



## THIRD-PARTY DELIVERY FACILITATOR PERMIT APPLICATION

**WHAT IS A “THIRD-PARTY DELIVERY FACILITATOR”?** A Third-Party Delivery Facilitator (TPDF) is defined in OAR 845-005-0421 as an individual, person, or company that:

- Delivers, or holds itself out as willing to deliver, alcoholic beverages from an eligible business to a final consumer in Oregon; or
- Facilitates, or holds itself out as willing to facilitate, the sale and delivery of alcoholic beverages by an eligible business to a final consumer in Oregon.

### THIRD-PARTY DELIVERY FACILITATOR PERMIT PRIVILEGES

- Deliver, or cause to be delivered, alcoholic beverages to a final consumer on behalf of an eligible business
- Advertise alcoholic beverages available for retail sale
- Solicit, receive, and accept orders for alcoholic beverages from final consumers
- Receive payment for alcoholic beverages ordered by final consumers

Holders of a TPDF permit may only exercise the above privileges when acting on behalf of an eligible business. The eligible business must control the advertising, price, acceptance of orders, payments received, and ensure that a final consumer is provided only the types of alcoholic beverages allowed to be sold at retail by the eligible business.

Eligible businesses that may use a TPDF to deliver alcoholic beverages to a final consumer in Oregon include the holder of the following licenses and permits:

- Full on-premises sales license (ORS 471.175)
- Off-premises sales license (ORS 471.186)
- Brewery-public house license (ORS 471.200)
- Winery license (ORS 471.223)
- Direct shipper permit (ORS 471.282)
- Limited on premises sales license (ORS 471.178)
- Temporary sales license (471.190)
- Brewery license (ORS 471.221)
- Grower sales privilege license (ORS 471.227)

**\*\*\* Retail Liquor Stores and Distillery Retail Outlets are not eligible businesses under the Commission’s current rules. A TPDF permittee may not act on behalf of these businesses while exercising TPDF privileges.**

### PERMIT REQUIREMENTS

Applicants for a TPDF permit must identify at the time of application an alcohol delivery training program as outlined in OAR 845-005-0451 that will be used to educate all persons who will deliver alcohol beverages under the TPDF permit. An applicant for a TPDF permit may only use an alcohol delivery training program that has been approved by the OLCC. Alcohol delivery training programs must be provided by either the permittee or by another party under contract with the permittee.

Notwithstanding this requirement, **from January 1, 2024 to March 1, 2024**, if a permittee has submitted an alcohol delivery training program to the Commission for approval, the alcohol delivery training program will be considered conditionally approved until the Commission either notifies the permittee of a refusal to approve based on the refusal criteria outlined in OAR 845-005-0451(1)(a-c), or issues a final approval.

An alcohol delivery training program shall include training on at least the following:

- Forms of identification required by ORS 471.130 and the Commission rules and methods for identifying, inspecting, accepting or rejecting identification.
- Signs of visible intoxication and methods for recognizing these signs and for refusing to deliver alcoholic beverages to a final consumer.
- Rules adopted by the Commission relating to the delivery of alcoholic beverages to a final consumer.



## THIRD-PARTY DELIVERY FACILITATOR PERMIT APPLICATION

A TPDF permittee may only use a delivery person to deliver alcoholic beverages to a final consumer who:

- Has completed an approved alcohol delivery training program within the last three years; or
- Has completed an approved alcohol server education course and passed the examination within the last three years.
- Is at least 18 years of age and holds a valid driver's license or other identification.
- Has no relevant convictions as outlined in OAR 845-005-0421(8)(b)(E-G).

The holder of a TPDF permit must retain certain records related to delivery persons and alcoholic beverage delivery activities in Oregon and must allow OLCC to audit the permittee's records upon request. The permittee must make these records available to the Commission no later than 30 days after the Commission sends a written request to the permittee. The application form on page three includes Audit Request Contact Information which must be provided in order to be issued a TPDF permit.

Additionally, any applicant for a TPDF permit may not be or hold financial interest in a manufacturer or wholesaler of alcoholic beverages.

### HOW TO APPLY

1. Complete the attached THIRD-PARTY DELIVERY FACILITATOR PERMIT APPLICATION.
2. If the Applicant is an entity (LLC or corporation), complete the ENTITY STRUCTURE form on page 4.
  - a. If any additional entities are listed within the structure, please complete an additional ENTITY STRUCTURE form for each entity. Continue this process until all individual persons within the ownership entity are listed.
3. If you select "Permit holder will be providing OLCC-approved training to delivery persons," then include your proposed Alcohol Delivery Training Program with your application materials.
4. If you select "Permit holder will have a contract with a separate entity to provide OLCC-approved training to delivery persons," you do not need to include training materials with your application; however, your application cannot be approved until the OLCC has received training materials from your contracted partner.
5. To submit your application materials:
  - a. Email: [OLCC.LiquorLicenseApplication@Oregon.gov](mailto:OLCC.LiquorLicenseApplication@Oregon.gov)
  - b. Mail: OLCC, PO Box 22297, Milwaukie, OR 97269
  - c. There is no fee for the TPDF permit application.
  - d. There is a \$250 fee to approve each Alcohol Delivery Training Program; the OLCC will email an invoice for this fee to the Application Contact Person prior to final approval.

**Note: Contracted partners may submit their Alcohol Delivery Training Programs to the email address listed above as well.**



# THIRD-PARTY DELIVERY FACILITATOR PERMIT APPLICATION

Applicant Name (Entity or Individuals)

Trade Name of the Business (Name Customers Will See)

Premises Address (Number and Street Address)

City State Zip Code

Mailing Address (Number and Street Address)

City State Zip Code

Application Contact Person Email Phone Number

**Audit Request Contact Information:** Please submit the name of the person or department we can contact for audit requests or other issues.

Audit Request Contact Email Phone Number

### Alcohol Delivery Training Program

Please choose one of the following:

- Permit holder will be providing OLCC-approved training to delivery persons.
- Permit holder will have a contract with a separate entity to provide OLCC-approved training to delivery persons.

Name of Contracted Entity: \_\_\_\_\_

### By signing below, Applicant affirms that:

- Applicant and applicant’s employees, agents and contractors will follow the requirements in OAR [845-005-0421](#), [845-005-0451](#), [845-006-0392](#) and [845-006-0396](#) delivering malt beverages, wine, cider and distilled spirits to a final consumer in Oregon. These rules are temporary and subject to change.
- Per ORS 471.394, the entity applying for this permit does not have ownership interest in an alcohol manufacturer or wholesaler.
- Applicant consents to the Commission’s jurisdiction of the courts of the State of Oregon for the purpose of enforcing the provisions of OAR [845-005-0423](#), [8455-005-0451](#) and any related laws or rules; and
- Applicant will allow the Commission to audit its records which are directly related to alcohol deliveries in the state of Oregon upon request and shall make those records available to the Commission in Oregon. Applicant understands that it must make these records available to the Commission no later than 30 days after the Commission sends the records request.
- Applicant understands that the OLCC may conditionally approve this application pending a final approval of the Alcohol Delivery Training Program.
- I affirm that I am authorized to sign this application on behalf of the applicant.

Name/Title (Print) Signature Date

Please email all application materials to: [OLCC.LiquorLicenseApplication@Oregon.gov](mailto:OLCC.LiquorLicenseApplication@Oregon.gov)

Or mail to: OLCC  
PO Box 22297  
Milwaukie, OR 97269



**OREGON LIQUOR & CANNABIS COMMISSION**  
**THIRD-PARTY DELIVERY FACILITATOR ENTITY STRUCTURE**

**Application Information:**

Applicant Name (Entity)	Entity Type (LLC, Corp, LP)
Business Tradename	

**Limited Liability Company:** Please list contact information for all 20% or more members and any managers of the entity below.

**Corporation:** Please list contact information for all officers, directors with 3% or more voting stock and individuals or entities holding 20% or more of the issued stock below.

\*If an entity has 20% or more membership, or owns 20% or more stock in an entity applicant listed in the "Applicant Information" section of the Third Party Delivery Facilitator (TPDF) permit, they must submit an additional form with their entity structure information.

**Entity Structure & Contact Information:**

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
Mailing Address:	City:	State:	Zip:
Email:	Phone:		

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
Mailing Address:	City:	State:	Zip:
Email:	Phone:		

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
Mailing Address:	City:	State:	Zip:
Email:	Phone:		

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
Mailing Address:	City:	State:	Zip:
Email:	Phone:		

Name of Member/Manager; or Officer/Director/Stockholder *	Title	Ownership %	
Mailing Address:	City:	State:	Zip:
Email:	Phone:		

If you need additional space for your entity structure, please attach additional documentation with the membership and contact information of the persons/entities we are requesting.

**Audit Request Contact Information:** Please submit the name of the person we can contact for audit requests.

Contact Name	Title
Contact Email	Contact Phone