



# MULTNOMAH COUNTY SHERIFF'S OFFICE

*Sheriff Nicole Morrissey O'Donnell*

---

## NEW OLCC APPLICATION PROCESS

**Step 1: Complete the appropriate Oregon Liquor License Application from the Oregon Liquor Control Commission (OLCC)**

**Applications must include:**

- **Appropriate Oregon Liquor License Application from the OLCC.**
- **Multnomah County Information Form**
- **\$125 fee for the background check for New Applications (payment must be either exact cash, check or money order).**

**Step 2: Completed application packets can be mailed to or presented in person at the Multnomah County Sheriff's Office located at 3083 NE 170<sup>th</sup> Place, Portland, Oregon 97230.**

**Step 3: Once an application is received by the Multnomah County Sheriff's Office, the following reviews will occur:**

- Review of application by the Land Use Planning Department. The purpose of this review is to ensure that the business address has the proper zoning for the intended use.
- Review of application by the Health Department.
- Criminal History and property review by the Multnomah County Sheriff's Office. The following factors are reviewed to determine the recommendation that MCSO will make to the Multnomah County Board of Commissioners:
  - Does the applicant have a habit of using alcohol or drugs to excess.
  - Does the applicant make false statement to OLCC.
  - Has the applicant been convicted of local, state, or federal laws that are substantially related to the fitness of holding a liquor license.
  - Does the applicant demonstrate poor moral character.
  - Has the applicant had poor record of compliance if/when previously license by OLCC.
  - Is the applicant the legitimate owner of the business.
  - Has the business had a history of serious and persistent problems at the location. These may include:
    - Obtrusive or excessive noise, music, or sound vibrations
    - Public drunkenness
    - Fights or altercations
    - Harassment
    - Unlawful drug sales
    - Alcohol or related litter

**Step 4: Multnomah County Board of County Commissioners review**

- The Board of commissioners will review the recommendations made by the Sheriff's Office. If approved by the Board of County Commissioners, your application will be signed off as approved and returned to you for your submission to the OLCC. The ensuing investigation process may take between 8-12 weeks before you are approved, and your signed off application is returned to you.