

TO CHANGE TO A LEGAL ENTITY FROM A SOLE PROPRIETOR

Please return completed documents to:

Janice Smith
REGULATORY FIELD OPERATIONS
OLCC
PO BOX 22297
MILWAUKIE, OR 97269-2297



DATE OF REQUEST: _____TYPE OF LICENSE: _____

NAME OF LICENSEE: _____

CONTACT PERSON: _____

TRADENAME: _____

BUSINESS LOCATION: _____
(Address) (City) (Zip)

PHONE :() _____

E-MAIL: _____

Please submit the items below - **ITEMS IN BOLD ARE OLCC FORMS**

1. **CHANGE OF INFORMATION FORM**
2. **LEGAL ENTITY QUESTIONNAIRE (Corporation or LLC)**
3. **BUSINESS INFORMATION FORM**
4. **INDIVIDUAL HISTORY FORM FOR EACH PERSON IN CORPORATION OR LLC – (LLC - ALL MEMBERS WITH 10% AND CORPORATIONS ALL OFFICERS, DIRECTORS WITH 3% OR MORE AND ALL STOCKHOLDERS WITH 10% OR MORE)**
5. LIQUOR LIABILITY INSURANCE ACCORD CERTIFICATE IN THE NAME OF THE LEGAL ENTITY
6. YOU MAY BE REQUIRED TO GET A SERVICE PERMIT IF YOU DO NOT ALREADY HAVE ONE. PLEASE DISCUSS WITH YOUR INVESTIGATOR.

Note: If the new legal entity will include any people who are not currently listed as a licensee at your business **this is not the correct form.** Please contact the OLCC for more information.

DO NOT CONSIDER YOUR REQUEST APPROVED UNTIL YOU RECEIVE WRITTEN APPROVAL FROM OLCC STAFF.