



# New Alcohol Service Permit Application Web Portal

coming  
soon!

## **WHAT:**

As of May 1, 2018, the Oregon Liquor Control Commission will transition to a web-based portal for Alcohol Service Permit Applications.

Through the portal, applicants will be able to:

- Create an account through the portal
- Fill out and submit an application
- Remit payment for Alcohol Service Permits via credit, debit, or pre-paid credit card
- Take the Alcohol Server Education test – after validating that they have successfully attended an approved Server Education Class.



All applicants will still be required to take an in-person or online Alcohol Server Education class. Some in-person classes will offer a full-service option for students who need assistance with computers or the internet.

## **WHY:**

After submitting an application through the portal, an Alcohol Service Permit holders can access their account at any time to:

- Print or download a duplicate copy, free of charge
- Submit name or contact information changes
- Change account username or password

The Alcohol Service Permit portal also allows for better management of service permit records by OLCC. The new system will maintain records within one system, for faster access, administration, and overall better customer service.

## **WHEN:**

As of May 1, 2018, all applicants will be required to use the Alcohol Service Permit portal. Applicants whose paperwork is postmarked on or before April 30, 2018 will be allowed to pay via cash, check or money order and take the test through an approved alcohol server education provider.

## **HOW:**

The total cost for submitting an Alcohol Service Permit Application is the standard fee of \$23 plus a convenience fee of \$5.65. There is no fee for taking the Alcohol Service Permit test through the portal.

All service permit applications will be submitted through the Alcohol Service Permit portal. Paper applications will no longer be accepted as of May 1, 2018. Payment will be processed through the portal via credit or debit card. After validating that the applicant has completed a server education course, the applicant will take the test through the OLCC's Alcohol Service Permit application portal.

## **MORE INFORMATION:**

[http://www.oregon.gov/olcc/Pages/service-permit-faq.aspx#About Service Permits](http://www.oregon.gov/olcc/Pages/service-permit-faq.aspx#About_Service_Permits)