vice president with responsibility over the operation of the business.
Section 2	<u>MUST</u> list at least one director, and if more than one, must list all directors with 3% or more stock.	If it has them, must list all directors.
Section 3	<ul style="list-style-type: none"> • Must have issued at least one share of stock. • Must list all shareholders (individuals and entities) holding 20% or more of the issued stock. 	
Individual History form	<p>The following individuals listed on this form must submit an Individual History form unless an exception applies:</p> <ul style="list-style-type: none"> • All officers, directors (with 3% or more stock), and individuals holding 20% or more of the issued stock. <p>Exceptions:</p> <ul style="list-style-type: none"> • The OLCC has determined that the corporation has provided proof to the OLCC that it is listed on an exchange registered with the U.S. Securities and Exchange Commission; or • The OLCC has determined that the corporation has provided written documentation to the OLCC sufficient to show that control of the day-to-day operation of the business has been relinquished by the individual through a written management agreement, or similar written agreement, to one or more parties who are an applicant or licensee for the same license at the same premises. Relinquishing control over the day-to-day operation of the business includes not managing or controlling the sale or service of alcohol or directly supervising any person who sells or serves alcoholic beverages 	
Section 4	<ul style="list-style-type: none"> • If the application is for a liquor license that allows customers to consume alcohol at the business, an individual must be listed who has completed, or will complete, an OLCC-approved Alcohol Server Education class and has passed the test. This individual must have the authority to set standards and policies for alcohol servers at the business. • If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank. 	
Section 5	One of the officers listed in section 1 must sign this form.	



Oregon Liquor & Cannabis Commission
CORPORATE QUESTIONNAIRE

Corporation or Foreign Corporation Name _____

Trade Name of Business (Name Customers Will See) _____

LIST OFFICERS (Please follow directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President (if required)	
Secretary (if required)	
Treasurer (list only if have one)	
Vice president with responsibility over the operation of the business (list only if have one)	

LIST BOARD OF DIRECTORS (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Name (please print)

LIST SHAREHOLDERS (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Percentage of issued shares held

SERVER EDUCATION DESIGNEE (Please follow directions on page 1)

Name (please print)	Date of Birth

OFFICER'S SIGNATURE (Please follow directions on page 1)

NAME of Signing Officer (please type or print) _____

 SIGNATURE of signing officer (may electronically sign) _____ DATE _____

This box OLCC use ONLY

Does the entity hold, or has it ever held, an OLCC-issued liquor license? _____



OREGON LIQUOR & CANNABIS COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: _____ Phone: _____

Trade Name (dba): _____

Business Location Address: _____

City: _____ ZIP Code: _____

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

Food service Hours: _____ to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____
The exterior area is adequately viewed and/or supervised by Service Permittees.
_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check ALL that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing Nude Dancing
- Live Entertainment Minor Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

*Minor Entertainers in an area prohibited to minors need prior approval from the OLCC

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____ Lounge: _____
Banquet: _____ Other (explain): _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: _____(Y) _____(N)
Investigator Initials: _____
Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: _____

www.oregon.gov/olcc