

Service Permit Application

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



- **Read the [eligibility requirements](#) to see if you can get a permit**
- **Fill out the application form completely**
- **Sign the form**
- **Have an authorized person sign the form** Owner or manager, approved temporary agency, ASE instructor, or an OLCC employee.
- **Mail the application and fee to the address on the form**
- **Keep a copy of the application as a temporary permit**
- **Pass an Alcohol Server Education (ASE) course within 45 days**
OLCC does not teach the ASE class. See the back of the yellow copy of this form for a list of providers, or visit our website at www.oregon.gov/OLCC. Applicants who have passed the ASE class in the last 7 years may renew their service permit by repeating the initial class, or by taking a renewal class. The passing score is higher for the renewal class. Call 503-872-5133 or 1-800-452-6522, ext 5133 to see if you qualify for a renewal class.

Additional Information

If you are 18 to 21 years old

Applicants between 18 and 21 years old can get a minor service permit. Minor servers may sell and serve alcohol only in areas where food service is the primary activity and not in areas prohibited to minors. Minors may not mix drinks or work 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 21st birthday, the minor permit will allow you all of the privileges of an adult server.

Applicants living in remote areas

OLCC may extend your 45-day period to pass the ASE class if you live in a county with a population of less than 100,000 people. Any request must be in writing and show unusual circumstances which keep you from taking the class within your 45-day period (e.g., lengthy hospitalization or disability). OLCC will not give extensions to applicants in Multnomah, Washington, Clackamas, Lane, Marion, Jackson, Deschutes, and Linn counties.

Questions? Visit our website at www.oregon.gov/olcc or call 503-872-5139, toll free 1-800-452-6522, ext 5139