



Marijuana Laboratory Renewal Application

Form Instructions

What is this form?

Marijuana licensees are required to renew their licenses annually. Submitting a renewal application is a two-step process:

1. Fill out this renewal application form.
2. Submit your renewal, including uploading this form and paying the application fee and license fee through the online portal at <https://apps.oregon.gov/OLCC/Marijuana/elicense/>. When you log into your license dashboard, there will be a "Renew" button if you are within 90 days of license expiration.

Who needs to sign this form?

Each licensee whose name appears on the license certificate must sign the renewal application. If any named licensee is a legal entity (corporation, LLC, or limited partnership) one person who is an applicant for the license under OAR 845-025-1030(4) or has an ownership interest as defined in OAR 845-025-1045(3) may sign on behalf of the entity. Common examples include:

- For LLCs: A member of the LLC or a manager of a manager-managed LLC
- For Corporations: An officer of the corporation
- For Limited Partnerships: A general partner of the partnership

Making changes to a licensed business

This form asks several questions to identify whether you have made any changes to your licensed business. Please bear in mind that most changes will require prior approval from OLCC before you make the change. If you have made or are requesting to make changes that have not yet been approved by OLCC, please submit that request separate from your renewal application.

Our change request forms can be found on the [Marijuana Forms and Publications Page](#), under the section titled "Notification/Change Forms."

If you only disclose or request the changes on your renewal application but do not submit a separate change request form, staff will not consider the request until your renewal application is assigned for investigation.

Federal Employer Identification Number and Business Identification Number

All businesses in Oregon that do not offer an employer-sponsored retirement plan will be required to register for OregonSaves. In order to serve legal marijuana businesses in Oregon, the OLCC and Oregon State Treasury need to collect your business' Federal Employer Identification Number (FEIN) and your Business Identification Number (BIN). Please fill in these fields on the renewal application form.

ORELAP certification

Before renewing your license, you will need to provide OLCC with a copy of your ORELAP certificate and documentation of which types of testing you have been accredited to perform.



OREGON LIQUOR CONTROL COMMISSION

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Please answer all questions completely. Failure to disclose any information requested, or providing false or misleading information on this form is grounds to deny the renewal application (OAR 845-025-1115).

Section 1 - Business Information

Table with 4 columns: Licensee Name, License ID Number, Contact Name, BIN*, Contact Email, FEIN*

Section 2 - Renewal Questions

- 1. YES NO Has your approved business structure changed in ANY way?
2. YES NO Have you made any significant changes to your premises or changes in the operation of your business that have not previously been reported to OLCC?
3. YES NO Were you previously approved for any security waivers?
4. YES NO Acknowledge that you have provided a copy of your ORELAP certificate with this packet.*

Section 3 - Acknowledgement

The Oregon Liquor Control Commission requires the licensee* to read and affirm the following with a signature:

I have reviewed all information being submitted as part of my renewal application. All information submitted is true and correct to the best of my knowledge.

Table with 3 columns: Licensee's Name, Signature, Date

*See the instruction page for additional information.