



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.licensing@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 Notifications

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

- Theft of marijuana items or money from the licensed premises**

Attach a written explanation including the following:

- Date and time of occurrence
- Whether a police report was filed and with what law enforcement agency. (Include a copy of the police case number or report number and a copy of the report, if available.)
- What item(s) were taken
- Any additional details of the incident



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Section 3 – 10-Day Notifications

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

- Temporary closure of the business for a period of 30 days or more**
 - Attach a written statement of the dates your premises will be closed.

- Permanent closure of the business**

Attach a written explanation including the following:

 - Date of closure
 - Whether you wish to surrender your license as part of your closure
 - NOTE: If you wish to surrender your license, an OLCC representative will contact you to collect additional information. Until a surrender is accepted, a licensee must continue to meet all operational, security, and surveillance requirements of the license. Failure to do so may result in cancellation which may affect your ability to obtain a new license in the future.

- 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

Section 4 – Other Notifications

I am providing notification of the following: Indicate any that apply.

- Tradename for the premises**
 - Attach a copy of a written statement including current tradename, new tradename and effective date of the change

- Permanent change of business hours**
 - Attach a statement listing your current business hours, your new business hours, and the effective date of the change

- Contact information for the business or individual licensees**
 - Attach a statement identifying the person (if applicable), the current contact information, and the new contact information