

## Who needs a Service Permit?

Anyone who sells or serves alcohol in any manner or who supervises anyone who sells or serves alcohol in any manner must have a service permit.



These include, but are not limited to waiters, waitresses, bartenders and managers, hosts, hostesses, bouncers and security staff who sell or serve alcohol, bus persons who may carry alcoholic drinks to patrons, staff who conduct tastings of alcoholic beverages, and any employees who deliver wine, cider or beer. (ORS 471.360 and OAR 845-009-0010)

## Do licensees need service permits?

Any licensee who sells or serves alcohol or oversees alcohol service must have a service permit. The only exception to this requirement is for non-corporate licensees whose names appear on their licenses. Their license acts as their service permit. (ORS 471.360 and OAR 845-009-0010)

## How can servers apply for a permit?

Servers who are currently employed by a licensee of the commission or who are about to be hired must complete a service permit application form through their employer.

The application form and appropriate fee must be mailed or personally delivered to the OLCC immediately or prior to alcohol service. The yellow copy of the form acts as a temporary service permit.

Servers have 45 days to take and pass an Alcohol Server Education (ASE) course to be issued a service permit.

Servers who are not currently employed can attend an ASE course and pass the exam prior to submitting the service permit application form. Some course instructors can sign application forms, but not all instructors provide this service.



If you are not employed and have passed the course, OLCC staff may also sign the application form. Call OLCC's Service Permit Section for updated information on ASE instructor and OLCC staff signatures.

Application forms are also available online at [www.olcc.state.or.us](http://www.olcc.state.or.us).

The online form must be signed by an employer, ASE instructor or OLCC employee. Servers must print two copies of the online application form and keep one completed and signed copy as their temporary service permit.



## Can anyone get a service permit?

Servers must be at least 18 years old. If you are between 18 and 20 years old you may get a minor service permit to serve alcohol only in areas not prohibited to minors and only when alcohol service is secondary to food service.

Some applicants may not qualify for a service permit based on their habit of using alcohol or controlled substances to excess, felony convictions or because they have made false statements to the OLCC in the application process. To find out if you are eligible, call the OLCC's Service Permit department.

## What are my responsibilities as a licensee?

Before allowing anyone to sell or serve alcohol, a licensee must:

- ✓ Verify the server's identity
- ✓ Verify the server's age
- ✓ Make sure the server has a valid service permit or a valid temporary permit application filed by a former employer
- ✓ If the server does not have a service permit or a valid temporary permit application, the licensee must:
  - Mail or personally deliver a completed service permit application, with the appropriate fee, to the OLCC prior to alcohol service.
  - Verify that the server has taken and passed the ASE course within 45 days and that the service permit has been issued.

(ORS 471.360, 471.375 and OAR 845-009-0015)



**Service Permits**  
503-872-5139  
1-800-452-6522  
ext. 5139

**Server Education Class  
information**  
503-872-5119  
1-800-452-6522  
ext. 5119

Alcohol  
Service  
Permits



Oregon Liquor Control Commission  
9079 SE McLoughlin Blvd.  
Portland, OR 97222

[www.olcc.state.or.us](http://www.olcc.state.or.us)

*“Promoting the public interest through  
the responsible sale and service  
of alcoholic beverages.”*