

MULTNOMAH COUNTY SHERIFF'S OFFICE

4735 E Burnside St

Portland, OR 97215

503-988-0520

Program Supervisor Francis Cop

NEW AND ANNUAL RENEWAL PROCESS Complete the appropriate Oregon Liquor License Application from the Oregon Liquor Control Commission (OLCC).

- After receiving this application, the OLCC will check for completeness. Bring completed application packet to the Multnomah County Sheriff's Office.
- The OLCC will provide you with information regarding the required OLCC Law Orientation course.

Applications must include:

- Appropriate Oregon Liquor License Application from the OLCC
- Multnomah County Annual Information Form
- \$50.00 Background Check Fee (FOR RENEWALS) \$125 Background Check Fee (FOR NEW APPLICATIONS) exact cash, check/money order made out to Multnomah County
- A photocopy of your driver's license (this will be taken when you submit your application at our office.)

Once complete, APPLICANTS MUST SUBMIT PACKET IN PERSON at the Multnomah County Sheriff's Office at 4735 E Burnside St. Portland, Oregon, Monday – Friday 8:00 AM to 4:30 PM.

Upon completion of the background process, approval signature will be granted. Expect a 2-7 day waiting period.

- Once your application packet (with background check) has been reviewed by the Sheriff's Office, it will be submitted to the Board of County Commissioners for approval. The County has 45 days from the time we receive your application to make a recommendation to the OLCC or request more time.
- If approved by the Board of County Commissioners, your application will return to the OLCC for final approval. The ensuing investigation process may take between 8-12 weeks before you are approved and a permit is issued.

TEMPORARY PERMITS

1. Complete the appropriate Oregon Liquor License Application from the Oregon Liquor Control Commission (OLCC).
2. After receiving this application, the OLCC will check for completeness. If all necessary information is present, your next step is to bring a complete application packet to the Multnomah County Sheriff's Office (packet information at bullet #2 below).
3. The OLCC will also provide you with information regarding the required OLCC Law Orientation course.

Applications must include:

- Appropriate Oregon Liquor License Application from the OLCC
- Multnomah County Liquor License Application including:
- \$35.00 Background Check Fee : exact cash, check/money order made out to Multnomah County
- A photocopy of your driver's license (this will be taken when you submit your application at our office.)

Once complete, APPLICANTS MUST SUBMIT PACKET IN PERSON at the Multnomah County Sheriff's Office at 4735 E Burnside St. Portland, Oregon, Monday – Friday 8:00 AM to 4:30 PM.

Upon completion of the background process, approval signature will be granted. Expect a 2-7 day waiting period.