



OREGON LIQUOR AND CANNABIS COMMISSION

Liquor Licensee/Applicant Notification Form

What is this form?

Pursuant to OAR 845-006-0341, liquor license applicants and licensees are required to provide notification to the Commission within five (5) calendar days of the conviction when any individual listed in an application as an applicant or subsequently identified as an applicant or licensee has been convicted of any misdemeanor or felony. This requirement includes non-Oregon convictions. If you have passed the deadline for notification, you may be asked to provide an explanation.

Section 1 – Licensee Information

Premises Number:		Today's Date:	
Licensee:			
Trade Name:			
Premises Address:			
Person Requesting:		Position/Title:	
Contact number:		Email:	

Section 2 – Conviction Notification

You must provide notification of the following within 5 calendar days of the conviction:

Conviction of an applicant or licensee for a felony or misdemeanor
Attach a written explanation including the following:

- Full name of person convicted
- Date of conviction
- Court name and docket number related to the conviction
- The specific offense(s) for which the individual was convicted
(name of offense and ORS or code citation)

Submit your notification via email to: alcohol@oregon.gov