



APPLICATION FOR THE RESPONSIBLE VENDOR PROGRAM – Page 1 of 2

*You must have a liquor license that permits the retail sale of alcohol to apply.
Submit separate applications for separate locations.*

Please complete and sign **BOTH SIDES** of this form. Email your application to: Steve.Sander@oregon.gov or send to: Responsible Vendor Program, OLCC, P.O. Box 22297, Milwaukie, Oregon 97269-2297. For more information, please visit our website at www.oregon.gov/olcc.

To receive the benefits of being a Responsible Vendor, your application must be approved by the OLCC and you must have all criteria listed in questions 1-6 below in place **before** any violation for selling alcohol to a minor occurs.

PLEASE PRINT

Licensee Name _____ Type of License _____

Business/Trade Name _____

Premises Address _____

Phone Number or Email (if we have questions about your application)

This application must be signed by a licensee or an authorized corporate officer or an LLC member. The OLCC may cancel or suspend your license, impose a fine, deny your application, or remove you from the program if you make any false or misleading statements to the Commission.

I attest that all of the information I have provided in this application is complete and true.

Print your name

Signature of licensee/corporate officer/LLC member

Date

RESPONSIBLE VENDOR PROGRAM CRITERIA **YOU MUST ANSWER ALL QUESTIONS**

TRUE FALSE

1. _____ **ACCEPTABLE ID:** My employees accept only the 6 valid, stand-alone IDs allowed by Oregon law.
2. _____ **HOUSE POLICIES:** My employees have read and signed my house policies that include at least the following: (1) the forms of ID accepted at my business, (2) how to properly check ID, including for anyone who looks under the age of 26 (or older, if that is my house policy), and (3) the consequences for selling alcohol to a minor. My policies are posted in an area visible to all my employees.
3. _____ **SIGNS:** I have permanently posted the following signs where customers can see them: (1) the forms of ID accepted at my business, and (2) anyone who looks under 26 (or older, if that is my house policy) must show identification.
4. _____ **INITIAL TRAINING:** Before selling alcohol, each of my employees reads and signs the OLCC brochure "What Every Store Clerk Needs to Know about Selling Alcohol" (or meets the alternative requirements of OAR 845-009-0130), and I keep copies of the signed and dated brochures. In addition, within 3 days of beginning to sell alcohol, each of my employees receives training on: (1) how to recognize minors and visibly intoxicated persons; (2) legal forms of identification; (3) how to properly check ID and recognize false or altered ID; (4) the law that anyone who looks under 26 must show valid ID; (5) recommended approaches for refusing sales to minors or visibly intoxicated persons; (6) the consequences for selling alcohol to minors and the importance of not selling alcohol to minors or visibly intoxicated persons; and (7) a review of my house policies. New on-premises employees with a valid service permit are exempt from the brochure and 3-day training requirements.
5. _____ **QUARTERLY TRAINING:** At a minimum, I hold 4 annual employee trainings covering the 7 topics listed above under Initial Training. I keep records of each training including the dates, names of employees, and a summary of the training.
6. _____ **VIOLATION HISTORY:** In the past 5 years, I have not personally committed any Category I or II violations. (Some examples of Category I or II violations are: felony convictions, making false statements to OLCC, being visibly intoxicated while on duty.) At my business, there have been no aggravating circumstances surrounding a violation for selling alcohol to a minor or failing to verify the age of a minor. (Some examples of aggravating circumstances in a sale to a minor are: sale was made intentionally, sale was to a person under the age of 18, or the sale resulted in death or personal injury.)

Please complete and sign **BOTH SIDES** of this form. You must answer all questions.

**MY HOUSE POLICIES
ON ALCOHOL SALES & CHECKING IDENTIFICATION**

PLEASE PRINT

Business/Trade Name _____

Licensee Name _____

Premises Address _____

1. I require my employees to check identification of anyone who appears under the age of _____.

2. The only types of identification my employees are allowed to accept are:

3. To properly check identification, I require my employees to do the following:

4. If my employee sells alcohol to a minor, I understand there will be legal consequences. If my employee sells to a minor, my policy is:

Print name

Signature of licensee/corporate officer/LLC member

Date