



PERSONAL HISTORY FORM



Important instructions: please read before completing form. All persons who are anticipated to have a financial interest in the business and key personnel must complete a Personal History Form. All blanks must be filled in. Please use full names – no initials. If the question does not apply to you, please N/A (Not Applicable) in the space. If additional space is needed to answer any question, please use additional paper or the reverse side of the form. The Portland Police Bureau may make an unfavorable recommendation based on an incomplete application, and/or false or misleading information. This form goes with the OLCC application packet that you submit to the City after the application has been initiated by your OLCC license investigator.

Application Name:

_____ (Last) _____ (First) _____ (Middle)

Name and Address of Business:

Your Title:

_____ (Owner, Co-owner, President, Manager, etc.)

Residence Address:

City, State, Zip:

Driver's License # and Issuing State:

Phone #: _____ **Business Phone:** _____ **Fax #:** _____

Social Security #: _____ **Date of Birth:** _____ **Email:** _____

Arrest Record: (This is not the same information asked on the OLCC application). Portland Police Bureau background investigation requires that you include all arrests, including all traffic tickets, citations, and arrests of any kind. Please indicate the penalties imposed for violations of any laws, including liquor regulations. State the nature of the charge, jurisdiction, date, and final disposition. If this information is longer than the space provided, please use additional paper. If none, write "none".

A false answer and/or omission of any information requested on this form may result in an unfavorable recommendation or denial.

Signature _____ **Date** _____

Please deliver **with OLCC application packet and City fee** to:

**City of Portland
Office of Neighborhood Involvement
Liquor Licensing Notification Program
1221 SW 4th Avenue, Room 110
Portland, Oregon 97204
Phone: (503) 823-4520
Fax: (503) 823-3050**