



# APPLICATION FOR RESPONSIBLE VENDOR STATUS

## COMPLETE THE CORRESPONDING FORM IN ENGLISH

If you wish to apply to the Responsible Vendor Program, please complete **BOTH SIDES** of the corresponding form **IN ENGLISH**. Mail your form to: Responsible Vendor Program, OLCC, P.O. Box 22297, Milwaukie, Oregon 97269-2297.

Your application must be approved by OLCC, and you must have all criteria listed in questions 1-6 below in place **prior to any violation** for selling alcohol to a minor to be treated as a Responsible Vendor when OLCC applies sanctions. An applicant will not qualify for Responsible Vendor status if, within the last year, the licensee has personally committed or participated in a violation for selling alcohol to a minor that involved significant aggravating factors.

### PLEASE PRINT (IN ENGLISH)

Trade Name: \_\_\_\_\_ Licensee Name: \_\_\_\_\_

Premises Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I attest that all of the information I have provided in this application is true:

\_\_\_\_\_  
Print Name in English

\_\_\_\_\_  
Licensee Signature/Corporate Officer

\_\_\_\_\_  
Date

Notice: This section must be signed by a licensee or an authorized corporate officer. ORS 471.315(1)(B) provides that OLCC may cancel or suspend your license or impose a civil penalty if it finds a licensee has made any false representation or statement to the Commission in order to induce or prevent action by the Commission.

### RESPONSIBLE VENDOR PROGRAM CRITERIA

#### ALL QUESTIONS MUST BE ANSWERED

TRUE    FALSE

1.            My employees have read and signed my house policies that, at a minimum, include the following: (1) valid forms of acceptable ID, (2) how to properly check ID, including for anyone who looks under 26, (3) consequences for selling alcohol to a minor. My policies are posted in an area visible to all my employees.
2.            I have permanently posted the following signs where customers and employees can see them: (1) valid forms of acceptable ID in Oregon, (2) anyone who appears under age 26 must show identification.
3.            My employees accept only valid, stand-alone identification legally allowed by statute.
4.            At a minimum, I hold 4 annual employee trainings covering: (1) acceptable forms of ID, (2) how to check ID, (3) checking ID of anyone who appears under 26, (4) a review of house policies. I keep attendance records and minutes for each meeting.
5.            In the past 5 years, I have NOT personally committed any of the following category I or II violations: felony conviction; use of service permit by another; operating other than my license permits (selling alcohol not allowed under license, violating license restrictions); failure to notify prior to change of ownership; ceased dispenser operation; operating while suspended; made false statement to OLCC; interfered with an investigation; visibly intoxicated while on duty; failed to call police at inspector's request; failed to promptly admit inspector or police officer; habit of abusing alcohol or controlled substances.
6.            Before selling alcohol, each of my employees reads and signs the OLCC brochure *What Every Store Clerk Needs to Know about Selling Alcohol*, or meets the alternative requirements of OAR 845-009-0130, and my records are in compliance with this same rule. In addition, within three days of beginning to sell alcohol, each of my employees receives training on: (a) how to recognize minors and visibly intoxicated persons; (b) legal forms of identification; (c) how to properly check ID and how to recognize false or altered ID; (d) the requirement that anyone who appears under 26 must show valid ID; (e) recommended approaches for refusing sales to minors or visibly intoxicated persons; and (f) a review of the consequences for selling alcohol to minors and the importance of not selling alcohol to minors or visibly intoxicated persons. New employees with a valid service permit are exempt from the three-day training requirement.

OLCC use only:     Approved     Returned     Rejected    By: \_\_\_\_\_

**MY HOUSE POLICY  
ON ALCOHOL SALES & CHECKING IDENTIFICATION**

*Use the corresponding form to complete your answers in English.*

Trade Name \_\_\_\_\_

Licensee Name \_\_\_\_\_

Premises Address \_\_\_\_\_

Phone Number \_\_\_\_\_

1. I require my employees to check the identification of anyone who appears under the age of \_\_\_\_\_.

2. The only types of identification my employees are allowed to accept are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. To properly check identification, I require my employees to do the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If my employee sells alcohol to a minor, I understand there will be legal consequences. If my employee sells to a minor, my policy is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name in English

\_\_\_\_\_  
Licensee Signature/Corporate Officer

\_\_\_\_\_  
Date