

**TO MAKE CHANGES IN YOUR CORPORATION**  
**- ADD OR DROP OFFICERS, DIRECTORS OR STOCKHOLDERS**



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.

- Corporation Questionnaire** form. Follow the directions on the form.
- Individual History Form**. For NEW officers, directors, stockholders. 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.

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

**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"> <li>• All corporations; and</li> <li>• All foreign corporations who <b><u>are</u></b> listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.</li> </ul>	All foreign corporations who are <b><u>not</u></b> 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"> <li>• <b><u>MUST</u></b> list at least a president and secretary.</li> <li>• If it has them, it must also list a treasurer and any vice president with responsibility over the operation of the business.</li> <li>• Each individual listed in this section <b><u>must</u></b> submit an Individual History form.</li> </ul>	<ul style="list-style-type: none"> <li>• If it has them, must list a president, secretary, treasurer and any vice president with responsibility over the operation of the business.</li> <li>• Each individual listed in this section <b><u>must</u></b> submit an Individual History form.</li> </ul>
Directors	<ul style="list-style-type: none"> <li>• <b><u>MUST</u></b> list at least one director, and if more than one, must list all directors.</li> <li>• Each individual listed in this section <b><u>must</u></b> submit an Individual History form.</li> </ul>	<ul style="list-style-type: none"> <li>• If it has them, must list all directors.</li> <li>• Each individual listed in this section <b><u>must</u></b> submit an Individual History form.</li> </ul>
Shareholders	<ul style="list-style-type: none"> <li>• Must have issued at least one share of stock.</li> <li>• Must list all shareholders (individuals and entities) holding 10% or more of the issued stock.</li> <li>• Each individual holding 10% or more of the issued stock <b><u>must</u></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>	
Officer’s Signature	<ul style="list-style-type: none"> <li>• In the “<b>Officer’s Signature</b>” section of this document, one of the officers listed in the “<b>List Officers</b>” section must sign this form.</li> </ul>	



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) \_\_\_\_\_

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

**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 INDIVIDUAL HISTORY FORM

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## **WHO MUST COMPLETE THIS FORM?**

You must complete this form if:

- Your name is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.
- A corporation is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form and you are:
  - President, a Vice President with responsibility over the operation of the business, Secretary, or Treasurer.
  - A Director.
  - An individual who owns 10% or more of issued stock.
- A limited liability company (LLC) is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form and you are:
  - A Managing Member of the LLC (this is an individual designated to manage the LLC; it may or may not be the same individual designated to manage the business).
  - A Member who owns 10% or more of the membership.
  - An Officer (such as a President or Secretary) with responsibilities over the operation of the business.

You must work with the OLCC to determine who must complete this form if you are:

- Part of an entity *other than* a corporation or LLC that is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form, or
- Part of an entity that owns 10% or more of an entity listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.

**IN ADDITION, THE OLCC MAY REQUIRE OTHER PEOPLE TO COMPLETE THIS FORM WHEN THERE IS REASON TO BELIEVE IT MAY HELP THE OLCC IN ITS INVESTIGATION.**



OREGON LIQUOR CONTROL COMMISSION  
**INDIVIDUAL HISTORY FORM**

1. Name (Print):	Last	First	Middle	
2. Other names used (maiden, other):				
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes ___ No ___ If yes, you must list your SSN:				
<b>SOCIAL SECURITY NUMBER DISCLOSURE:</b> As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.  Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a)).				
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: _____				
5. Date of Birth (DOB):	(mm)	(dd)	(yyyy)	
6. Driver License or State ID #:			7. State	
8. Contact Phone:				
9. E-mail Address:				
10. Mailing Address:	(Number and Street)	(City)	(State)	(Zip Code)
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon?  No ___ Yes ___ (If yes, explain in the space provided, below) Unsure ___ Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.				



OREGON LIQUOR CONTROL COMMISSION  
**INDIVIDUAL HISTORY FORM**

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No \_\_\_\_\_ Yes \_\_\_\_\_ Please list licenses (and year(s) licensed) below    Unsure \_\_\_\_\_ Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No \_\_\_\_\_ Yes \_\_\_\_\_ Please list licenses (and year(s) licensed) below    Unsure \_\_\_\_\_ Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No \_\_\_\_\_ Yes \_\_\_\_\_ Please list applications below    Unsure \_\_\_\_\_ Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

**Affirmation**

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Last	First	Middle
Signature:			Date:

**This box for OLCC use ONLY**  
 \_\_\_\_\_ Does the individual currently hold, or has the individual previously 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: \_\_\_\_\_