Service Permit Application

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

PRINT FORM

CLEAR FORM

Please read the instruction page before filling out this form. **You and an authorized person (i.e., owner/manager of a licensed premises, authorized temporary employment agency, ASE instructor, OLCC employee) must sign this application.** The authorized person must make sure the form with the correct fee is mailed to the OLCC before you sell or serve alcohol. The Commission will return your application if it is incomplete. Send check or money order only, NO CASH!

*Note: If the Commission has denied a previous application for failure to complete the ASE course, you may not work on this temporary permit until you pass the course. If the Commission has denied or cancelled a prior service permit or application for any other reason, you may not work on this temporary until your permit is granted.

☐ Replacement Card **$5**

Your permit was lost or stolen or your name has changed.
You do not need an authorized signature for this request.

☐ New/Renewal Permit **$23**

Includes: Your permit expired or will expire within 6 months.
You must have an authorized signature for this request.

Name _____
First Middle Last

Social Security # _____ Date of Birth ____ - ____ - ____
Month Day Year

Mailing Address _____

City, State, Zip _____ Phone (___) _____

Identification # & State of issue _____ Email _____
(Driver license, DMV ID card, passport)

Male ☐ Female ☐ Height ____' ____" Weight ____ lbs

Yes ☐ No ☐ Have you been convicted of a felony within the past 5 years? List conviction(s), date(s), city, state, county. Attach a separate sheet of paper if needed.

_____

_____

Yes ☐ No ☐ Have you been convicted of or had a diversion for DUII (Driving Under the Influence of Intoxicants) within the past 10 years? List conviction(s), date(s), city, state, county. Attach a separate sheet of paper if needed.

_____

_____

Applicant Signature

I understand that my application may be refused or my service permit revoked if my answers on this application are not true and complete (ORS 471.380; ORS 471.385). Providing a false statement to the OLCC is a misdemeanor crime subject to penalties imposed by the court. I also understand that I must pass an ASE course within **45 days** or this application will be denied (ORS 471.542).

Applicant Signature _____ Date _____

AUTHORIZED SIGNATURE

I have verified the age and identity of this applicant and am authorized under ORS 471.375 to sign below. I understand that I must immediately transmit this application with the correct fee to the OLCC.

Name of Business _____ Work phone(___) _____

Business Address _____

Signature _____ Date _____

Check one: ___Licensee/Manager ___Authorized Temporary Agency ___Provider/Instructor ___OLCC Employee