

## Program Roll-Out Guidelines:

### Oregon



In Oregon, responsible alcohol service training is mandatory. ServSafe Alcohol™ is an approved program in Oregon. There is a supplement for Oregon that must be incorporated into the ServSafe Alcohol training course given in the state. Approved ServSafe Alcohol instructors can download the Oregon supplement at [www.servsafe.org](http://www.servsafe.org).

All employees who mix, serve or sell alcohol must have a service permit. Managers who supervise these employees must also have a service permit. To qualify for a service permit you must:

- Complete a commission approved alcohol server education course and pass the exam within 45 days from date of hire
- Complete the application for a service permit and have an authorized person (see application instructions for more information) sign the application
- Remit the \$23.00 permit fee to the authorized person and have the authorized person mail the application package to the Oregon Liquor Control Commission (OLCC).

For the service permit application and instructions, please see the following pages. A service permit must be renewed every 5 years.

The state requires initial alcohol server education courses to be at least 4.5 hours in length. Renewal courses may be shorter (usually half the instruction time) and may be taken, where available, to renew a service permit.

The OLCC oversees the voluntary Responsible Vendor Program (RVP). To qualify as a responsible vendor, the licensee must:

- Require new employees who do not have a service permit to read and sign the OLCC brochure called *What Every Store Clerk Needs to Know About Selling Alcohol* (available at <http://www.olcc.state.or.us/pdfs/What%20Every%20Store%20Clerk%20Needs%20to%20Know%20with%20Quiz.pdf>) or complete a similar alcohol education program or read similar materials before selling alcohol
- Require employees to complete and pass an approved alcohol server course within 45 days of first selling or serving alcohol
- Train new employees without a service permit about responsible alcohol sales and service within three days of first selling or serving alcohol
- Post the establishment's policies on alcohol sales and checking I.D., and have each employee read and sign copies of these policies
- Post signs informing employees and patrons of the legal requirements for selling or serving alcohol
- Hold at least four training sessions on responsible alcohol service and sales each year
- Complete a Responsible Vendor application (available at [http://www.olcc.state.or.us/pdfs/Rvp\\_App.pdf](http://www.olcc.state.or.us/pdfs/Rvp_App.pdf)) and mail it to the OLCC.

A licensee will not qualify for the RVP designation if he or she:

- Has personally sold or served alcohol to minors more than once in the past 2 years, if any of the sales or service happened within the last year
- Was personally involved in the sale or service of alcohol to a minor in the past year that included aggravating circumstances such as selling or serving a person under 18 years of age, selling or serving a person he or she knew was under 21 years of age or a sale or service that resulted in injury or death
- Has personally committed a category I or II violation in the past five years including, but not limited to, felony convictions, making false statements, interfering with an investigation, operating while suspended and being visibly intoxicated while on duty.

For more information on the Responsible Vendor Program and a list of the OLCC field offices' information, please visit

<http://www.olcc.state.or.us/pdfs/responsible%20vendor%20program%20fact%20sheet.pdf>.

**STATE LIQUOR AUTHORITY:**

Oregon Liquor Control Commission  
9079 S.E. McLoughlin Boulevard  
Milwaukie, OR 97222  
Phone: 503-872-5000  
Fax: 503-872-5266  
Website: [www.olcc.state.or.us](http://www.olcc.state.or.us)

**STATE LAWS:**

The Oregon laws and rules relating to alcoholic beverages can be found at  
<http://www.olcc.state.or.us/pdfs/OLCC%27s%202004%20Law%20Book.pdf>.

## SERVICE PERMIT APPLICATION INSTRUCTIONS

OLCC Permits, PO Box 22297, Milwaukie, OR 97269-2297



1. Fill out the application form completely and print two copies.
2. Have an authorized person sign both copies of the form. (Authorized persons are owners or managers of licensed establishments, Commission authorized temporary employment agencies, ASE providers, and OLCC employees who may sign your application only if you have passed ASE and are not currently employed.)
3. Sign both copies of the form.
4. Have the authorized person mail one copy and the correct fee to the address on the form.
5. Keep a signed copy as your temporary permit.
6. Pass an Alcohol Server Education (ASE) course within 45 days. Don't wait! For class information, click here for Provider Listing, or call 503-872-5139 or 1-800-452-6522, ext. 5139

### ADDITIONAL INFORMATION

#### Minor Service Permit

Service permit applicants must be 18 years of age or over. If you are 18, 19 or 20 years old, you can apply for a minor service permit. Minors with valid permits may sell and serve alcohol only in conjunction with food service and not in areas prohibited to minors. Minors may not mix drinks nor function as bartenders or cocktail servers.

Minor servers may enter areas prohibited to minors only long enough to pick up drink orders (to be served only in areas not prohibited to minors), stock supplies and perform food service duties, such as bussing tables and delivering food. On your 21<sup>st</sup> birthday, the minor permit will allow you all of the privileges of an adult server.

#### Applicants living in remote areas

The OLCC may extend the 45-day deadline to pass the ASE course only for applicants who live in counties with populations under 100,000. No extensions can be given to applicants who live in Multnomah, Washington, Clackamas, Lane, Marion, Jackson, Deschutes and Linn counties.

Extension requests must be made in writing within the 45-day deadline AND must show that there are unusual circumstances beyond your ability to control or prevent which keep you from completing the course within 45 days. (e.g. prolonged hospitalization or disability).

#### Renewing Applicants

Applicants who have taken and passed the ASE course within the past 7 years may renew their service permit by either repeating the initial course or registering for a renewal course. The passing exam score is higher for the renewal course. Call the number below to see if you qualify for a renewal course.

#### Conviction History

You may not qualify for a service permit if you have:

- Felony convictions for drug crimes, crimes of violence, or driving while suspended or revoked
- Convictions or diversions for Driving Under the Influence of Intoxicants (DUII)
- Had a liquor license or permit cancelled for liquor law violations

You may provide good cause to overcome your history if:

You were alcohol or drug addicted at the time of the incidents or you were diagnosed as alcohol or drug addicted as a result of the incidents. You would be required to provide a sworn statement and additional proof that you have not used or consumed drugs or alcohol for 24 months, are participating in or have completed a drug or alcohol treatment program, and have completed all parole or probation requirements, including parole or probation time.

Questions? Go to [www.olcc.state.or.us](http://www.olcc.state.or.us) Or call 503-872-5139, toll free 1-800-452-6522, ext 5139

[Click here to continue on to the On-Line Service Permit Application Form](#)

## SERVICE PERMIT APPLICATION

OLCC Permits, PO Box 22297, Milwaukie, OR 97289-2297

Please read the instruction page before filling out this form. The Commission will return your application if it is incomplete. A fee is required with any application and is non-refundable. Send check or money order only, NO CASH !

**Replacement Card - \$5.00** ( Your permit was lost or stolen or your name has changed.)

**New Permit - \$23.00** includes: (Your permit has expired or will expire within 6 months.)

Name: First  Middle  Last

Social Security #  Date of Birth:  (MM/DD/YYYY)

Mailing Address:

City  State  Zip  Phone:

Identification #  State of Issue:

(Drivers License, DMV ID card, passport)

Male  Female  Height  Weight:  lbs.

Yes  No  Have you ever been convicted of a felony? List conviction(s), date(s), city, state, county. (Attach a separate sheet of paper if necessary)

Yes  No  Have you been convicted of or had a diversion for Driving Under the Influence of alcohol or other drugs (DUII) within the past 10 years? List conviction(s), date(s), city, state, county. (Attach a separate sheet of paper if necessary)

### AUTHORIZED SIGNATURE

I, the (select one)  Licensee/Manager  Authorized Temporary Agency  Provider/Instructor  
 OLCC Employee, have verified the age and identity of this applicant. I understand that I must immediately transmit this application with the correct fee to the OLCC. I also understand that if I am a licensee, I have a continuing duty to verify that this employee has passed the ASE course and been issued a permit (OAR 845-009-0015). OLCC will not notify licensees of application denials.

Name of Business:  Work Phone:

Business Address:

Signature: \_\_\_\_\_ Date:

### APPLICANT SIGNATURE

I understand that my application may be refused or my service permit revoked if my answers on this application are not true and complete (ORS 471.380; ORS 471.385). Providing a false statement to the OLCC is a misdemeanor crime subject to penalties imposed by the court. I also understand that I must pass an ASE course within **45 days** or this application will be denied (ORS 471.542).

Applicant Signature: \_\_\_\_\_ Date:

**APPLICATION VALID ONLY WHEN SIGNED BY BOTH PARTIES AND MAILED TO THE OLCC.  
ON-LINE APPLICANTS MUST PRINT TWO COPIES AND KEEP THE SECOND SIGNED COPY  
AS YOUR TEMPORARY PERMIT.**

**Please note: The information that you have provided on this web site is not saved, or recorded electronically in any manner.**

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