

**TO MAKE CHANGES FROM INDIVIDUAL LICENSEE(S) TO
A CORPORATION AND NO NEW INDIVIDUALS OR
ENTITIES ADDED TO THE NEW CORPORATION**



Please submit completed documents to your local OLCC office

DATE OF REQUEST: _____ TYPE OF LICENSE(S): _____

LICENSEE(S): _____

TRADENAME (dba) OF BUSINESS: _____

PREMISES ADDRESS: _____

CITY: _____ ZIP: _____

CONTACT PERSON: _____

CONTACT PERSON'S PHONE: (_____) _____

CONTACT PERSON'S EMAIL: _____

Include all items below as they apply to your business. Items in **Bold** are attached OLCC forms.

- Change of Information Application** – Complete Section 1 as you are currently licensed and Section 4 showing your Legal Entity information. Sign and date.
- Corporation Questionnaire**. Follow the directions on the form.
- Business Information form**. Complete and submit **ONLY** if you are also make operational changes along with the ownership changes.
- Liquor Liability Insurance certificate showing the corporation as the insured.

Additional documents may be requested by the OLCC to investigate/document the changes.



CHANGE OF INFORMATION APPLICATION

Please Print or Type

- Use this application to request a duplicate license certificate, change of trade name, change of licensee name, change to legal entity and/or deletion of partner(s).
- Remember to attach all requested documents.

Section 1: Complete This Section For All Requests	1. Licensee Name(s): _____ (As Currently Licensed) _____ 2. Trade Name (dba): _____ Type of License: _____ (Current Business Name) (O, L, F, etc.) 3. Business Address: _____ (Street) (City) (ZIP) 4. Mailing Address: _____ (Street) (City) (ZIP) 5. Telephone Number: _____ (Business) (Home/Mobile) 6. Check here for a duplicate license certificate <input type="checkbox"/> E-Mail: _____
Section 2: Change of Trade Name	New Trade Name (dba): _____
Section 3: Change of Legal Name	1. New Name: _____ 2. Date of Name Change: _____ 3. Attach a signed copy of legal document(s).
Section 4: Change to Legal Entity (Corp. or LLC)	1. Entity Name: _____ 2. Complete and attach LLC or Corporation Questionnaire. 3. Attach a signed copy modified lease agreement if applicable
Section 5: Deletion of Partner(s)	1. Name of Deleted Partner(s): _____ 2. Attach a copy of the legal document(s) or letter of resignation signed by the deleted partner(s), showing the partner(s) will no longer have an interest in the business. If deleted partner(s) appear on the lease, you must attach a copy of the modified lease agreement.

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Licensee Name: _____ Title: _____

Licensee Signature: _____ Date: _____

1-800-452-OLCC (6522)

www.oregon.gov/olcc

**Oregon Liquor Control Commission (OLCC)
CORPORATE QUESTIONNAIRE
FORM INSTRUCTIONS**

Definitions

- “Corporation” means a corporation for profit that is incorporated under the laws of Oregon.
- “Foreign Corporation” means a corporation for profit that is incorporated under laws other than the laws of Oregon.
- “Entity” means an association, corporation, limited liability company, partnership, trust, or any similar entity that has legal standing under the laws of Oregon or another state within the United States.
- “Individual” means an individual human being.

When does the OLCC require this form to be submitted?

- The corporation or foreign corporation is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form;
- The corporation or foreign corporation has 10% or more ownership in an entity applicant listed in the “Entity or Individuals applying for the license” section of the Liquor License Application form;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	<ul style="list-style-type: none"> • All corporations; and • All foreign corporations who <u>are</u> listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form. 	All foreign corporations who are <u>not</u> listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.
Registered with the Oregon Secretary of State (SOS)	Must be registered in Oregon with the Oregon Secretary of State.	The OLCC does not require registration in Oregon with the Oregon Secretary of State.
Officers	<ul style="list-style-type: none"> • <u>MUST</u> list at least a president and secretary. • If it has them, it must also list a treasurer and any vice president with responsibility over the operation of the business. • Each individual listed in this section <u>must</u> submit an Individual History form. 	<ul style="list-style-type: none"> • If it has them, must list a president, secretary, treasurer and any vice president with responsibility over the operation of the business. • Each individual listed in this section <u>must</u> submit an Individual History form.
Directors	<ul style="list-style-type: none"> • <u>MUST</u> list at least one director, and if more than one, must list all directors. • Each individual listed in this section <u>must</u> submit an Individual History form. 	<ul style="list-style-type: none"> • If it has them, must list all directors. • Each individual listed in this section <u>must</u> submit an Individual History form.
Shareholders	<ul style="list-style-type: none"> • Must have issued at least one share of stock. • Must list all shareholders (individuals and entities) holding 10% or more of the issued stock. • Each individual holding 10% or more of the issued stock <u>must</u> submit an Individual History form. 	
Server Education Designee	<ul style="list-style-type: none"> • If the application is for a liquor license that allows customers to consume alcohol at the business, an individual must be listed who has completed, or will complete, an OLCC approved Alcohol Server Education class, and has passed the test. This individual must have the authority to set standards and policies for alcohol servers at the business. • If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank. 	
Officer’s Signature	<ul style="list-style-type: none"> • In the “Officer’s Signature” section of this document, one of the officers listed in the “List Officers” section must sign this form. 	



Oregon Liquor Control Commission
CORPORATE QUESTIONNAIRE

Corporation or Foreign Corporation Name _____

Trade Name of Business (Name Customers Will See) _____

LIST OFFICERS (Please follow directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President (if required)	
Secretary (if required)	
Treasurer (list only if have one)	
Vice president with responsibility over the operation of the business (list only if have one)	

LIST BOARD OF DIRECTORS (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Name (please print)

LIST SHAREHOLDERS (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Percentage of issued shares held

SERVER EDUCATION DESIGNEE (Please follow directions on page 1)

Name (please print)	Date of Birth

OFFICER'S SIGNATURE (Please follow directions on page 1)

NAME of Signing Officer (please type or print) _____

 SIGNATURE of signing officer (may electronically sign) _____ DATE _____

This box OLCC use ONLY

Only for an applicant of record: SOS Number _____ Current at the time of issuing the license (yes/no) _____

Does the entity hold, or has it ever held, an OLCC-issued liquor license? _____



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: _____ Phone: _____

Trade Name (dba): _____

Business Location Address: _____

City: _____ ZIP Code: _____

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

- Food service Hours: _____ to _____
Alcohol service Hours: _____ to _____
Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____(Investigator's Initials)

Seasonal Variations: [] Yes [] No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music, Recorded Music, DJ Music, Dancing, Nude Entertainers, Karaoke, Coin-operated Games, Video Lottery Machines, Social Gaming, Pool Tables, Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)
Investigator Initials: _____
Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: _____