



Modification of Licensed Premises Request

To request a modification of a licensed premises, manufacturers, service centers, and laboratories must submit this completed form and all required documents outlined below. Once Oregon Psilocybin Services (OPS), receives this request and all required documents, the OPS team must review the documentation for completeness and determine if a new site inspection is required. If a new site inspection is required, OPS will charge a change fee of \$250 per inspection for any change to a previously approved license. If a manufacture is requesting to modify a licensed premises as part of an extraction endorsement request, a site inspection is required.

The modification of the licensed premises may not be completed until the OPS team notifies the licensee the modification of license premises request is approved by OPS.

Date of Request: _____

License ID#: _____

Operational Name: _____

Describe the licensed premises modifications being requested:

Have there been any changes to your licensing structure due to this change?

No Yes

If yes, please explain changes in your licensing structure:

Change Fee Payment Information

Non-Refundable Fee: \$250

If OPS determines a site inspection is required to evaluate the modification of license premises request, OPS will request the \$250 non-refundable change fee. The fee can be paid online through the [Training Program, Licensing, and Compliance \(TLC\) system](#), in-person, or by mail. If you prefer to pay the fee in-person or by mail, please let us know and we will provide payment instructions and a remittance form.

Please attached the following documents:

- Updated premises plan reflecting the requested modifications to the licensed premises
- Photos of the requested modifications to the licensed premises

How to Submit this Request and Required Documents

Please submit this Modification of Licensed Premises Request form and all required documents by logging into the [Training Program, Licensing, and Compliance \(TLC\) system](#) and sending the OPS Licensing Team a message with the subject “Modification of Licensed Premises Request.” Please attach this request and all required documents to the message. If you are unable to submit this request through the TLC system, please email this Modification of Licensed Premises Request form and all required documents to the OPS Licensing Team at Licensing.Psilocybin@oha.oregon.gov.

Licensee Statements

Please initial each statement indicating you understand and agree.

____ I certify the information provided in this application is true and complete to the best of my knowledge. I understand falsifying an application, supplying misleading information, or withholding information is grounds for denial of my application or revocation of my license.

____ I understand that license privileges, including but not limited to production and possession of psilocybin products and holding administration sessions, may only be exercised at a premises that holds a valid license issued by OPS. License privileges may not be exercised at a proposed new location until a license for that location has been issued. If a modification is being requested, the modified no license privileges may be exercised in the modified area until a change request for the modification has been approved.

Printed Name of Licensee Completing this Form:

Signature of Licensee Completing this Form:

Date: _____