



OREGON LIQUOR CONTROL COMMISSION

Seasonal Camera Shutdown

What is this form?

A licensee may stop recording in areas where marijuana items are not present due to seasonal closures or prolonged periods of inactivity. Licensees proposing such a shutdown must provide notification to the Commission using this form.

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 – Documentation

Submit the following with this form:

- Provide a written statement of all times that recording is stopped due to marijuana items not being present. The statement must identify:
 - Which cameras will be deactivated;
 - Date-stamped still images from each camera that will be deactivated showing no marijuana items are in the areas of coverage;
 - The date and time recording will be stopped;
 - The date and time recording is scheduled to resume; and
 - A description of the reason why recording stopped and started.

You must also keep a log onsite with this information.

You must resume recording of an area PRIOR to allowing marijuana items back into that area.