



Application for Adult Entertainment  
Manager/ Entertainer License  
Application Fee -- Non-Refundable  
Annual Fee \$145.00 Due January 1<sup>st</sup> of each year  
Background Check Fees + Fingerprint Card Fees (OHPD Fee Schedule)

**Section 1.a: Applicant Information: (OHMC 5.20.060-070)**

Applicant Name  
(including all aliases):

Home Address:  
(including mailing  
address)

Home Number:

Date of Birth:

Place of Birth

Social Security No.:

Name(s) of  
Nightclubs:

Address(es) of  
Nightclubs:

Stage names or  
nicknames used in  
entertaining:

**Name and Address of each Nightclub the Applicant intends to work as Manager or Entertainer:**

Attach copy of proof of U.S. Citizenship or Legal Residency and Right to Work in Washington

**Section 1.b: Applicant Information: Questionnaire (OHMC 5.20.070 (2))**

1. Have you ever had an Adult Entertainment-related license issued from the City of Oak Harbor or from another jurisdiction denied, suspended, or revoked in the last five (5) years?

2. If you answered **Yes** to **Question 1**, provide the following information which pertains to the adult entertainment business license that was denied, suspended or revoked:

Name and location of Nightclub:

Date of action:

Jurisdiction that took action:

Reason for the action:

Status of any appeal of such action:

3. Have you ever been the subject of a bail forfeiture, adverse finding of conviction with local, state or federal criminal law, (other than parking or traffic infractions) within the last five (5) years? If so, please explain:

Nature of the Crime:

Date of crime:

Location of Crime:

Nature of judicial action taken:

**Section 2: Issuance Prohibitions (OHMC 5.20.060, 070(2))** *(attach additional pages if needed)*

1. Are you at least eighteen (18) years of age? \_\_\_\_\_

**Attach copy of proof of age, e.g.:** Driver’s License; State ID; Passport; Immigration Card  
See OHMC 5.20.070(2)(c).

*OHMC 5.20.060 (1): No license authorized under this chapter shall be issued to a natural person who has not attained the age of 18 years;*

2. Are you the owner \_\_\_\_\_ manager \_\_\_\_\_ or agent \_\_\_\_\_ of this business? \_\_\_\_\_

3. If you are an agent for the owner, please provide documentation verifying that you have actual authority to enter into this License. Please attach to this application.

4. Are you a co-partner of this business? \_\_\_\_\_

*OHMC 5.20.060 (2): No license authorized under this chapter shall be issued to a partnership, unless all of the members thereof are individually qualified to obtain a license as provided by this chapter. Such license shall be issued to the manager of the partnership;*

5. **Is this business a corporation, limited liability company, trust, association, marital community or joint venture, or other entity or group?** \_\_\_\_\_

*OHMC 5.20.060 (3): No license authorized under this chapter shall be issued to a corporation, limited liability company, trust, incorporated or unincorporated association, marital community, joint venture, or other entity or group of persons however organized unless all of the officers and directors thereof are individually qualified to obtain a license as provided by this chapter.*

6. **Submit a WATCH background check form for all names/aliases to the Police Department. The Police Department will conduct the background check.**

- Attach copy of receipt(s)  
The City Clerk will contact you with results.

7. **Obtain a Fingerprint-based state background check with the Police Department and pay applicable fees at the Police Department.**

- Attach copy of receipt and date attended: \_\_\_\_\_  
Drop-in hours: Tuesdays or Thursdays 10:00 a.m. - 1:30 p.m. (*No appointment needed*)  
State Patrol will contact you with results.

8. **In addition to the requirements set forth in this application, applicants and licensees alike must abide by duties to supplement, rules of operation and/or continuing obligations.**

Please read carefully all provisions of OHMC Chapter 5.20 “Adult Entertainment.”

**Section 3: Submission of Application (OHMC 5.20.070 (2))**

*Under penalty of perjury of the laws of the State of Washington, I certify that I have read the Oak Harbor Municipal Code (OHMC) 5.20 regulating adult entertainment managers and adult entertainer licensing and that I will abide by the rules set forth therein and I furthermore swear that the facts I have stated in this application are true.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Section 4: Temporary License Issuance (OHMC 5.20.090 (2), 5.20.130)**

Upon filing the application and paying associated fees, the city clerk shall issue or deny the adult entertainment manager’s or adult entertainer’s license by the close of the second business day after the complete application, including all submittals and information required by the chapter, is received. If the temporary license is permitted, then after investigation by City officials, you will be notified of their report and the date upon which the City Council will conduct a hearing for issuance of a regular license. OHMC 5.20.090 and 5.20.130 sets forth these procedures.

For more details regarding denial and appeal, please see OHMC 5.20.090 and 5.20.130.

**Failure to provide information required by OHMC 5.20.070 will constitute an incomplete application, which will not be processed.**

Temporary Issuance Date	Temporary Business License No. Issued

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

### Section 5: Instructions to Obtain Entertainment License

- **Step 1:** First-time applicants – Complete Application, and pay application and background check fees.
- **Step 2:** The Clerk will issue complete applications a Temporary License.
- **Step 3:** The City Clerk will inform you when your application will be added to the Council Agenda for City Council action on the Regular license.
- **Step 4:** Following Council action, the Clerk will contact you with the results.
- **Step 5:** If approved, you will receive a Regular Business & Entertainment endorsement via mail.
- **Note:** *If the application is granted, the \$145.00 application fee will count as the first annual license payment.*
- **Step 6:** If application is denied, the \$145.00 application fee + Background Check and fingerprint fees are non-refundable.
- **Renewal:** Must renew Entertainer license fees annually. **Expires December 31<sup>st</sup>** each year.

### SECTION 6-- INTERNAL USE ONLY

#### Section 6: Application Investigation – Police Chief (OHMC 5.20.070 - .080, 5.20.140)

##### Oak Harbor Police Department

Date Received Application: \_\_\_\_\_

- Conducted WATCH Criminal Background Check \_\_\_\_\_ (attach results)
- Conducted Fingerprint-based State & National Background Check \_\_\_\_\_ (attach results)
- Attach Investigative Report and Recommendations and any reports requested of other City departments.

#### Section 7: License Conditions – City Council Action (OHMC 5.20.140(4))

City Council Public Hearing Date: \_\_\_\_\_

**Decision/Findings:** (show below or attach report)

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**License Conditions:** (show below or attach report)

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**Review Date:** (if any scheduled)

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Approval/Denial Date	Fees Paid	Business License No. Issued

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Please contact the City Clerk if you have any questions at 360-929-4539 or at [athompson@oakharbor.org](mailto:athompson@oakharbor.org)