



**OREGON LIQUOR CONTROL COMMISSION**

**Supplemental Form:  
Retailer Home Delivery Registration**

**What is this form?**

Use this form if you are a **Retailer** and are seeking to engage in the home delivery of marijuana items.

**What do I have to do in addition to submitting this form?**

A Retailer who engages in home delivery is required to acknowledge and meet the requirements of OAR 845-025-2880 in addition to all other security requirements. Read this form thoroughly and sign your acknowledgement where noted.

As a licensee, it is your responsibility to ensure you are operating in compliance with this rule, that the personal safety of delivery personnel is maintained, and that the delivery service does not create a public safety risk. The Commission may withdraw its approval of this registration at any time if the licensee is unable to meet these requirements.

**I want to hire another company such as a Wholesaler to do my home deliveries, how do I do that?**

This is not permitted. Although a Wholesaler licensee may transfer marijuana items between licensed premises on behalf of another licensee, in order for a person to provide home delivery of marijuana on behalf of a Retailer, that person must be an employee of the Retailer and must be recorded as such in the Cannabis Tracking System. A person may not be an employee representing multiple Retailers at a time and may not provide home delivery for multiple Retailers at a time.

OLCC USE ONLY		
<input type="checkbox"/>	Delivery Registration Approved	
<input type="checkbox"/>	Delivery Registration Denied	
OLCC Representative	Initial	Date

**Section 1 – Business Information**

<b>Application ID:</b>			
<b>Business Name:</b>			
<b>Trade Name:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	

**Section 2 – Acknowledgement**

**I have read and understand all information above and wish to register for to provide home delivery of marijuana items as a recreational marijuana Retailer. (Continue to page 2.)**

Licensee or authorized representative name:	Signature:	Date:



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**Section 3 – Location of Deliveries**

A Retailer may only deliver marijuana items in the jurisdiction in which the Retailer premises is licensed. For a retailer in an incorporated local city, this means that no deliveries can be made to any location outside of the city limits. **Note the city listed in the address of a home location may or may not be the actual jurisdiction in which that home is located.** For a retailer in an unincorporated county area, this means no deliveries can be made into different counties or into any incorporated city area.

It is your responsibility to confirm that a home delivery location is within the jurisdiction in which you are licensed. This jurisdiction will be the same as the local or county government from which you received a determination on your Land Use Compatibility Statement. You may wish to contact the jurisdiction in which you are licensed to determine specific boundaries.

A delivery may be made only to a residence such as a house or apartment. Deliveries may not be made to dormitories, hotels, motels, bed & breakfasts, or other similar commercial businesses.

**I have read the above and will confirm that any delivery location is within the jurisdiction in which my Retailer premises is licensed and that the location is a residence prior to accepting an order and making a delivery:**

Licensee or authorized representative name:	Signature:	Date:
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**Section 4 – Receiving Orders**

- **An order must be placed before 8:00 PM on the day the delivery is to be made.**
- **An order may only be placed by the person who will receive the order.**
- **An order must contain:**
  - The requestor's name & date of birth.
  - The date of requested delivery.
  - The address of the residence to which the product must be delivered.
  - A description of the marijuana items proposed for delivery and the amounts.
  - A statement that the marijuana items are for personal use and not for resale.

**I have read the above and will accept only bone fide orders that contain all required information. Any orders that do not contain all required information will be rejected:**

Licensee or authorized representative name:	Signature:	Date:
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# Supplemental Form: Retailer Home Delivery Registration

### Section 5 – Delivery Documentation

- A Retailer must create a manifest in CTS for each delivery or series of deliveries that includes the delivery locations, the amount to be delivered at each location, and the route between all destinations.
- The Retailer must document & retain:
  - All information in the order, including the date and time it was received.
  - A copy of the delivery manifest.
  - The person delivering the marijuana items and their Worker Permit number, if applicable.
  - The name of the person who received the delivery.
  - A full description of the items delivered, including weight, volume and price paid.
  - The date and time the items were delivered.
  - A signature of the person who received the order confirming that all items ordered were received.
  - A retailer is only required to retain the name of an individual to whom a delivery was made for one year.

I have read the above and will maintain all required documentation:

Licensee or authorized representative name:	Signature:	Date:
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### Section 6 – Delivery Requirements

- Marijuana items may not be transported out of the State of Oregon.
- Any individual authorized by the Retailer to transport marijuana items must have a valid Oregon Driver License and must have successfully completed all required Marijuana Worker Permit education.
- Deliveries may be made only by motor vehicle insured at or above the legal requirements in Oregon capable of locking all doors and equipped with an alarm system.
- All marijuana items must be kept in a lock-box securely affixed inside the delivery vehicle.
- Deliveries must be made after 8:00 AM before 9:00 PM. If a delivery cannot be made before 9:00 PM due to circumstances beyond the licensee's control, the delivery must be rescheduled or cancelled.
- A manifest must be created for each delivery or series of deliveries and the individual doing the delivery may not make any unnecessary stops between deliveries or deviate substantially from the manifest route.
- The individual making the delivery may not make any unnecessary stops or deviate substantially from the route described on the manifest.



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**Section 6 – Delivery Requirements (continued)**

- The person making the delivery must check the recipient’s ID to confirm that the individual is the person who placed the order and that the person is 21 years of age or older. Licensees should review “Acceptable ID Types of ID” signage available at <https://www.oregon.gov/OLCC/pages/publications.aspx>
- The person making the delivery must collect a signature from the recipient as described in Section 5.
- A delivery may not be made to a residence located on publicly-owned land. It is the licensee’s responsibility to verify whether the land is publicly-owned prior to making a delivery.
- Deliveries may not be made more than once per day to the same physical address or to the same individual or to an individual who is visibly intoxicated at the time of delivery.
- The Retailer remains responsible for the collection of all relevant State and local taxes.
- The Retailer licensee and the permittee making the delivery may both be held responsible for any violations related to the delivery of marijuana items.
- Items being delivered must meet all packaging and labelling requirements and must be placed within a larger delivery receptacle that has a label that reads: “Contains marijuana: Signature of person 21 years of age or older required for delivery”.
- No more than \$3000 (retail value) worth of marijuana items may be “out for delivery” for home delivery at any time.

I have read all sections above and will ensure all delivery requirements are met. I acknowledge that as a licensee of the Commission it is my responsibility to follow all administrative rules and State and local laws regarding recreational marijuana in the State of Oregon including any not listed above. I acknowledge that failure to comply with the requirements of OAR 845-025-2880 (Delivery of Marijuana Items by Retailer) may result in the Commission’s withdrawal of approval for home deliveries. In addition, should the Commission find that the personal safety of delivery personnel is at risk, that the delivery service has been the target of theft, or that the delivery service is creating a public safety risk, the Commission may withdraw its approval.

Should the Commission deny approval of this registration request, as a licensee, I shall be given a right to be heard.

Licensee or authorized representative name:	Signature:	Date:
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