



OREGON LIQUOR CONTROL COMMISSION
Marijuana Renewal Application

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.

Making changes to a licensed business

Except for Producers requesting to change their Production Tier or Production Type, no changes may be submitted as part of your renewal application. To make any other, visit marijuana.oregon.gov to find the appropriate change request form and submit that information to marijuana.licensing@oregon.gov as provided in the instructions for the form.

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.

Section 1 – Business Information			
Licensee Name:		License ID Number:	
Contact Name:		BIN:	
Contact Email:		FEIN:	

Section 2 – 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.

For licensees that are legal entities, only one signature is required. The following persons may sign:

- **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
- **For Sole Proprietorships:** The individual who is the sole proprietor

Signature: _____

Date: _____

Name: _____

Title: _____