

# SERVICE PERMIT APPLICATION INSTRUCTIONS

OLCC Permits, PO Box 22297, Milwaukie, OR 97269-2297



1. Fill out the application form completely and **print two copies.**
2. Have an authorized person sign both copies of the form. (Authorized persons are owners or managers of licensed establishments, Commission authorized temporary employment agencies, ASE providers, and OLCC employees who may sign your application only if you have passed ASE and are not currently employed.)
3. Sign both copies of the form.
4. Have the authorized person mail one copy and the correct fee to the address on the form.
5. Keep a signed copy as your temporary permit.
6. Pass an Alcohol Server Education (ASE) course within 45 days. Don't wait! For class information, [click here](#) for Provider Listing, or call 503-872-5139 or 1-800-452-6522, ext. 5139

## ADDITIONAL INFORMATION

### **Minor Service Permit**

Service permit applicants must be 18 years of age or over. If you are 18, 19 or 20 years old, you can apply for a minor service permit. Minors with valid permits may sell and serve alcohol only in conjunction with food service and not in areas prohibited to minors. Minors may not mix drinks nor function as bartenders or cocktail servers.

Minor servers may enter areas prohibited to minors only long enough to pick up drink orders (to be served only in areas not prohibited to minors), stock supplies and perform food service duties, such as bussing tables and delivering food. On your 21<sup>st</sup> birthday, the minor permit will allow you all of the privileges of an adult server.

### **Applicants living in remote areas**

The OLCC may extend the 45-day deadline to pass the ASE course only for applicants who live in counties with populations under 100,000. No extensions can be given to applicants who live in Multnomah, Washington, Clackamas, Lane, Marion, Jackson, Deschutes and Linn counties.

Extension requests must be made in writing within the 45-day deadline **AND** must show that there are unusual circumstances beyond your ability to control or prevent which keep you from completing the course within 45 days. (e.g. prolonged hospitalization or disability).

### **Renewing Applicants**

Applicants who have taken and passed the ASE course within the past 7 years may renew their service permit by either repeating the initial course or registering for a renewal course. The passing exam score is higher for the renewal course. Call the number below to see if you qualify for a renewal course.

### **Conviction History**

**You may not qualify for a service permit if you have:**

Felony convictions for drug crimes, crimes of violence, or driving while suspended or revoked  
Convictions or diversions for Driving Under the Influence of Intoxicants (DUII) Had a liquor license or permit cancelled for liquor law violations

**You may provide good cause to overcome your history if:**

You were alcohol or drug addicted at the time of the incidents or you were diagnosed as alcohol or drug addicted as a result of the incidents. You would be required to provide a sworn statement and additional proof that you have not used or consumed drugs or alcohol for 24 months, are participating in or have completed a drug or alcohol treatment program, and have completed all parole or probation requirements, including parole or probation time.

**Questions? Call 503-872-5139, or toll free 1-800-452-6522, ext 5139.**