



OREGON LIQUOR CONTROL COMMISSION

Marijuana License Notification Form

What is this form?

Recreational marijuana licensees are required to provide notification to the Commission of the changes listed below. Depending on the type of notification, you may be required to provide that notification to the Commission within a specific timeframe. Timeframes are noted in the sections below. If you have passed the deadline for notification, you may be asked to provide an explanation.

Submit your request via email to: marijuana@oregon.gov

Section 1 – Licensee Information

License Number:		Request Date:	
Licensee:			
Trade Name:			
Premises Address:			
Person Requesting:		Position/Title:	
Contact number:		Email:	

Section 2 – 24-Hour Notification

You must provide notification of the following within 24 hours. Indicate any that apply:

Arrests or convictions of an applicant, licensee, or individual with financial interest in the business

Attach a written explanation including the following:

- Date of occurrence
 - Whether it was an arrest or conviction
 - Report, case, or court docket number
 - The name of the law enforcement agency that made the arrest or the court in which the person was convicted
 - The specific offense that was charged
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Section 3 – 10-Day Notification

You must provide notification of the following within 10 days. Indicate any that apply:

Disciplinary proceeding or licensing enforcement action by a government entity (other than the OLCC)

Attach a written explanation including the following:

- Date of occurrence
- Whether the violation has been resolved and how
- Report, case, citation, or other reference number
- Name of the agency involved
- Written explanation of the proceeding or enforcement action and the specific violation