



Marijuana Processor 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 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 (either to your business structure, financial investors, or licensed premises). 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.

Changing endorsements

A processor may request to change endorsements at any time by submitting a [Change to Processor Endorsements](#) request. In general, this request should not be part of your renewal application. If you only request the change of endorsement 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.

If you have a pending request to change your endorsements that has not yet been approved when a license investigator contacts you about your renewal application, let the investigator know about this change request. If you meet the requirements for the endorsement, they may be able to incorporate the endorsement change into your renewal. If you are still working on meeting the requirements for the requested endorsement, they may approve the renewal with your current endorsements while leaving the endorsement change to be approved separately.

Detailed Product Description forms

This form asks you to acknowledge that you have attached [Detailed Product Description](#) forms for each product that you process. If you already have an approved set of product descriptions and are not adding or changing any products, there is no need to fill out new forms; you may upload your approved product descriptions as part of your renewal application.

[Detailed Product Description](#) forms collect information about the products you process, what type of processing they involve, and how the processed product is meant to be used. This provides your investigator with a sufficient level of detail to ensure that you have the proper endorsements for each product that you propose to process. The form is not meant to satisfy the requirement of OAR 845-025-3230 to create and maintain written, detailed standard policies and procedures.

Extract processor requirements

If you are an extract processor, there are additional requirements that you must satisfy before OLCC can approve your renewal application. Historically, we have required that you have your facility and equipment approved for use by your fire code official. Effective December 28, 2018, that requirement has been replaced (see OAR 845-025-3260).

Before we can renew your license with an extract endorsement, you will need to provide documentation showing that you meet the amended requirements:

- All extract processors must show that the facility has a certificate of occupancy for the intended use.
- All extract processors must provide a list of equipment that is used in extraction, including serial numbers for any hydrocarbon extraction equipment.
- Hydrocarbon extractors must additionally provide proof that any hydrocarbon extraction equipment has been inspected by:
 - A certified mechanical or electrical engineer registered with the Oregon State Board of Examiners for Engineering and Land Surveying;
 - An industry recognized third party; or
 - A manufacturer.



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

Licensee Name:		License ID Number:	
Contact Name:		BIN*:	
Contact Email:		FEIN*:	
Endorsements*:	<input type="checkbox"/> Extract* <input type="checkbox"/> Concentrate <input type="checkbox"/> Edible <input type="checkbox"/> Topical <input type="checkbox"/> Industrial Hemp		

Section 2 - Renewal Questions

	YES	NO	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Has your approved business structure changed in ANY way?*</p> <p>(This may include, but is not limited to: employees or landlords receiving a percentage of revenue or profits, any new investors, new owners, added or removed partners, or any changes in membership percentages, stockholders, directors, or corporate officers.)</p> <p>If yes, attach a written statement of the change(s) and submit a change request separate from this renewal*</p>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<p>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?*</p> <p>(This may include, but is not limited to: Moving or removing cameras, remodeling the premises to move walls or doors, or changing your operating and security plan)</p> <p>If yes, attach a written statement of the change(s) and submit a change request separate from this renewal*</p>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Do you wish to process marijuana for medical purposes under OAR 845-025-3300?</p> <p>If yes, and you do not currently have this privilege, complete the required form and attach.</p>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Do you wish to process for cardholders under OAR 845-025-3305?</p> <p>If yes, and you do not currently have this privilege, complete the required form and attach.</p>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Do you share a food establishment with other processors under OAR 845-025-3255?</p> <p>If yes, attach a copy of the current schedule that includes all licensees at your location.</p>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Acknowledge that you have attached Detailed Product Description* forms for each product that you will process.</p>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Do you have an extract endorsement?</p> <p>If yes, attach documentation showing that you meet the requirements of OAR 845-025-3260*.</p>

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.

Licensee's Name	Signature	Date

***See the instruction page for additional information.**