

**TO MAKE CHANGES FROM INDIVIDUAL LICENSEE(S) TO  
A LIMITED LIABILITY COMPANY (LLC) AND NO NEW  
INDIVIDUALS OR ENTITIES ADDED TO THE NEW LLC**



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.
- Limited Liability Company 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 LLC 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.

<b>Section 1:</b> Complete This Section For All Requests	1. Licensee Name(s): _____ <small>(As Currently Licensed)</small> _____ 2. Trade Name (dba): _____ Type of License: _____ <small>(Current Business Name) (O, L, F, etc.)</small> 3. Business Address: _____ <small>(Street) (City) (ZIP)</small> 4. Mailing Address: _____ <small>(Street) (City) (ZIP)</small> 5. Telephone Number: _____ <small>(Business) (Home/Mobile)</small> 6. Check here for a duplicate license certificate <input type="checkbox"/> E-Mail: _____
<b>Section 2:</b> Change of Trade Name	New Trade Name (dba): _____
<b>Section 3:</b> Change of Legal Name	1. New Name: _____ 2. Date of Name Change: _____ 3. Attach a signed copy of legal document(s).
<b>Section 4:</b> Change to Legal Entity <small>(Corp. or LLC)</small>	1. Entity Name: _____ 2. Complete and attach LLC or Corporation Questionnaire. 3. Attach a signed copy modified lease agreement if applicable
<b>Section 5:</b> 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](http://www.oregon.gov/olcc)



**Oregon Liquor Control Commission (OLCC)  
LIMITED LIABILITY COMPANY (LLC)  
FORM INSTRUCTIONS**

Definitions

- “Manager-Managed LLC” means an LLC where one or more individuals or entities have the responsibility to run the LLC, and as such, have been named as a “managing member.”
- “Managing member” means an individual or entity who has been named to run a manager-managed LLC.
  - A managing member is not required to own or hold membership in the LLC.
  - A manager of the business is not required to be a member or managing member of the LLC.
- “Member-Managed LLC” means an LLC where all members have the responsibility to run the LLC, and as such, no managing member has been named.
- “Member” means an individual or entity who owns membership in the LLC.
- “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 LLC is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form;
- The LLC 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;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	Manager-Managed LLC	Member-Managed LLC
Registered with the Oregon Secretary of State (SOS)	Must be registered if the LLC is an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form	Must be registered if the LLC is an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form
This section for <u>ONLY</u> a manager-managed LLC	Must complete this section. <ul style="list-style-type: none"> <li>• List <u>all</u> managing members (may be one or more individuals or entities)</li> <li>• Each individual listed as a managing member <b>must</b> submit an Individual History form.</li> </ul>	Not Applicable.
This section for <u>BOTH</u> a manager-managed and a member-managed LLC	Must complete this section. <ul style="list-style-type: none"> <li>• List <u>all</u> members with 10% or more membership (may be one or more individuals or entities).</li> <li>• Each individual listed as a member <b>must</b> submit an Individual History form.</li> </ul>	
Officers	<ul style="list-style-type: none"> <li>• An LLC with no officers should skip this section.</li> <li>• An LLC with the following officers must complete this section: president, secretary, treasurer, and vice president (with responsibility over the operation of the business).</li> <li>• Each individual listed as a listed officer <b>must</b> submit an Individual History form.</li> </ul>	
Server Education Designee	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank.</li> </ul>	
Signature	One of the listed members or managing members must sign and date this form.	



# LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE

LLC Name \_\_\_\_\_

Trade Name of Business (Name Customers Will See) \_\_\_\_\_

The LLC named in this document is a (see page 1 for definitions): \_\_\_\_\_ Manager-Managed LLC \_\_\_\_\_ Member-Managed LLC

**This section is ONLY for a manager-managed LLC.** (Directions on page 1. You may include information on a separate sheet.)

Name of Managing Member (please print)	Name of Managing Member (please print)

**This section is for BOTH a manager-managed LLC and a member-managed LLC.** (Directions on page 1. You may include information on a separate sheet.)

Name of Member (please print)	Percentage of issued membership held

**This section is ONLY for an LLC with the listed officers.** (Directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President	
Secretary	
Treasurer	
Vice president with responsibility over the operation of the business	

**SERVER EDUCATION DESIGNEE** (Directions on page 1)

Name (please print)	Date of Birth

**SIGNATURE** (Directions on page 1)

NAME of Signing Person (please type or print) \_\_\_\_\_

DATE \_\_\_\_\_  
SIGNATURE of signing person (may electronically sign) \_\_\_\_\_

**This box for OLCC use ONLY**

Only for an applicant of record: SOS Number \_\_\_\_\_ Current at time of issuing 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  Karaoke  
 Recorded Music  Coin-operated Games  
 DJ Music  Video Lottery Machines  
 Dancing  Social Gaming  
 Nude Entertainers  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: \_\_\_\_\_