

# COMPLAINT FORM



Most businesses that sell alcohol obey the liquor laws and want to be good neighbors, but sometimes problems do occur.

If you have a complaint about a business that sells alcohol, please fill out this form and return it to the nearest OLCC office. An inspector will read your report and decide what action to take.

We can enforce the liquor laws best when people with a complaint identify themselves and are willing to testify about the incident. We will also take complaints from people who don't want to testify or give their names.

Name of Business Involved: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Time Incident Occurred (from) \_\_\_\_\_ (to) \_\_\_\_\_ Number of People Involved \_\_\_\_\_

## Type of incident (Please check):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> shooting/stabbing       | <input type="checkbox"/> drinking in public             | <input type="checkbox"/> alcohol-related litter |
| <input type="checkbox"/> verbal threat           | <input type="checkbox"/> loud music from business       | <input type="checkbox"/> other: _____           |
| <input type="checkbox"/> prostitute solicitation | <input type="checkbox"/> gang activity                  |   |
| <input type="checkbox"/> fighting                | <input type="checkbox"/> drug activity                  |   |
| <input type="checkbox"/> harassment              | <input type="checkbox"/> urinating in public            |   |
| <input type="checkbox"/> shouting/yelling        | <input type="checkbox"/> pushing/shoving                |   |
| <input type="checkbox"/> assault                 | <input type="checkbox"/> trespassing on public property |   |

## Where did the incident occur:

- inside the business
- right outside of the business
- in the parking lot
- on the sidewalk next to the business
- in the street near the business
- other: \_\_\_\_\_

## Check if appropriate:

- someone was injured
  - weapon involved
  - business employees intervened
  - 9-1-1 was called Time: \_\_\_\_\_
  - police came
  - the business was called
- Time of Call: \_\_\_\_\_ Who did you talk to: \_\_\_\_\_

## Can you identify anyone who was involved in the incident or who was a witness?

- Yes  No (please identify on the back of the form.)

## Did the incident involve a patron of the business?

- Yes  No

### If so, did you see the person(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Buy or consume alcohol there | <input type="checkbox"/> Come out of the business |
| <input type="checkbox"/> Go into the business         | <input type="checkbox"/> Other: _____             |

Your name \_\_\_\_\_ Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Address: \_\_\_\_\_

Are you willing to testify about this incident?  Yes  No Today's Date: \_\_\_\_\_

*Please describe the incident in your own words on the back of this form. This will help us a lot.*

### Promoting Responsible Alcohol Sales and Service

9079 SE McLoughlin Blvd. • Portland, OR 97222-7355  
Ph (503) 872-5000 • Fax (503) 872-5266 • toll free (800) 452-6522  
[www.oregon.gov/olcc](http://www.oregon.gov/olcc)

**Please describe the incident:**

If you view the incident as serious, send this form to the nearest OLCC office immediately. Otherwise, you may wish to save the forms and send them in monthly.

**PORTLAND MAIN OFFICE**

9079 S.E. McLoughlin Blvd.  
Portland, OR 97222

**Mailing address:**

P.O. Box 22297  
Milwaukie, OR 97269-2297  
Phone: (503) 872-5000  
Fax: (503) 872-5074  
Toll free in Oregon: (800) 452-6522

**BEND**

20360 Empire Ave., Suite B-3  
Bend, OR 97701  
Phone: (541) 388-6292  
Fax: (541) 388-6321

**COOS BAY**

500 Central  
Coos Bay, OR 97420  
Phone: (541) 266-7601  
Fax: (541) 266-7234

**CORNELIUS**

1355 N Barlow Rd  
Cornelius, OR 97113  
Phone: (503) 992-5311  
Fax: (503) 359-1999

**CORVALLIS**

180 NW 5th Street  
c/o Corvallis Police Dept.  
Corvallis, OR 97330  
Phone: (541) 766-6405  
Fax: (541) 754-1722

**EUGENE**

927 Country Club Road, Suite 200  
Eugene, OR 97401  
Phone: (541) 686-7739  
Fax: (541) 687-7381

**HILLSBORO**

Hillsboro Police Dept.  
Tanasbourne Precint  
20795 NW Cornell Rd; Ste 100  
Hillsboro, OR 97124  
Phone: (503) 615-6765  
Fax: (503) 615-6659

**KLAMATH FALLS**

107 S. 7th  
Klamath Falls, OR 97601  
Phone: (541) 883-5600  
Fax: (541) 883-5507

**MEDFORD**

15 Crater Lake Avenue  
Medford, OR 97504  
Phone: (541) 776-6191  
Fax: (541) 265-4521

**NEWPORT**

715 S.W. Fall St.  
Newport, OR 97365  
Phone: (541) 265-4522  
Fax: (541) 265-4521

**NYSSA**

14 South 3rd St  
Hyssa, OR 97913  
Phone: (541) 372-5625  
Fax: (541) 372-5646

**PENDLETON**

700 S.E. Emigrant, Suite 140, #12  
Pendleton, OR 97801  
Phone: (541) 276-7841  
Fax: (541) 278-4086

**ROSEBURG**

State Office Building  
251 N.E. Garden Valley Blvd.  
Suite A-3  
Roseburg, OR 97470  
Phone: (541) 440-3362  
Fax: (541) 440-3361

**SALEM**

213 Madrona Street S.E.  
Salem, OR 97302  
Phone: (503) 378-4871  
Fax: (503) 378-4594

**TROUTDALE**

141 SE Dora Ave  
Troutdale  
Phone: (503) 572-8948  
Fax: (503) 669-0875

**WARRENTON**

10050 Highway 101; Ste A  
P.O. Box 967  
Warrenton, OR 97146  
Phone: (503) 861-3912  
Fax: (503) 861-6074