BUREAU OF CANNABIS CONTROL
CALIFORNIA

Apply for a License

with the Bureau of Cannabis Control Online Licensing System

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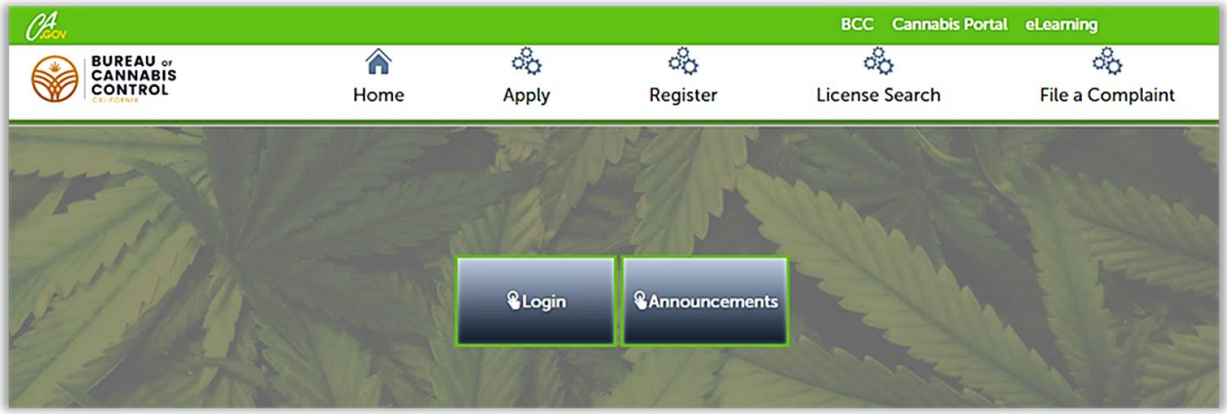
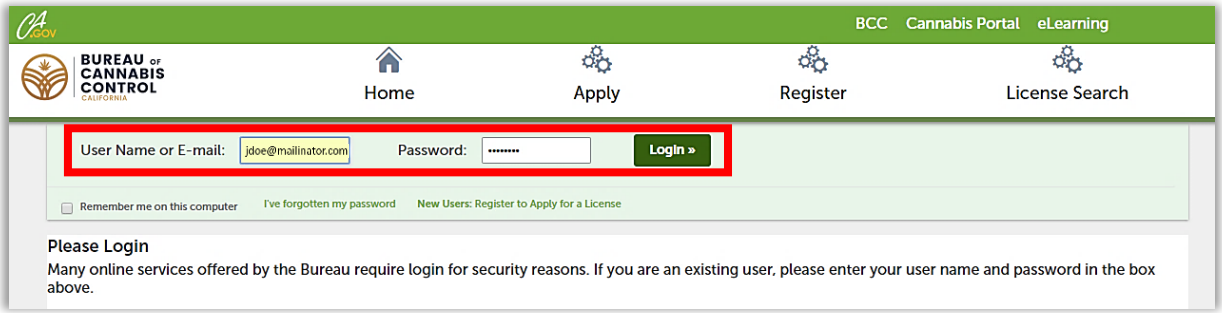
Log into Your Account

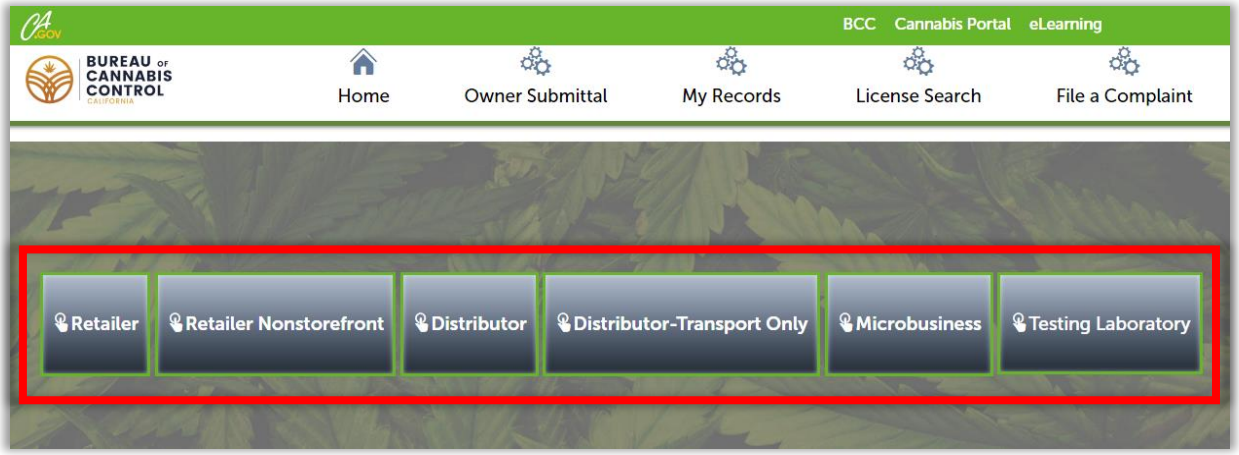
On the home page, click the **Login** button.



Fill in your user name and password, and click **Login**.

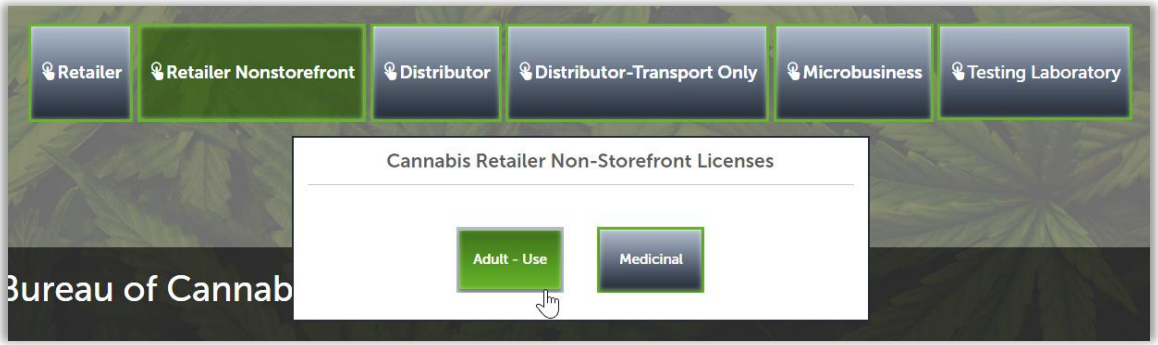


Choose the type of license you wish to apply for.

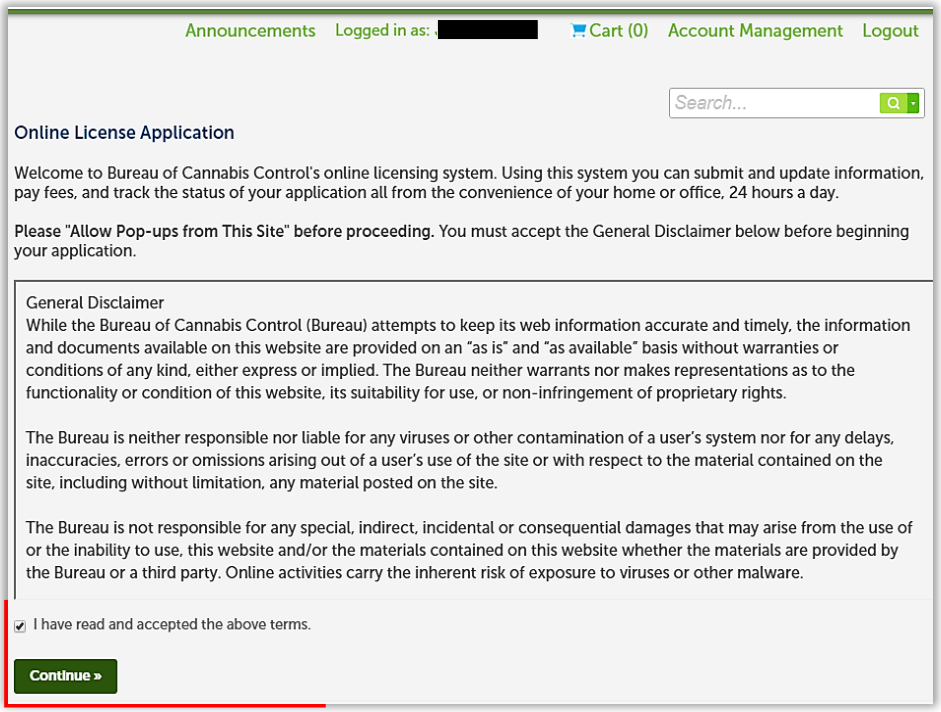


To read more about these license types and their characteristics, see the Bureau of Cannabis Control's website: http://bcc.ca.gov/licensees/index.html.

On selecting a license type, you are asked to choose between Adult-Use and Medicinal license type designations (except for Testing Labs).



To proceed with the application process, you must read and agree to the General Terms and conditions for use of the Bureau's website. Check the box and click **Continue**.

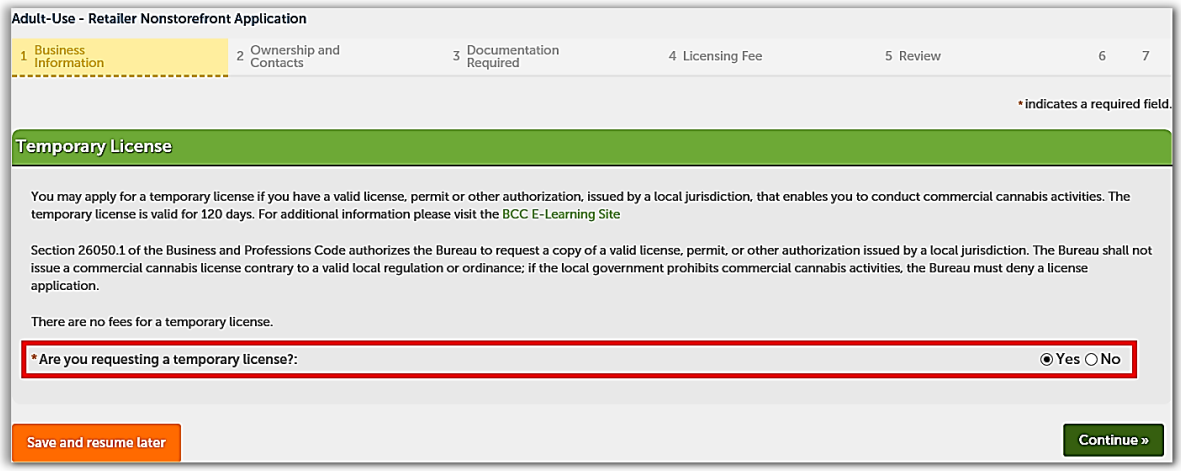


Temporary License Application

The next choice you will need to make is whether to apply for a 120-day temporary license or a full, annually renewed cannabis business license.

The temporary license is generally a quicker process with fewer requirements and no application fee. The purpose of the temporary license is to enable a cannabis business operating under a valid local permit, license, or other authorization, to continue doing business while the Bureau processes its annual license application.

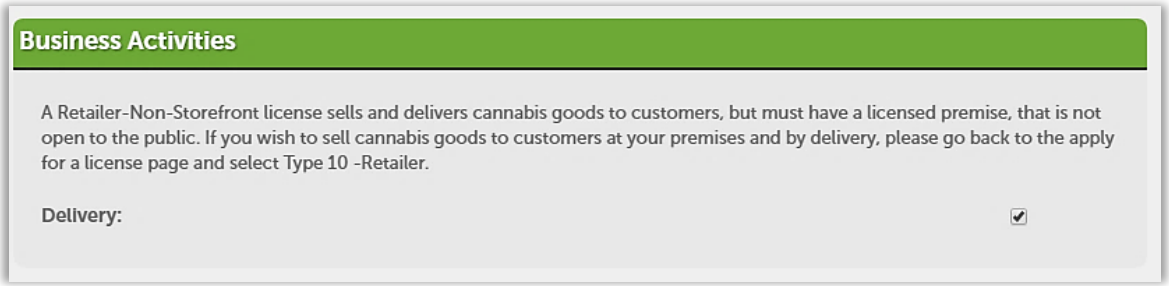
Only businesses that are already authorized by their city or county may take advantage of the temporary license. Check the box for **Yes**, then click **Continue**.



Note: Fields or statements with a red asterisk (*****) next to them are <u>required</u>. You cannot proceed with the application unless you respond to all required elements.

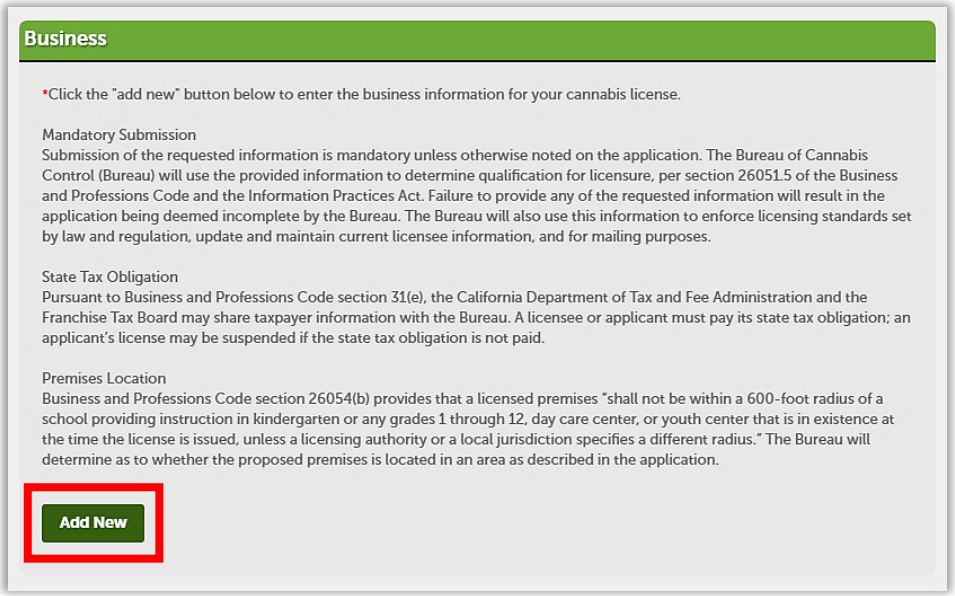
Business Activities

The **Business Activities** section may display different information for different license types. The example below is a confirmation that the Retailer-Non-Storefront license type provides delivery service. Other business types may ask you to select various services your operation will provide.

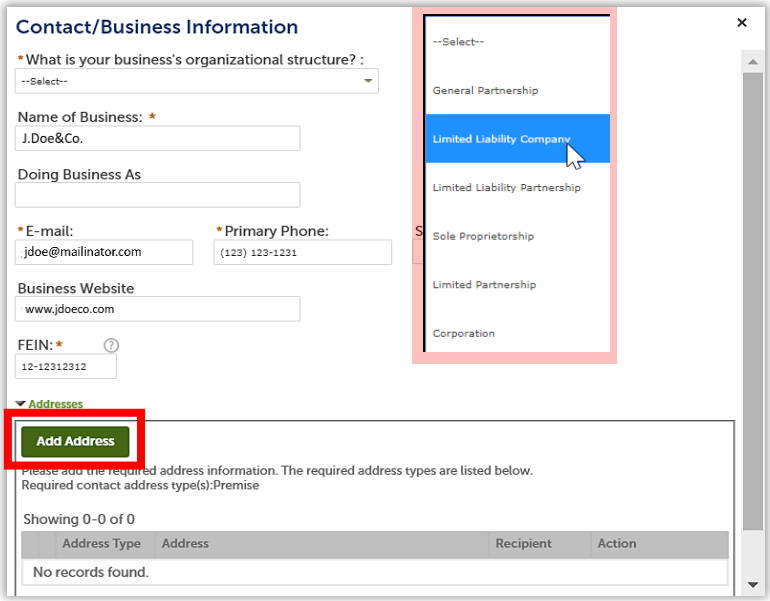


Business

The section labeled **Business** is where you will establish the organization structure of your entity and provide other details about how you do business. All information in the following form is required.



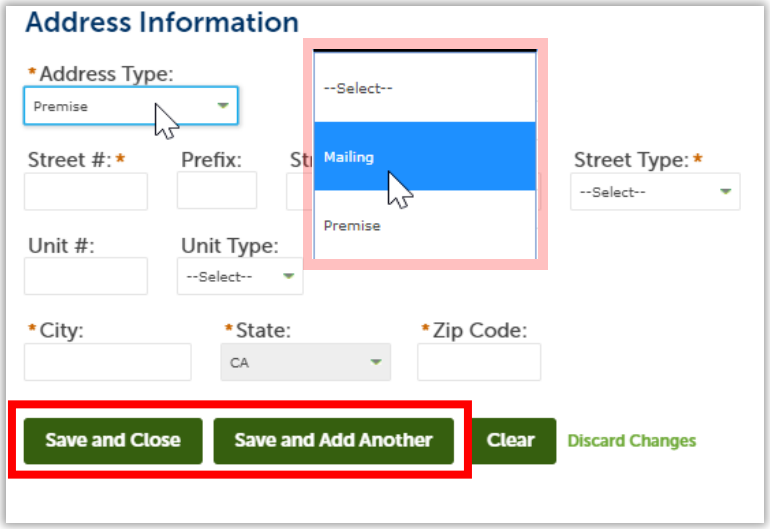
Click **Add New**; a pop-up window displays to let you enter your business's name, how it is structured, contact information, and Social Security Number or Individual Tax Identification Number.



Note that different business structures will have different supporting document requirements.

Click **Add Address** next.

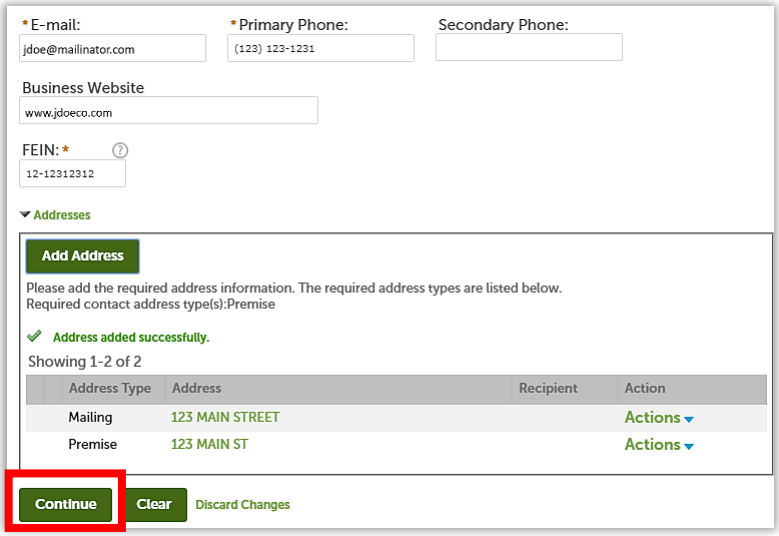
A new pop-up window displays fields for entering your business's address. The Premises address (where your business is physically housed) is required. Mailing address is required if different from the premises address.



1. Select the **Address Type**
2. Enter the address for that type
3. Click **Save and Add Another**
4. Choose the other address type
5. Enter that address
6. Then click **Save and Close**.

Note: The **Premises** address type has more fields than the **Mailing** type. Choose the street type carefully – you can key in the first letter to jump to the desired street abbreviation.

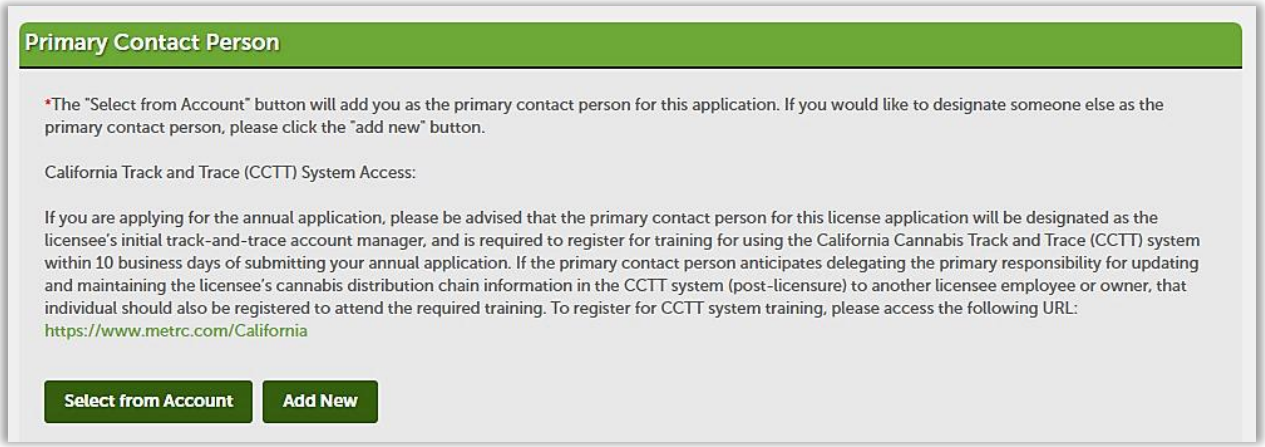
Back on the Contact Information pop-up window, all the information previously entered is displayed, including the two addresses. Click **Continue** to return to the application.



*Under the **Contact added successfully** message, note the **Edit** and **Remove** links – use these functions if you need to make changes to your contact information.*

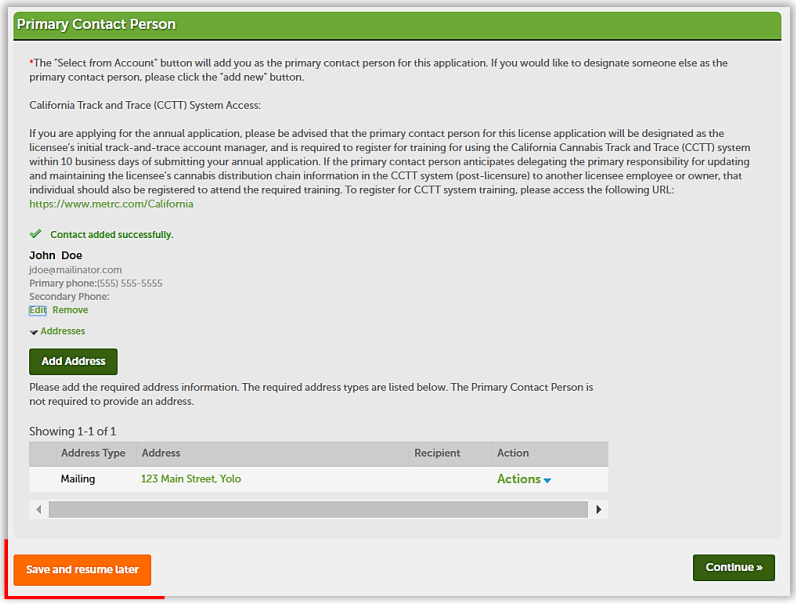
Primary Contact

Next, set up the Primary Contact person for your business. This is the point person in your business for all communication with the Bureau, who is also designated as the initial track and trace account manager. Be sure to read about all the responsibilities of the Primary Contact, both on bcc.ca.gov, and on www.metrc.com/california.



If you are the Primary Contact, click **Select from Account** to use the contact information you entered when setting up your account.

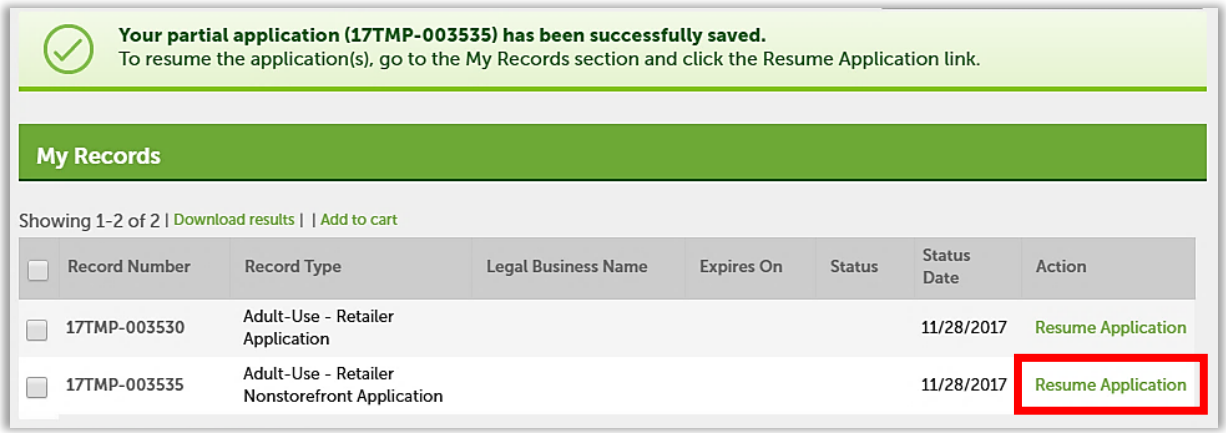
Or, select **Add New** if the Primary Contact is a different individual.



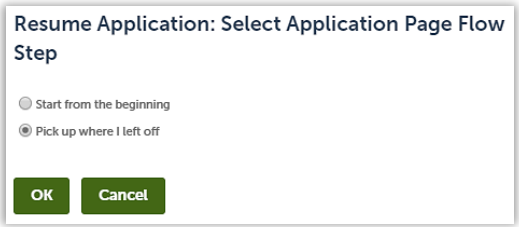
When finished, your Primary Contact displays your information. Mailing address is not required for the Primary Contact. Click **Continue**, or you can click **Save and resume later**.

Save and Resume Later

If you click **Save and resume later,** you are returned to your account's **My Records** page. A green banner message provides your application number, and confirms your application is saved. It is listed in the **My Licenses** section, with a green **Resume Application** link next to it.

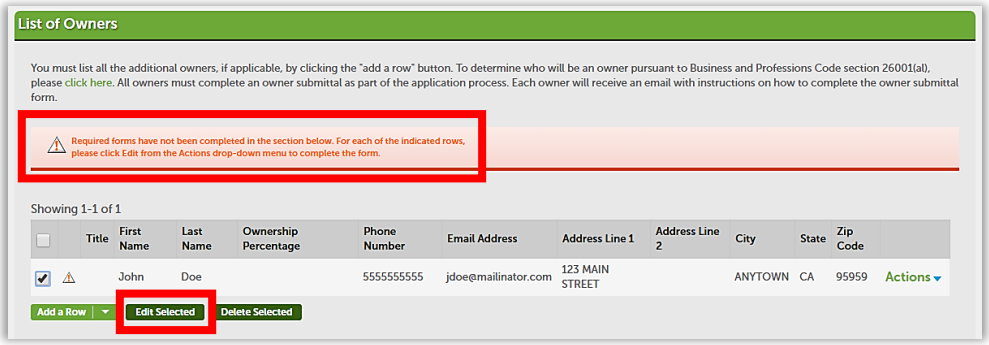


When you select **Resume Application**, you can pick up where you left off. Or, if you need to revisit or modify anything, you may start at the beginning and page through your application.



Owner List

Each owner of your business must be entered on the **List of Owners**.

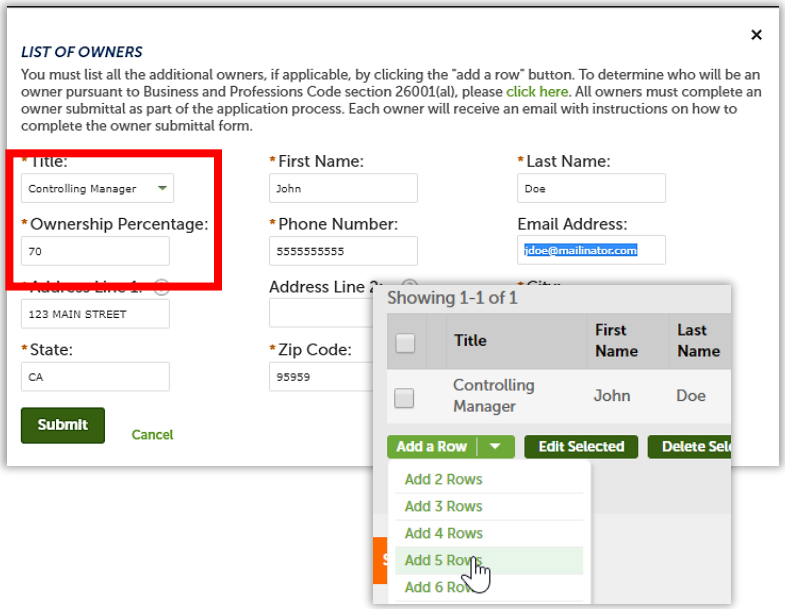


If you are a Sole Proprietor, only your Owner Submittal is required, as there are no other owners.

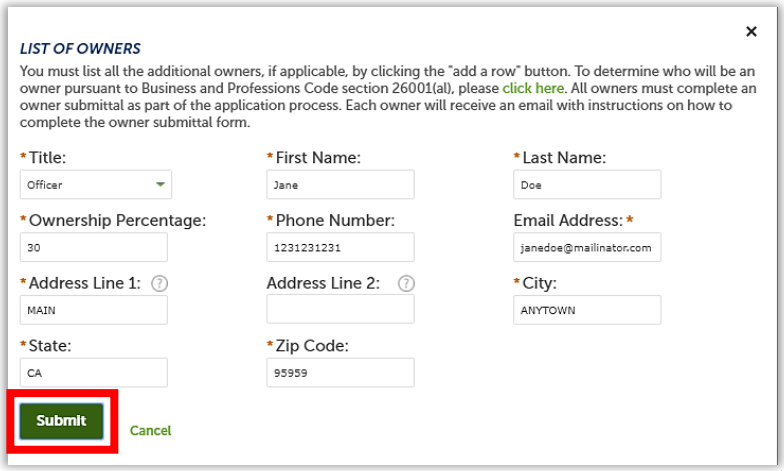
The **List of Owners** section is prefilled with your own name, but a warning message displays here, advising that you need to edit your information to add some missing details. Click the checkbox next to your owner listing, and click **Edit Selected** (the **Actions** dropdown list has the same function).

A pop-up window displays. The only missing information to be filled in is your business **Title**, and **Ownership Percentage**. Notice that both fields are required. All the other values are already filled in from information you previously provided. Click **Submit** to return to the application page.

In the **List of Owners** section, click on the **Add a Row** button to add another owner. You can add multiple rows in one pop-up window, for example, if you need to add 5 owners, select **Add 5 Rows** from the dropdown list. For this example, we'll just add one.



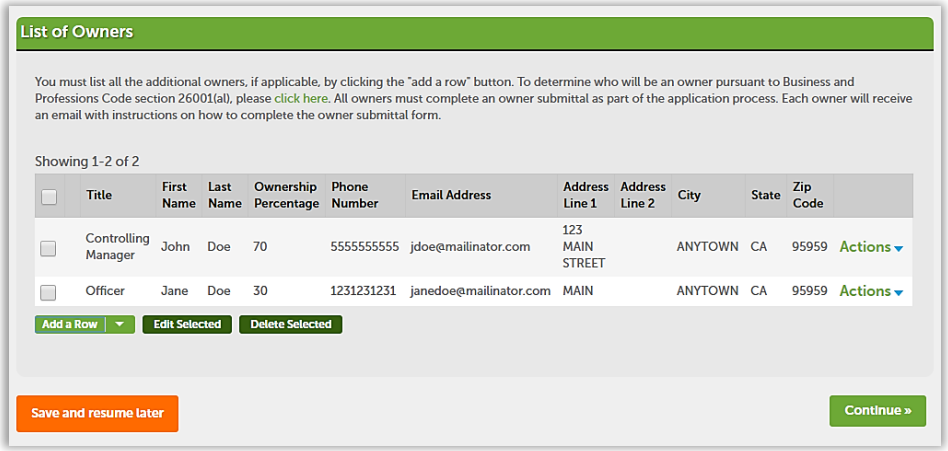
A pop-up window displays with the same fields as shown above. You must list all additional owners – learn more about determining who is an owner by going to the [Bureau's website page on laws and regulations](#).



Click **Submit** to close the window and add this owner.

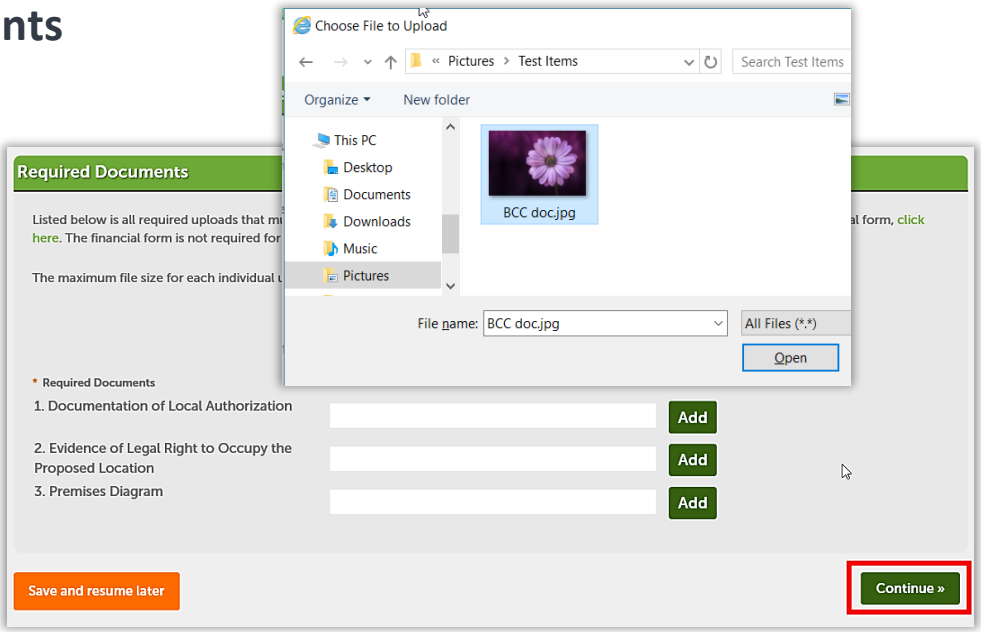
The **List of Owners** now displays a second record.

When this application is submitted, the



Licensing system sends emails to all individuals on the Owners list, inviting them to the website to set up an account and create their Owner Submittal form. Owner Submittals will be required from all owners when applying for an annual license.
Click **Continue**.

Required Documents

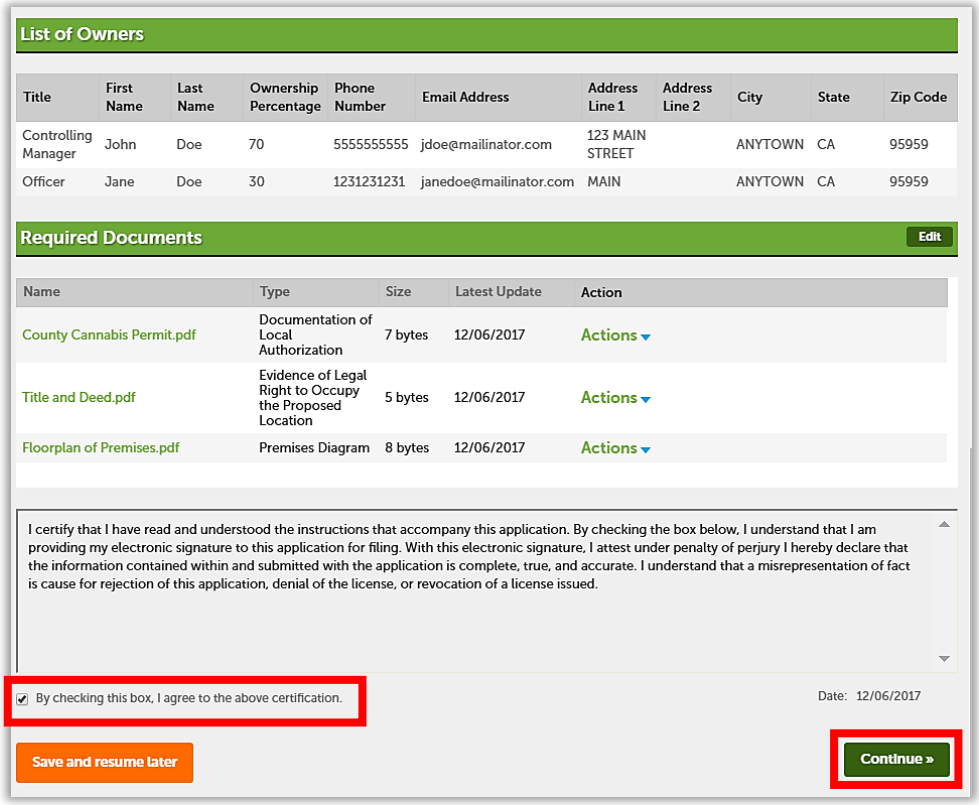


This section asks you to upload a set of documents to support your temporary application. You will need digital files of each document in the list, so if your only copy of a supporting document is on paper, you will need to scan it to upload it with your application.

Click on the **Add** button for each document in the list, select the appropriate file and click **Open** – a confirmation message displays. Repeat this for each required document. Click **Continue** when done.

Review

In the next section, you will have the opportunity to review and in some cases, modify the information you entered in the earlier sections of your application.



List of Owners

Title	First Name	Last Name	Ownership Percentage	Phone Number	Email Address	Address Line 1	Address Line 2	City	State	Zip Code
Controlling Manager	John	Doe	70	5555555555	jdoe@mailinator.com	123 MAIN STREET		ANYTOWN	CA	95959
Officer	Jane	Doe	30	1231231231	janedoe@mailinator.com	MAIN		ANYTOWN	CA	95959

Required Documents Edit

Name	Type	Size	Latest Update	Action
County Cannabis Permit.pdf	Documentation of Local Authorization	7 bytes	12/06/2017	Actions
Title and Deed.pdf	Evidence of Legal Right to Occupy the Proposed Location	5 bytes	12/06/2017	Actions
Floorplan of Premises.pdf	Premises Diagram	8 bytes	12/06/2017	Actions

I certify that I have read and understood the instructions that accompany this application. By checking the box below, I understand that I am providing my electronic signature to this application for filing. With this electronic signature, I attest under penalty of perjury I hereby declare that the information contained within and submitted with the application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.

By checking this box, I agree to the above certification.

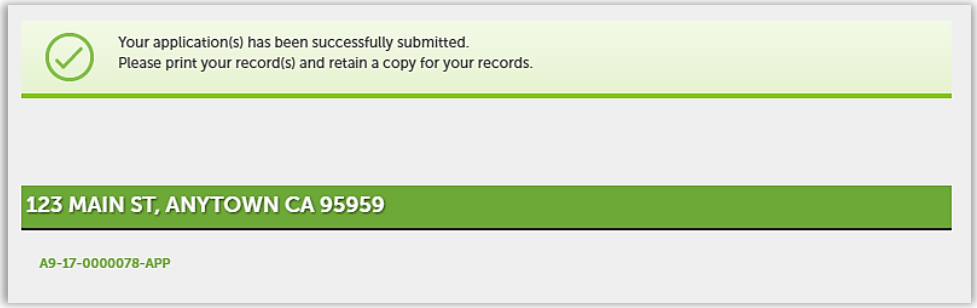
Date: 12/06/2017

Save and resume later

Continue »

Scroll to the bottom of the **Review** screen and check the box to electronically sign, indicating that you certify your application is complete, true, and accurate. Click **Continue**.

Once submitted successfully, a message displays to confirm your application was submitted successfully.



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

123 MAIN ST, ANYTOWN CA 95959

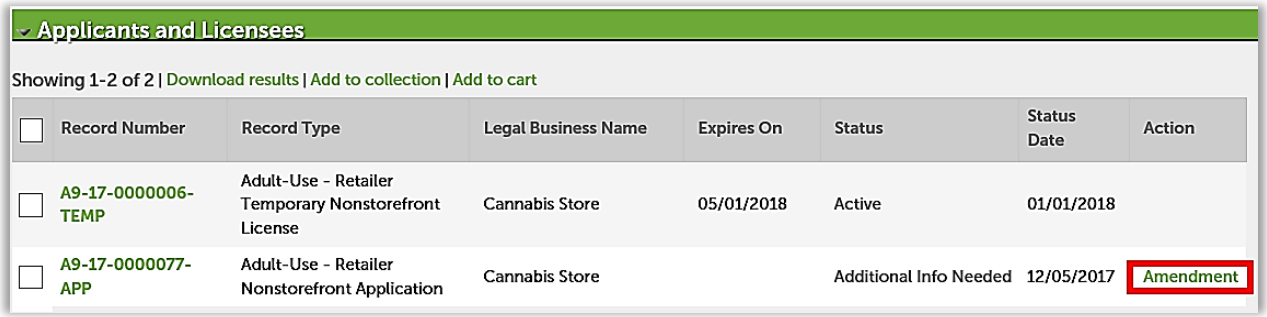
A9-17-0000078-APP

Transition from Temporary to Annual Application

Once a temporary application has been Approved or Denied you have the option of starting an **Amendment Record** to submit the additional information needed for an annual license.

Attestation Amendment

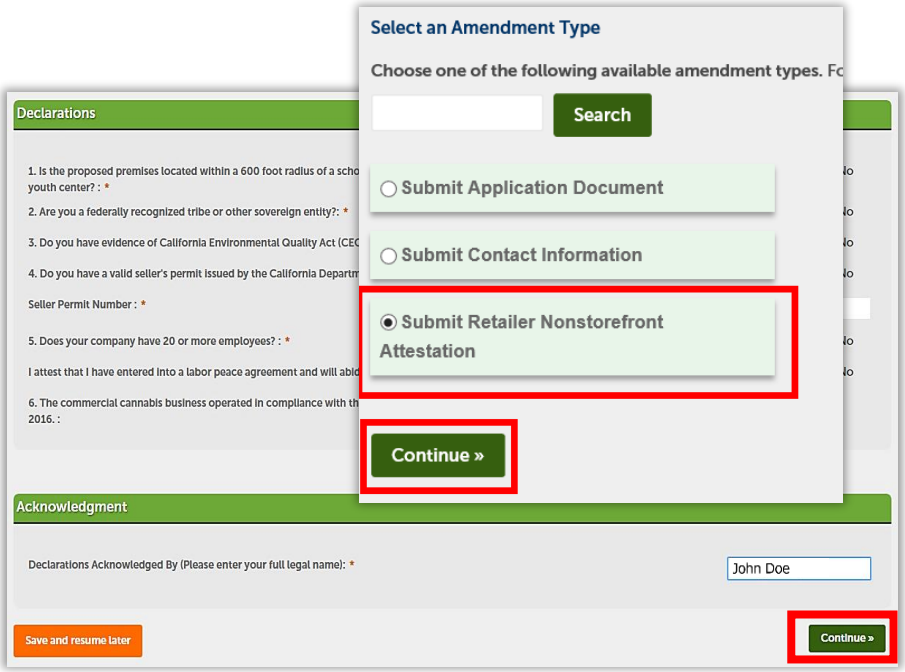
In your **My Records** list, find the application you created for your temporary license. Click **Amendment** link in the **Action** column.



Three amendment types are displayed on the screen.

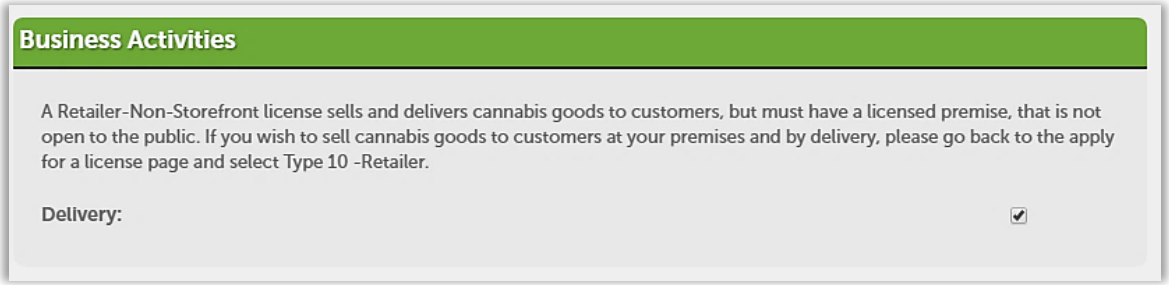
Select the third choice, **Submit <License Type> Attestation**.

Click **Continue**.



Business Activities

The **Business Activities** section may display different information for different license types. The example below displays a prefilled checkbox confirming that the Retailer-Non-Storefront license type provides delivery service. Other business types may ask you to select various services your operation will provide.

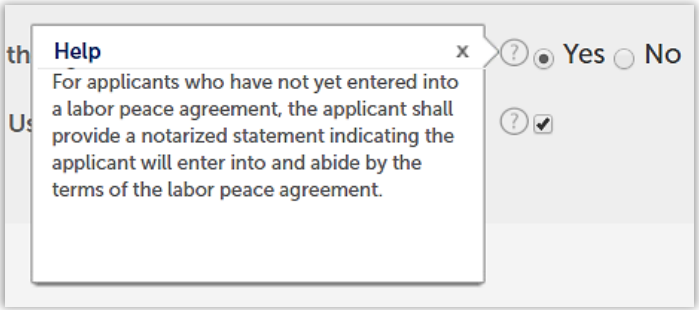


Declarations

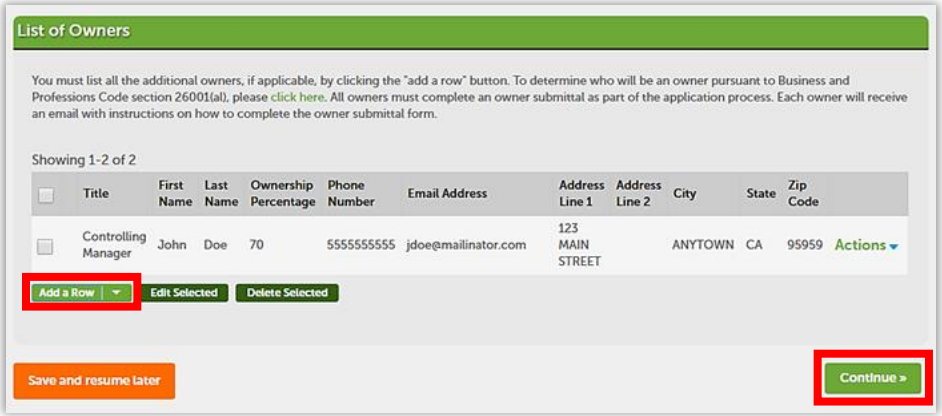
This section asks a series of questions about your business. Some questions will vary depending on the type of license you're applying for. Some answers will require uploading documentation later. Some Yes answers trigger additional fields – for example, if you say you have a seller's permit from CA Department of Tax and Fee Administration, you will need to enter the number. If you don't have a seller's permit, you'll need to check a box asserting that you're in the process of acquiring one. If you have 20 or more employees, you need to attest that you have a labor peace agreement and provide supporting documentation, or can provide a notarized statement indicating you will enter into and abide by the terms of a labor peace agreement.

At the bottom of the page, you electronically sign this declaration by typing in your full legal name. Click **Continue**.

Notice the help icons next to these statements – the circled question mark. ⓘ You can click on any of these to display more information about a field. At right is the help message for the attestation about a Labor Peace Agreement.



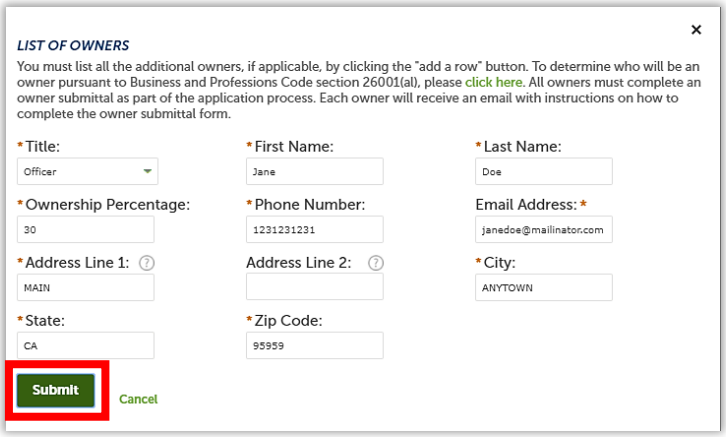
Owner List



Each owner added on the temporary application will be populated in the **List of Owners**. Every owner of your business must fill out an Owner Submittal, as well as providing a copy of a government identification and going to a Live Scan facility to initiate a background check. If you are a Sole Proprietor, only you are required to provide an Owner Submittal.

If you are not a **Sole Proprietor**, you will need to enter information about all additional owners in the **List of Owners** section. Click the **Add a Row** button to add owners. To add two or more owners, use the dropdown list and choose how many rows you want to add. For this example, we'll just add one more.

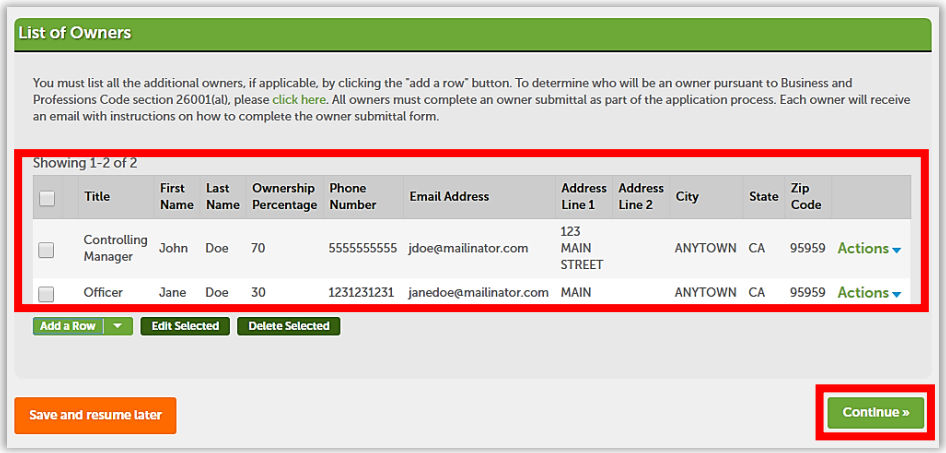
A blank pop-up window displays with the required fields for entering Owner information.



Note the text at the top of the window – find out more about determining who is an owner by going to the [Bureau's website page on laws and regulations](#).

Click **Submit** to close the window and add this owner.

The **List of Owners** now displays a second record.

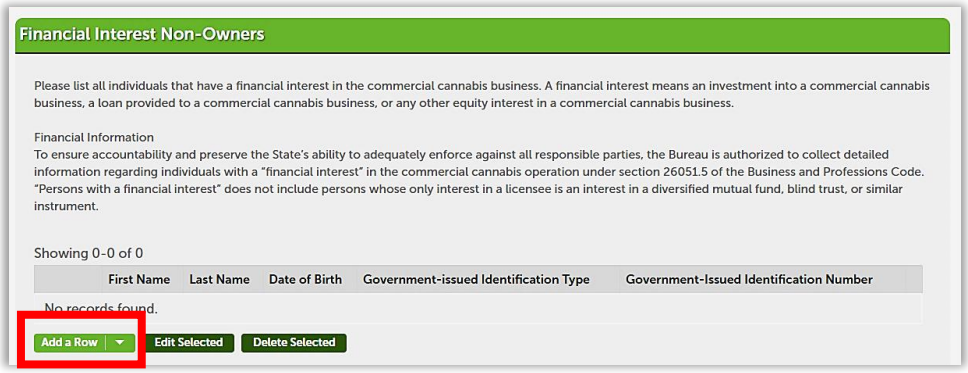


When this application is submitted, the Licensing system sends emails to all those on the Owners list, inviting them to log in to the website, set up an account, and create their Owner Submittal form. Click **Continue**.

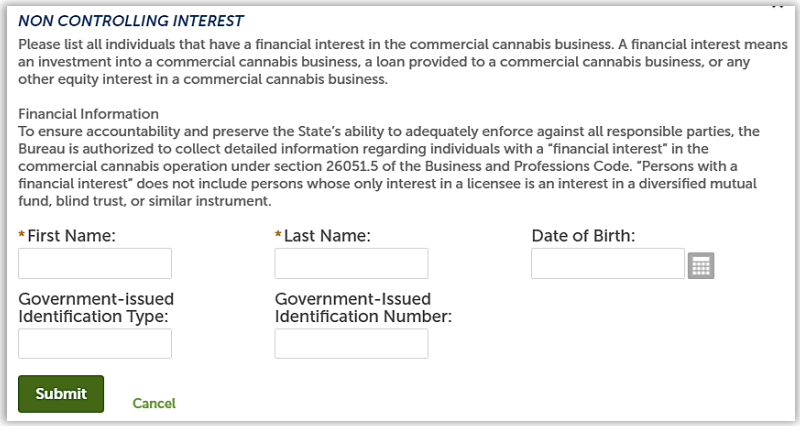
Non-Owners with Financial Interest

The purpose of this section is to declare the financial interests of individuals other than those listed as Owners. Use the **Add a Row** button to bring up a pop-up window and list all such persons and their non-controlling interests in your business (loans, investments, or other

equity). You don't need to include persons whose only interest in the business to be licensed is an interest in a diversified mutual fund, blind trust, or similar instrument.

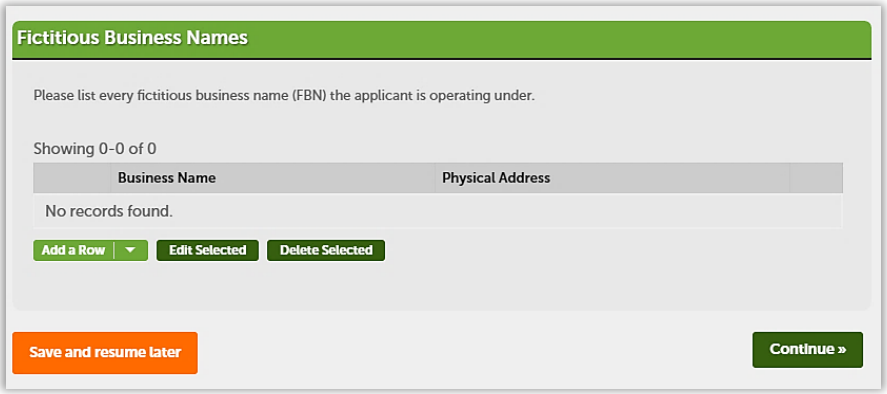


Use the dropdown next to the **Add a Row** button to add several rows, if needed. In the **Non-Controlling Interest** pop-up window, enter the individual's name, date of birth, and government issued identification information. You will need to upload an image of this identification later in the application.



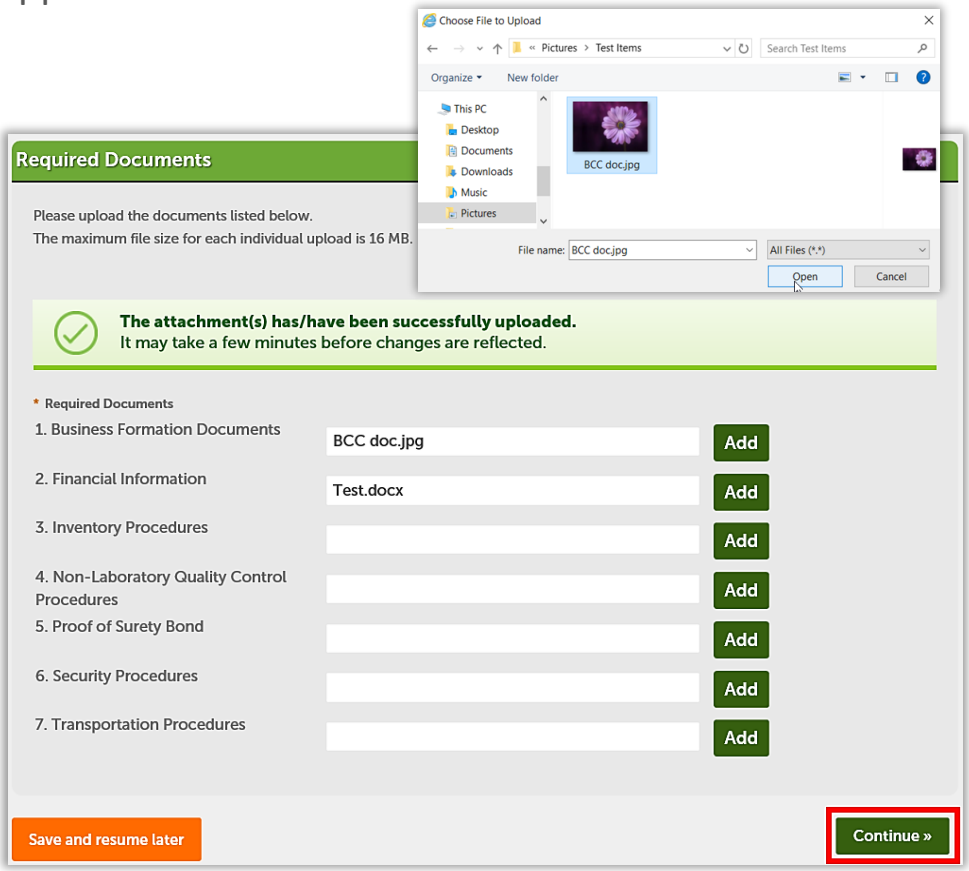
Fictitious Business Names

If you have one or more Fictitious Business Names (FBNs), add them in this section. Use the **Add a Row** button again, and enter details in business name and physical address in the pop-up window. Click **Continue** when done.



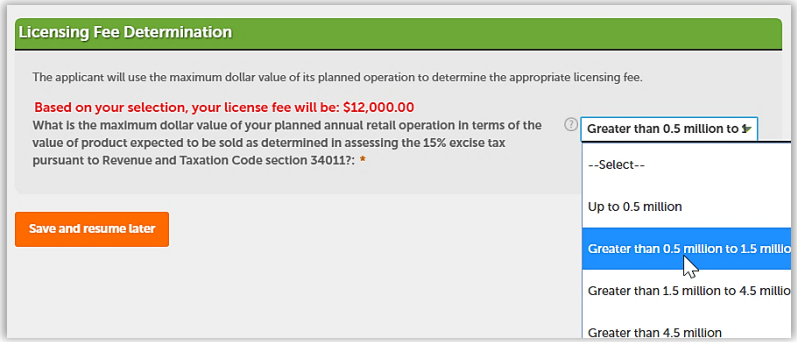
Required Documents

This section asks you to upload the remaining set of documents to support your annual application. The list of required documents may vary depending on how you've filled out the application. You will need digital files of each document in the list, so if your only copy of a document is on paper, you will need to scan it to upload it with your application.



Click the **Add** button for each document in the list, select the appropriate file and click **Open**, a confirmation message displays above the document list. Repeat these steps for each required document. Click **Continue** when done.

Fee Determination



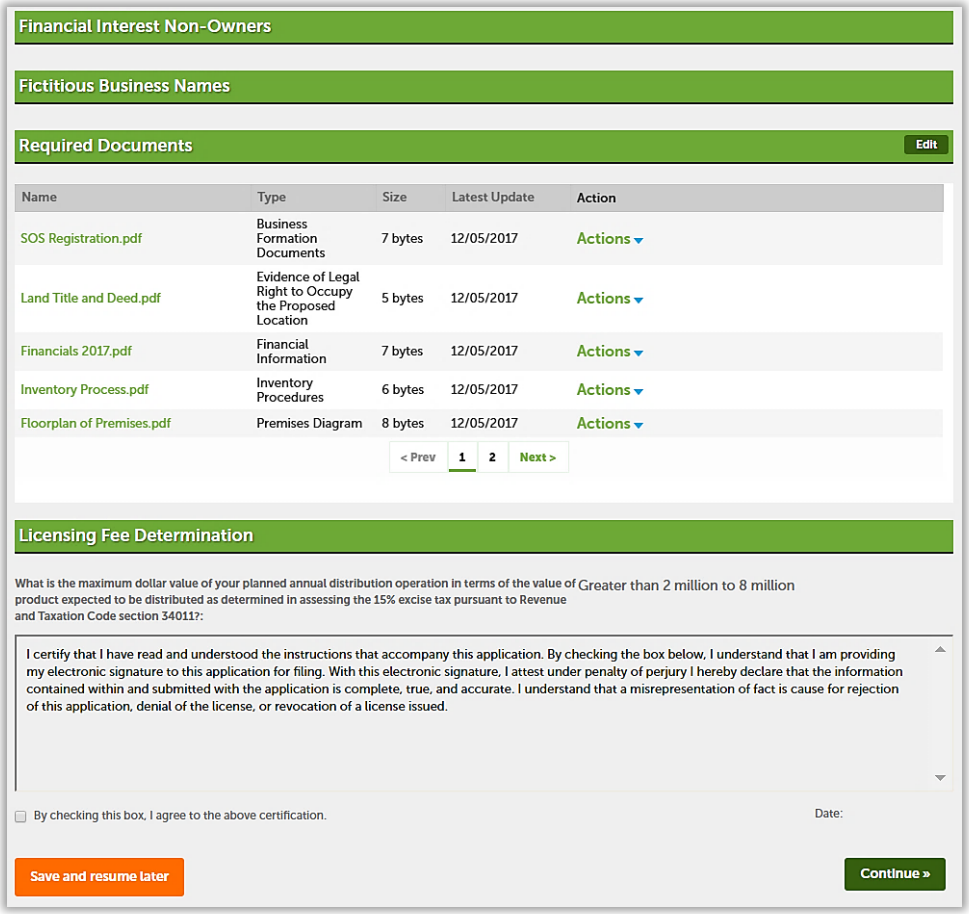
In the next section, you're asked about the maximum dollar value of your planned operation. Your response to this question is used to determine the amount of your license fee, in compliance with the regulations that the Bureau upholds and enforces.

Make your selection to view the license fee you will need to pay to receive your license, if approved. The license fee payment must be received by the Bureau before your license will be issued.

Click **Continue** when ready.

Review

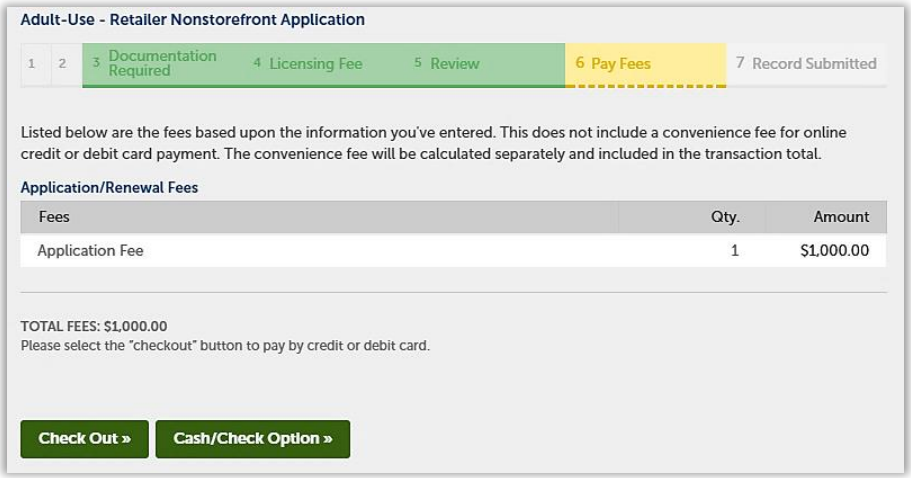
In the next section, you can review and in some cases, modify the information you entered in the earlier sections of your application.



Scroll to the bottom of the **Review** screen and check the box to electronically sign, indicating that you certify your application is complete, true, and accurate. Click **Continue**.

Paying Fees

The next step is to pay the application fee for the annual license. On the **eLearning** page, you can find the **Pay Fees** eLearning Course and Quick Reference, for instructions on paying fees.

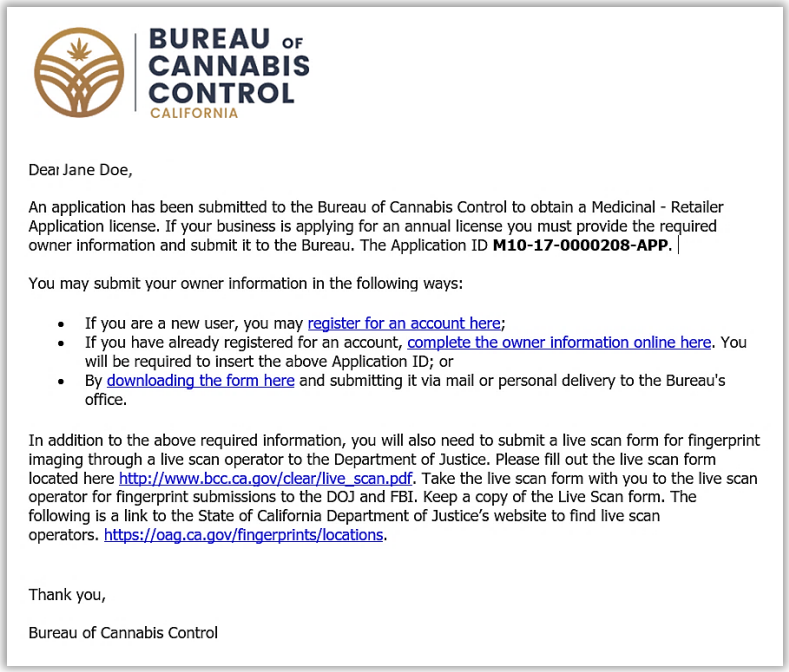


The annual cannabis business license requires payment of both an application fee and an annual license fee. The application fee is paid when the attestation amendment is submitted.

After submitting your **Attestation Amendment,** your **Owner Submittal**(s), and the application fee, the Bureau reviews your annual application. If your application is approved, an email will instruct you how to pay the annual license fee. Once the annual license fee is paid, your license can be issued. You will receive email notification when your license is issued, or you can login to check the status. A PDF of your cannabis business license will be available through the attachments section of your license record.

Owner Submittals

All individuals on the application's **List of Owners** will receive an email like the one shown here.



BUREAU OF CANNABIS CONTROL
CALIFORNIA

Dear Jane Doe,

An application has been submitted to the Bureau of Cannabis Control to obtain a Medicinal - Retailer Application license. If your business is applying for an annual license you must provide the required owner information and submit it to the Bureau. The Application ID **M10-17-0000208-APP**.

You may submit your owner information in the following ways:

- If you are a new user, you may register for an account here;
- If you have already registered for an account, complete the owner information online here. You will be required to insert the above Application ID; or
- By downloading the form here and submitting it via mail or personal delivery to the Bureau's office.

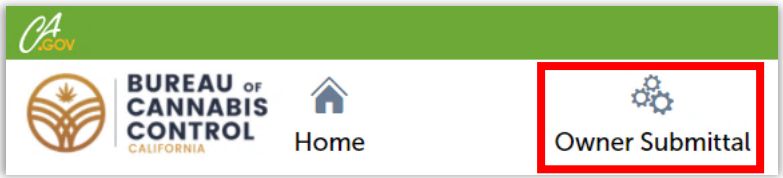
In addition to the above required information, you will also need to submit a live scan form for fingerprint imaging through a live scan operator to the Department of Justice. Please fill out the live scan form located here http://www.bcc.ca.gov/clear/live_scan.pdf. Take the live scan form with you to the live scan operator for fingerprint submissions to the DOJ and FBI. Keep a copy of the Live Scan form. The following is a link to the State of California Department of Justice's website to find live scan operators. https://oag.ca.gov/fingerprints/locations.

Thank you,

Bureau of Cannabis Control

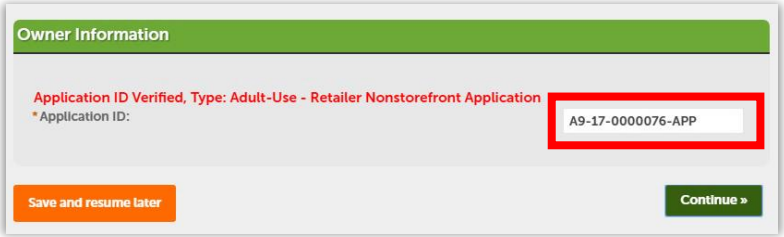
Each owner should follow instructions from this email to go to the Bureau's website, login, and fill out an Owner Submittal form. Each owner must also upload an image of their government-issued photo ID.

After logging in, click the **Owner Submittal** link.

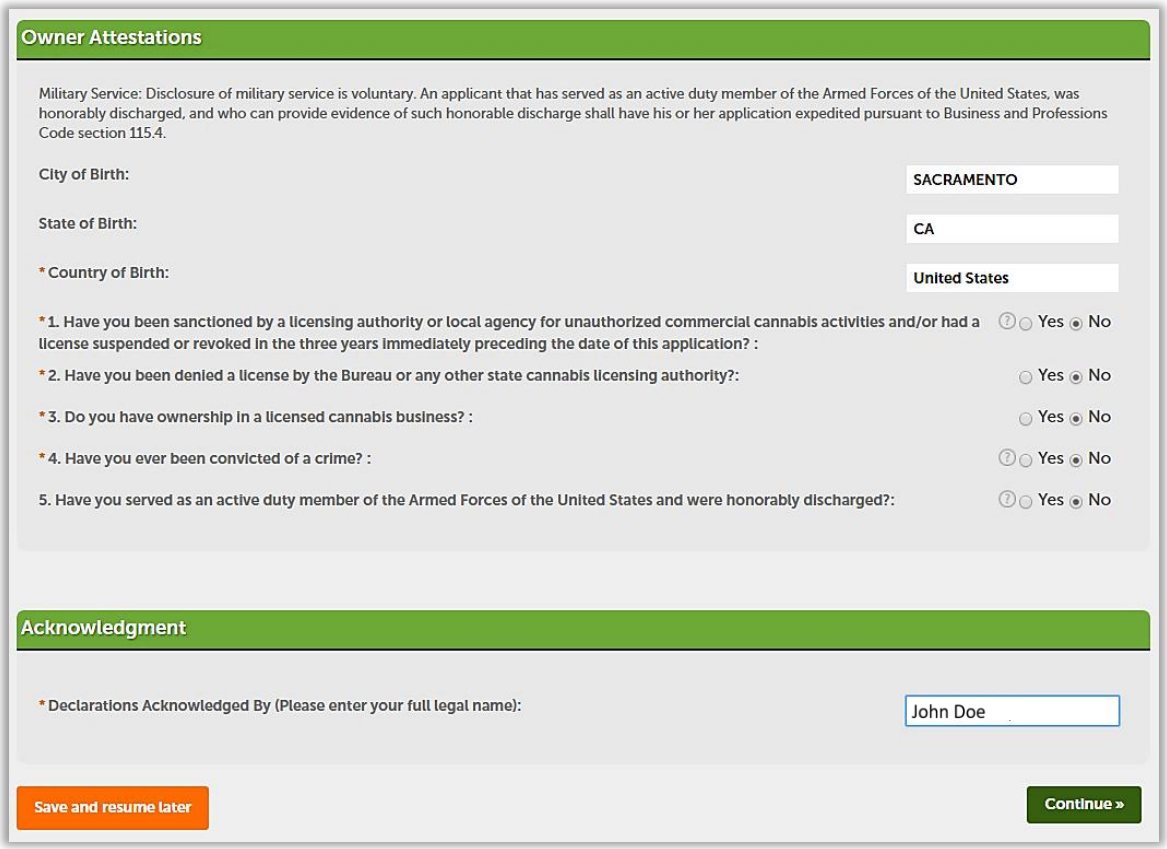


Next, check the box indicating acceptance of the site's General Disclaimer.

On the next page, the owner must provide the number of the application on which the owner is listed. The system checks whether the application number is valid and exists in the system.

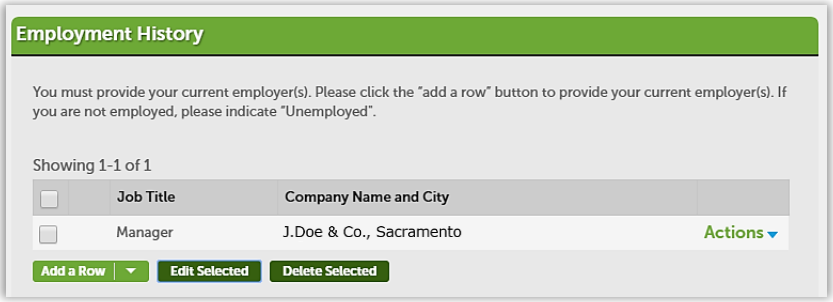


Enter the owner's place of birth in the **Owner Attestations** page. Next is a series of questions to which you must answer **Yes** or **No**. The page notes that active duty or honorably discharged military personnel will receive expedited processing. You will need to upload supporting documentation later in the application.

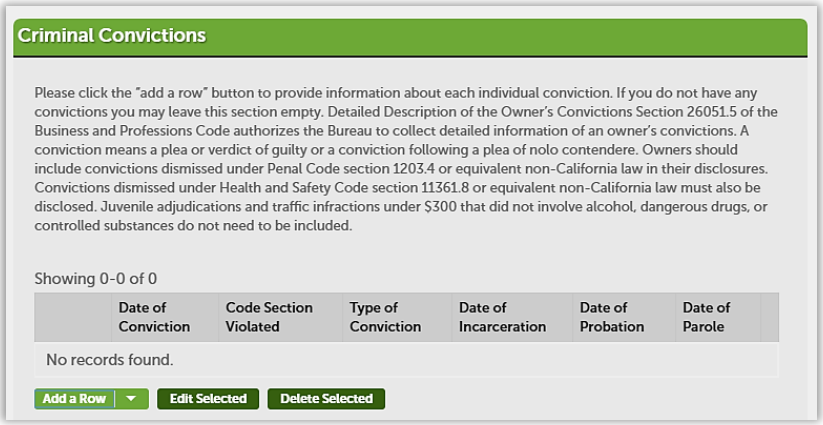


At the bottom of the screen, enter your full legal name to electronically sign the application. Click **Continue**.

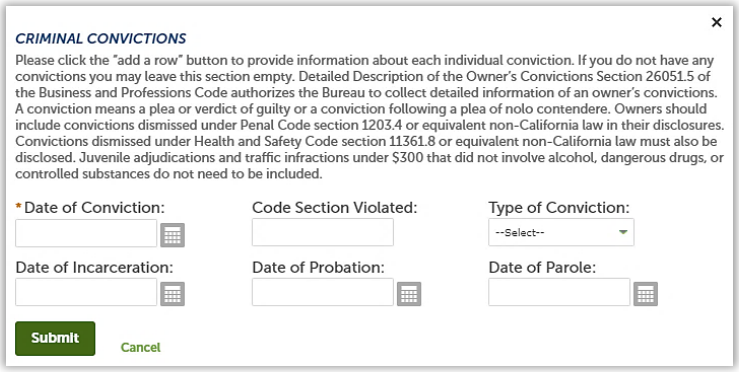
In the **Employment History** section, click **Add a Row** to show a pop-up window for entering your current **Job Title**, **Company Name**, and **City**.



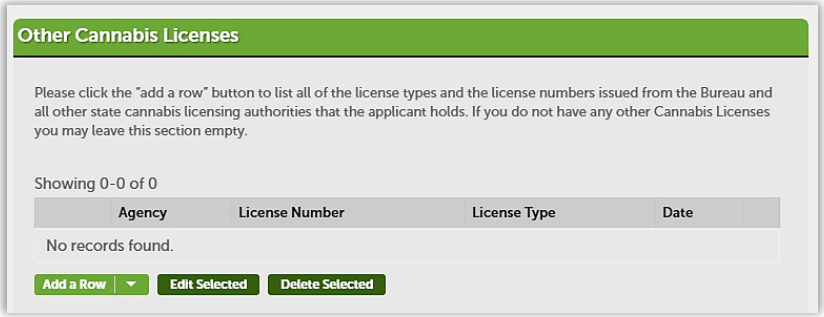
In the **Criminal Convictions** section, use the **Add a Row** button to bring up a pop-up window for entering any prior criminal convictions.

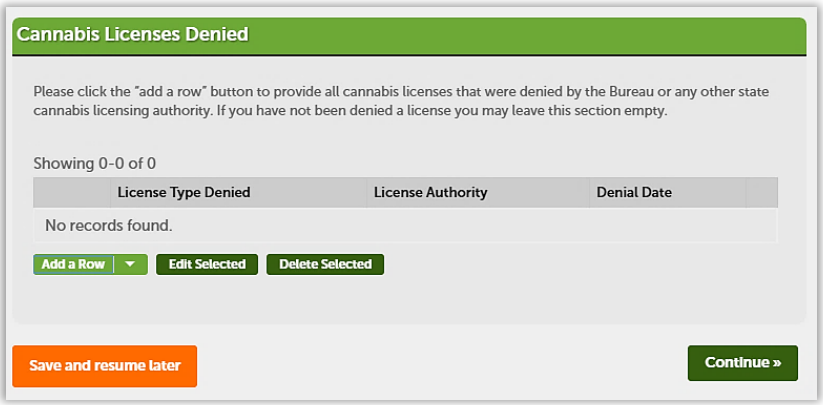


In the pop-up window, enter dates, violation code, and type of conviction. Click **Submit** to save. Leave empty if you have no convictions.



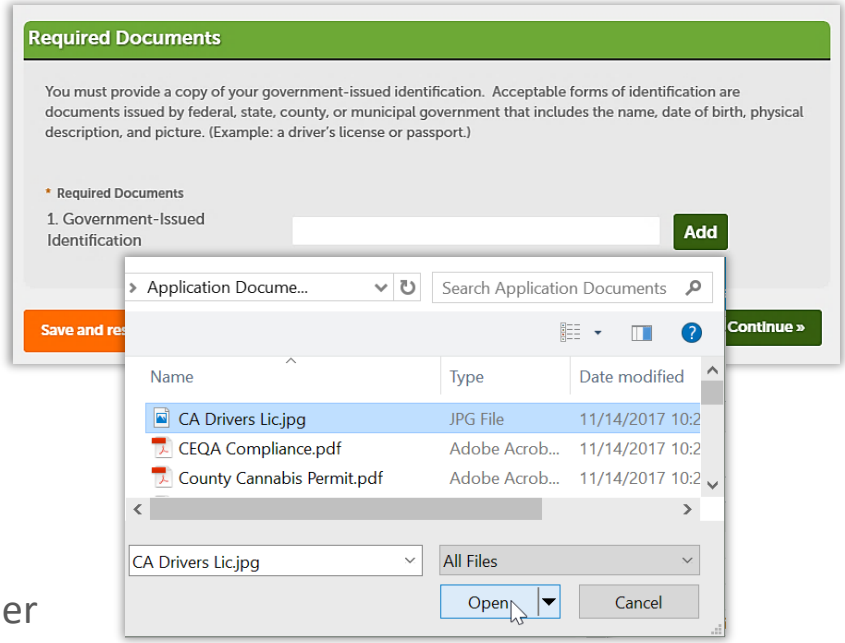
The **Other Cannabis Licenses** section is where the owner lists any other cannabis-related licenses held. List the agency that issued the license (California Department of Public Health, California Department of Food and Agriculture, or Department of Consumer Affairs), the license number, type of license, and date issued. Leave empty if no other licenses are held.





Finally, in the **Cannabis Licenses Denied** section, list licenses for which the owner was denied licensure, if any. Click **Continue.**

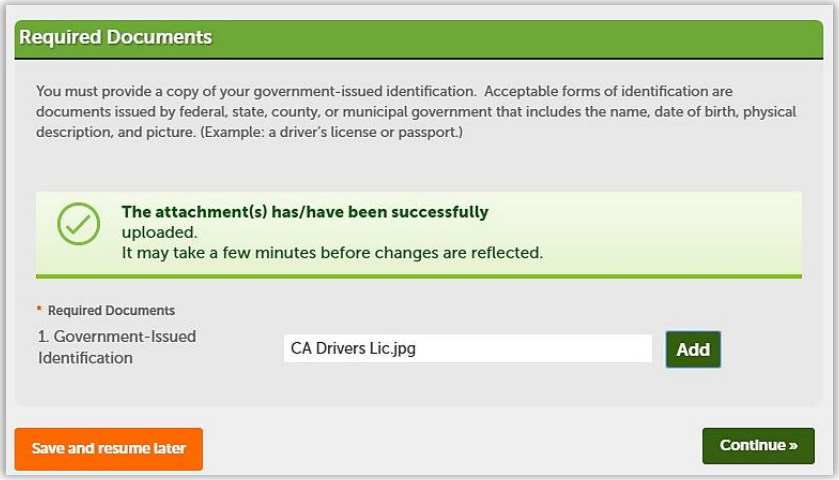
In the **Required Documents** section, upload an image of the owner's government photo ID. Click **Add** to open the File Explorer dialog box, find the correct file, and click **Open** to upload it to the application.



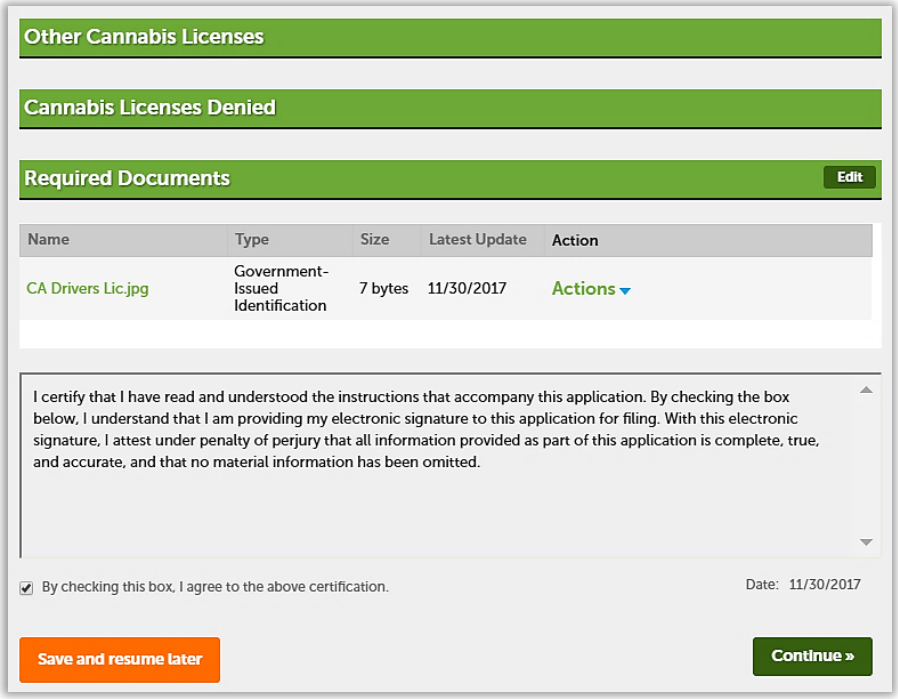
You may need to upload other documents as well, based on your responses earlier in the application. For example, answering Yes to the question on active or former military will require uploading documents proving your statement.

The uploaded file is now listed in the **Required Documents** section, and a message confirms the successful upload.

Click **Continue**.



In the **Review** section, you may revisit earlier sections of the application, if needed. When the application is complete, you must attest to the statement at the bottom of the screen by clicking the checkbox. Click **Continue**.



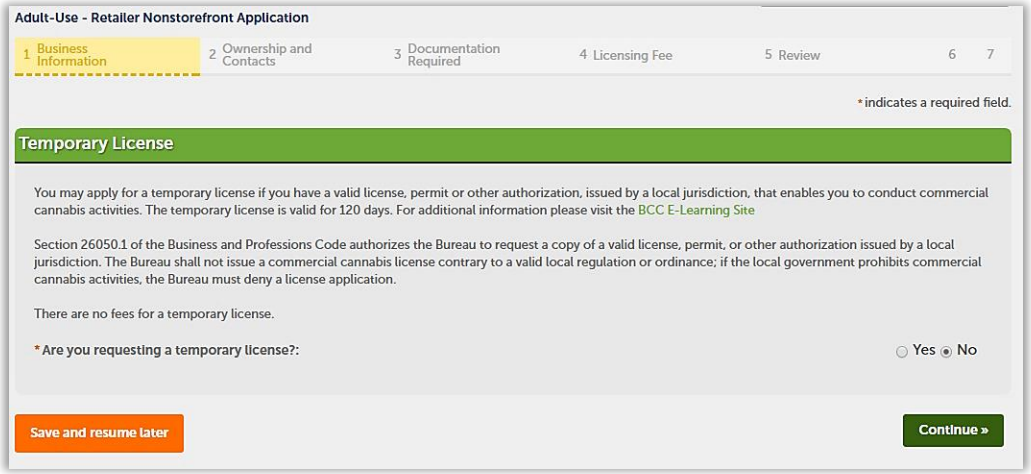
A success message displays on your account page. Once all required Owner Submittals are received and the application fee is paid, the Bureau will review your application.

If approved, you will receive instructions on how to pay your annual license fee, so your cannabis business license can be issued.

Navigate to the **eLearning** page, and open the eLearning course and quick reference document titled **Pay Fees** for specific instructions.

Annual License Application

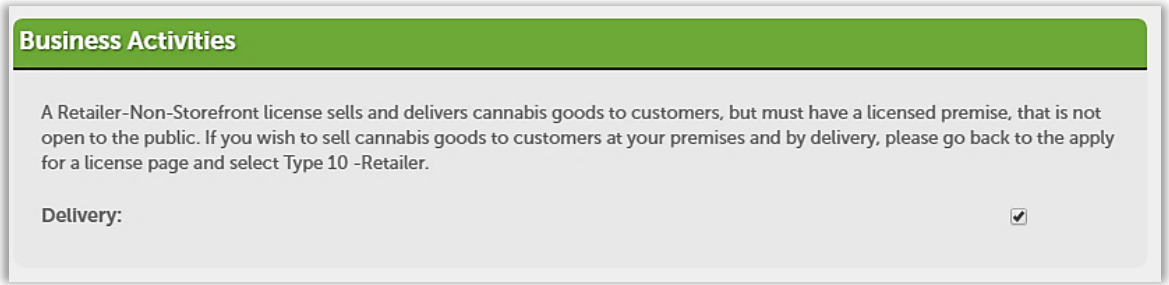
To apply for an annual, renewable license, check the **No** box when asked if you are requesting a temporary license. Then click **Continue**.



Note: Fields or statements with a red asterisk (*****) next to them are required. You cannot proceed with the application unless you respond to all required elements.

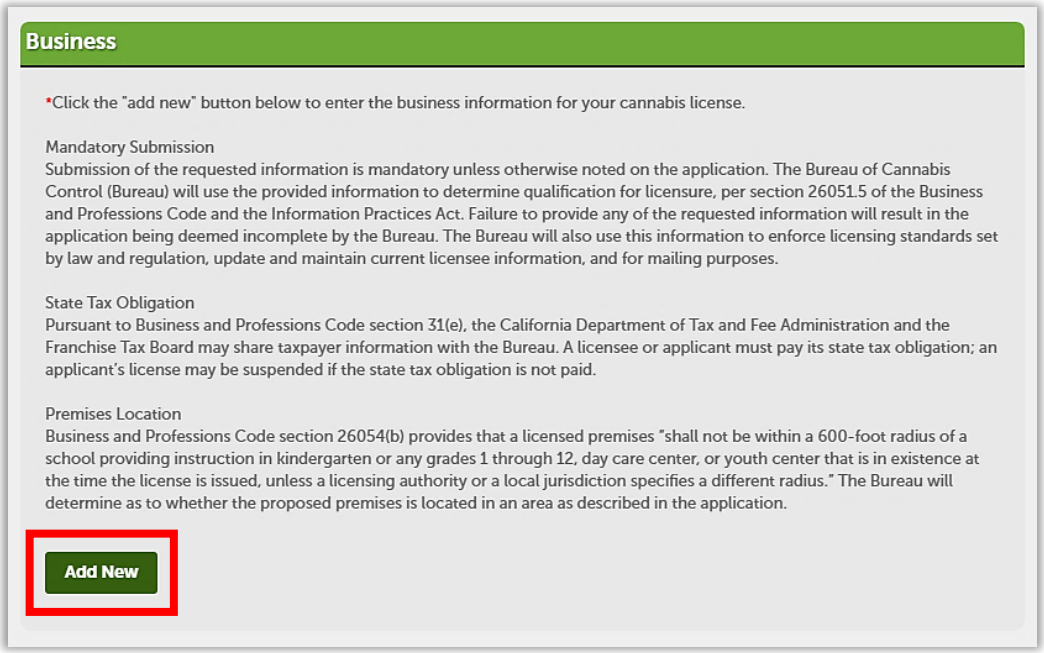
Business Activities

The **Business Activities** section may display different information for different license types. The example below shows a confirmation that the Retailer-Non-Storefront license type provides delivery service. Other business types may ask you to select various services your operation will provide.

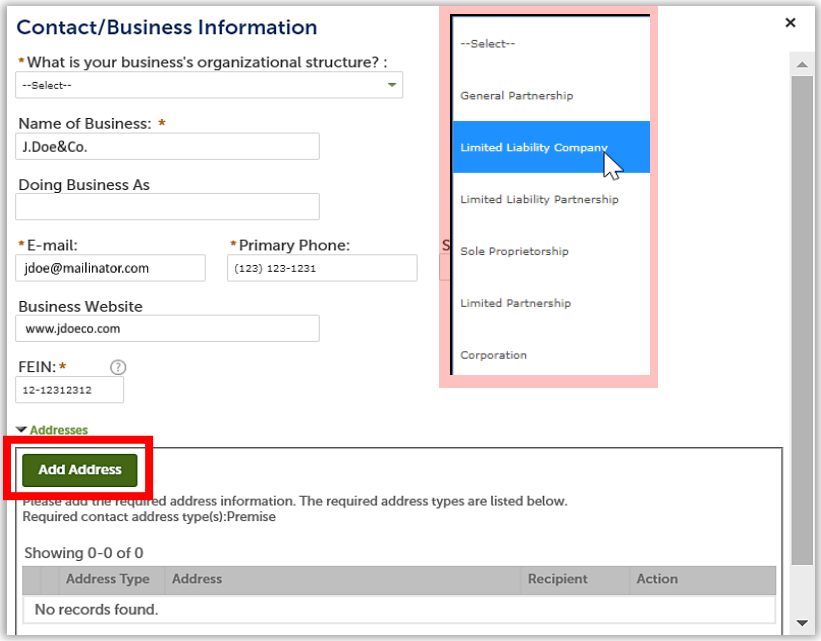


Business

The section labeled **Business** is where you will establish the organization structure of your entity and provide other details about how you do business. All information you are asked for in the following form is required.



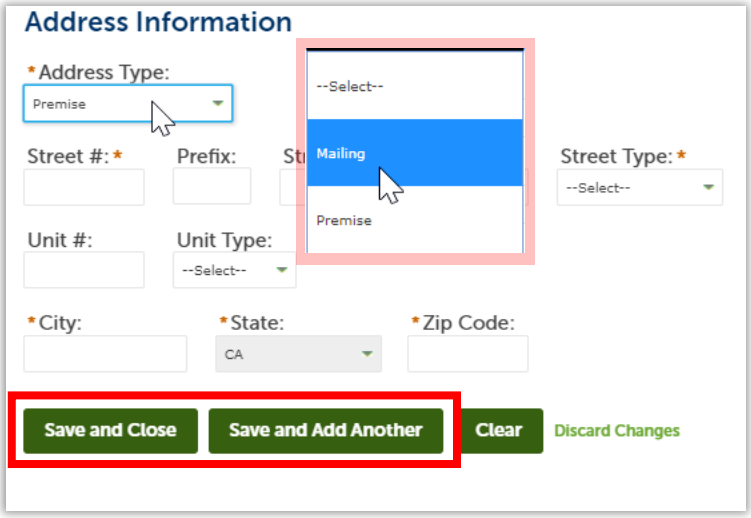
Click **Add New**; a pop-up window displays to let you enter your business's name, how it is structured, contact information, and Social Security Number or Individual Tax Identification Number.



Note that different business structures will

have different supporting document requirements. Click **Add Address** next.

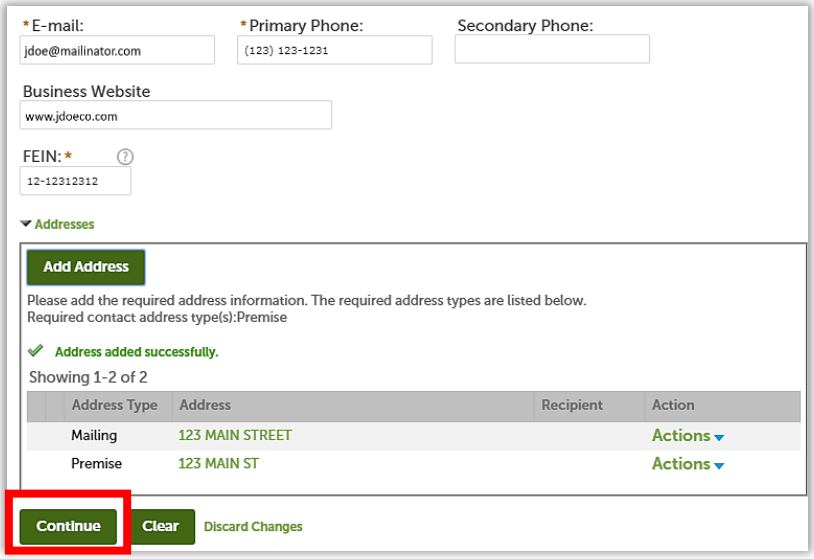
A new pop-up window displays fields for entering your business's address. Two different types of address are required – a Premises address (where your business is physically housed), and a mailing address (if different).



1. Select the **Address Type**
2. Enter the address for that type
3. Click **Save and Add Another**
4. Choose the other address type
5. Enter that address
6. Then click **Save and Close**.

Note: The **Premises** address type has more fields than the **Mailing** type. Choose the street type carefully – you can key in the first letter to jump to the desired street abbreviation.

Back on the Contact Information pop-up window, all the information just entered is displayed, including the two addresses. Click **Continue** to return to the application.

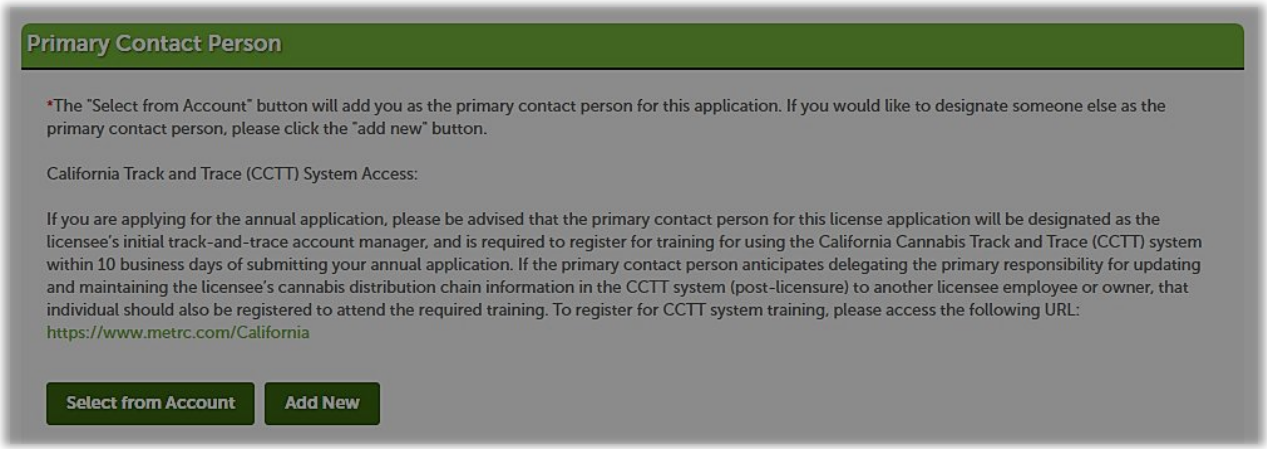


*Under the **Contact added successfully** message, note*

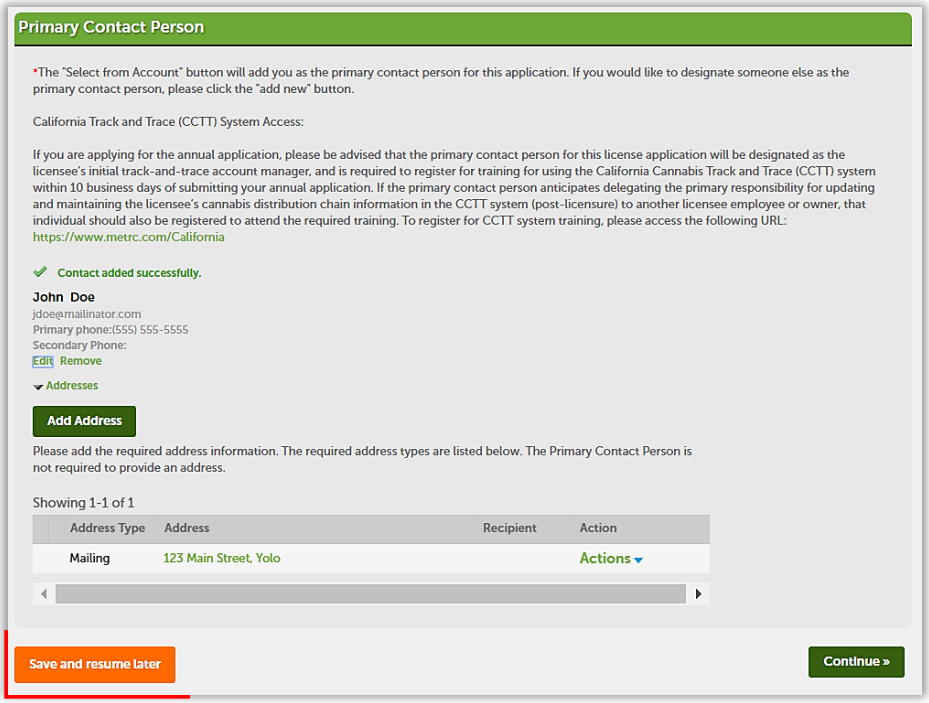
*the **Edit** and **Remove** links – use these functions if you ever need to make changes to your contact information.*

Primary Contact

Next, set up the Primary Contact person for your business. This is the point person in your business for all communication with the Bureau, who is also designated as the initial track and trace account manager. Be sure to read about all the responsibilities of the Primary Contact, both on bcc.ca.gov, and on www.metrc.com/california.



If you are the Primary Contact, click **Select from Account** to use the contact information you entered when setting up your account.

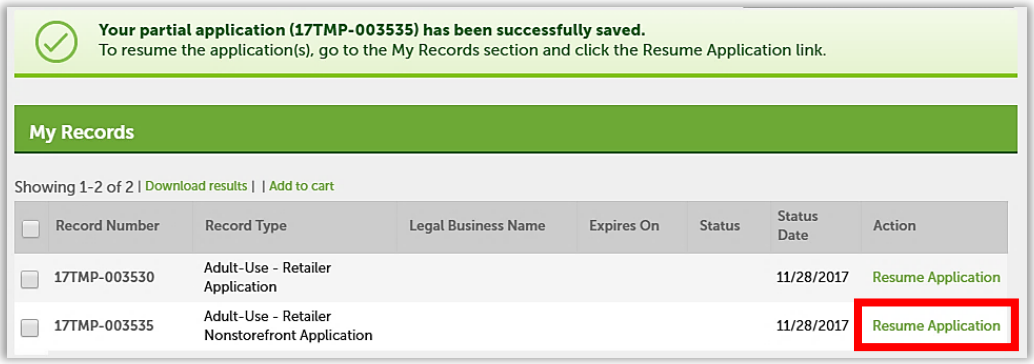


Or, select **Add New** if the Primary Contact is a different individual.

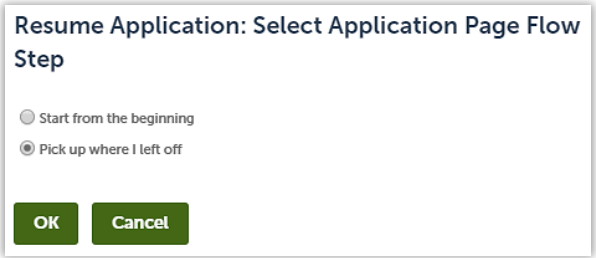
When finished, your Primary Contact displays your information. Mailing address is not required for the Primary Contact. Click **Continue**, or you can click **Save and resume later**.

Save and Resume Later

If you click **Save and resume later,** you are returned to your account's **My Records** page. A green banner message provides your application number, and confirms your application is saved. It is listed in the **My Licenses** section, with a green **Resume Application** link next to it.

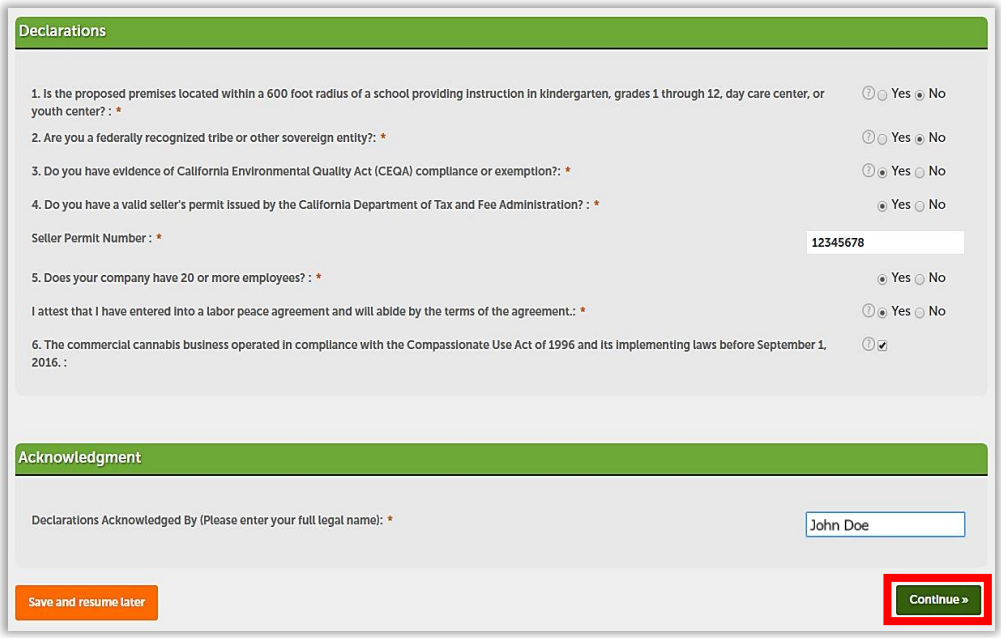


When you select **Resume Application**, you can pick up where you left off. Or, if you need to revisit or modify anything, you may start at the beginning and page through your application.



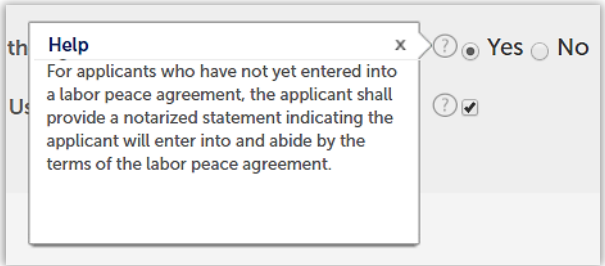
Declarations

This section asks a series of questions about your business. Some questions will vary depending on the type of license you're applying for. Some answers will require uploading documentation later. Some Yes answers trigger additional fields – for example, if you say you have a seller's permit from CA Department of Tax and Fee Administration, you will need to enter the number. If you don't have a seller's permit, you'll need to check a box asserting that you're in the process of acquiring one. If you have 20 or more employees, you need to attest that you have a labor peace agreement and provide supporting documentation, or can provide a notarized statement indicating you will enter into and abide by the terms of a labor peace agreement.



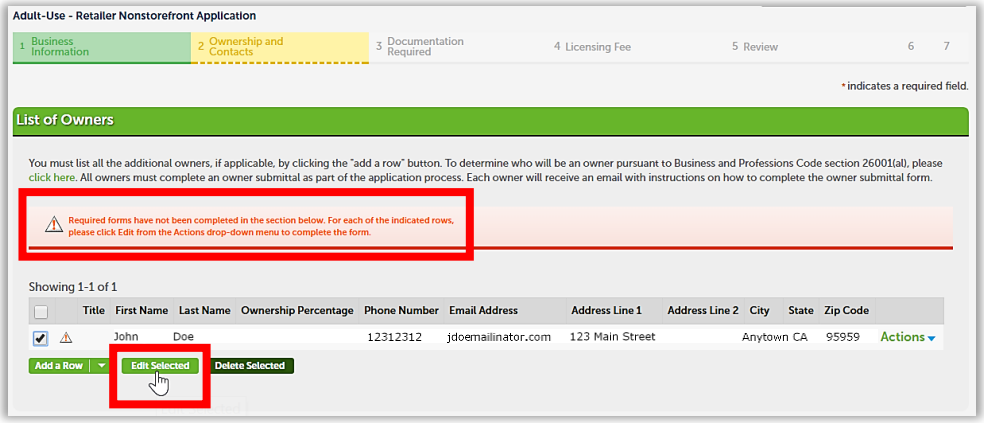
At the bottom of the page, you electronically sign this declaration by typing in your full legal name. Click **Continue**.

Notice the help icons next to these statements – the circled question mark. ⓘ You can click on any of these to display more information about a field. At right is the help message for the attestation about a Labor Peace Agreement.



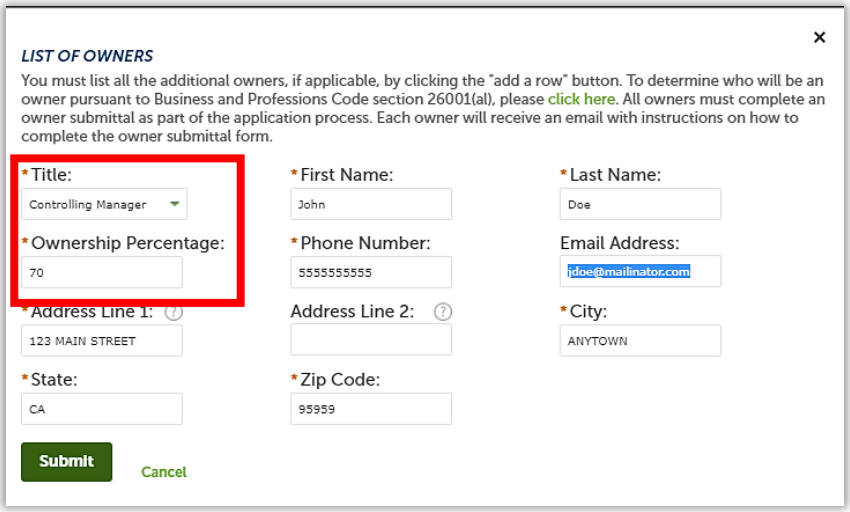
Owner List

Each owner of your business must fill out an Owner Submittal, as well as provide a copy of a government identification and going to a Live Scan facility to initiate a background check. If you are a Sole Proprietor, only your Owner Submittal is required, as there are no other owners.

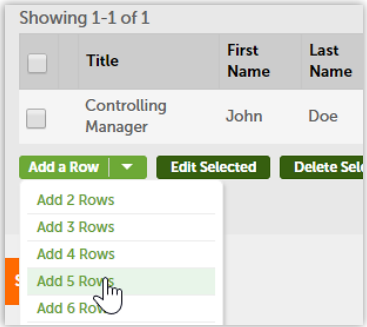


The **List of Owners** section is prefilled with your own name, but a warning message displays here, advising that you need to edit your information to add some missing details. Click the checkbox next to your owner listing, and click **Edit Selected** (the **Actions** dropdown list has the same function).

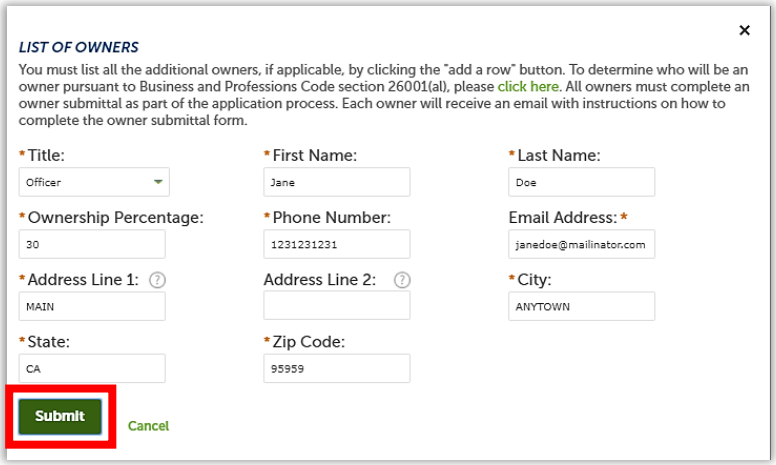
A pop-up window displays. The only missing information to be filled in is your business **Title**, and **Ownership Percentage**. Notice that both fields are required. All the other values are already filled in from information you provided previously. Click **Submit** to return to the application page.



In the **List of Owners** section, click on the **Add a Row** button to add another owner. If you need to add 5 owners, you can use the dropdown list to select **Add 5 Rows**. For this example, we'll just add one more.

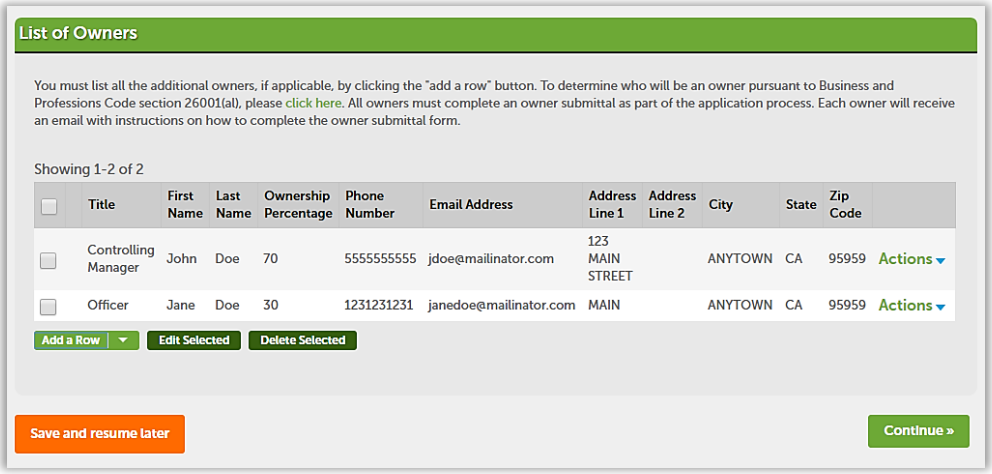


A pop-up window displays with the same fields as shown above. You must list all additional owners – find out more about determining who is an owner by going to the [Bureau's website page on laws and regulations](#).



Click **Submit** to close the window and add this owner.

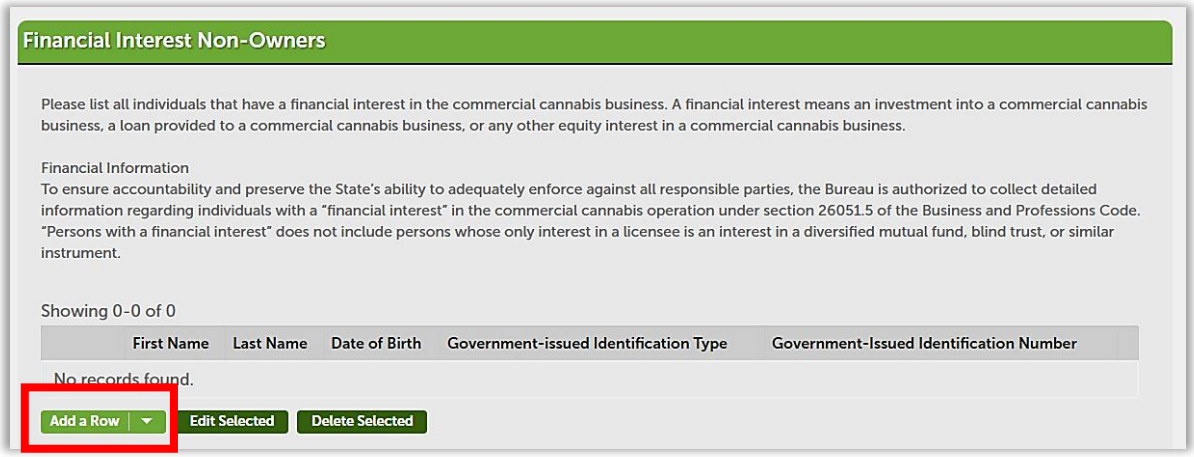
The **List of Owners** now displays a second record.



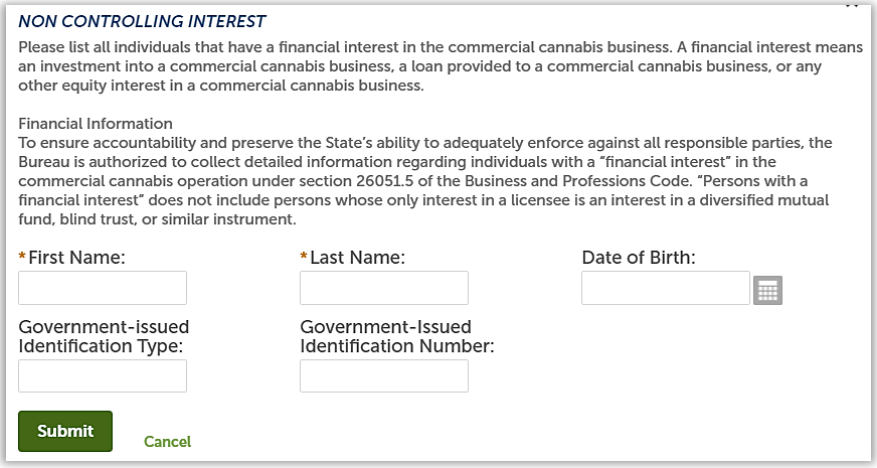
When this application is submitted, the Licensing system sends emails to all those on the Owners list, inviting them to log in to the website, set up an account, and create their Owner Submittal form. Click **Continue**.

Non-Owners with Financial Interest

This section is for declaring the financial interests of individuals other than those listed as Owners. Use the **Add a Row** button to bring up a pop-up window and list all such persons and their non-controlling interests in your business (loans, investments, or other equity). You don't need to include persons whose only interest in the business to be licensed is an interest in a diversified mutual fund, blind trust, or similar instrument.

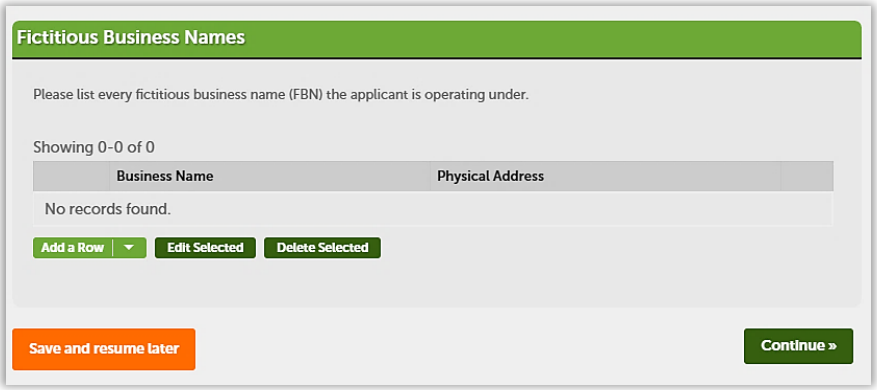


Use the dropdown next to the **Add a Row** button for adding several rows if needed. In the **Non-Controlling Interest** pop-up window, enter the individual's name, date of birth, and government identification information. You will need to upload an image of this ID later in the application.

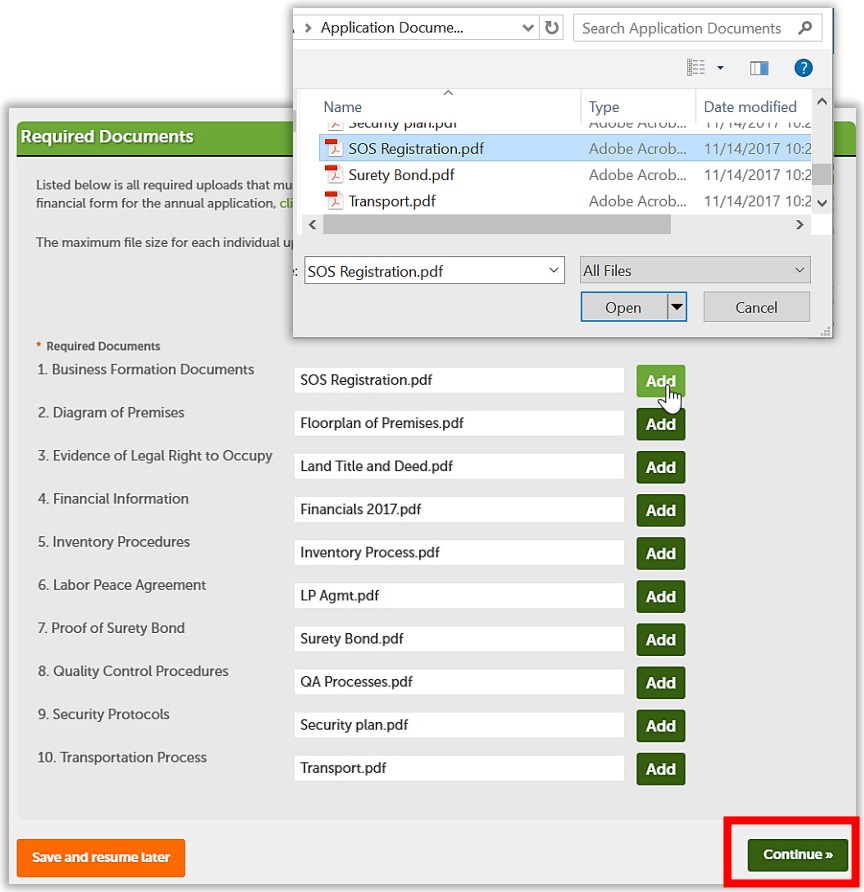


Fictitious Business Names

If you have one or more Fictitious Business Names (FBNs), add them in this section. Use the **Add a Row** button again, and enter details in business name and physical address in the pop-up window. Click **Continue** when done.

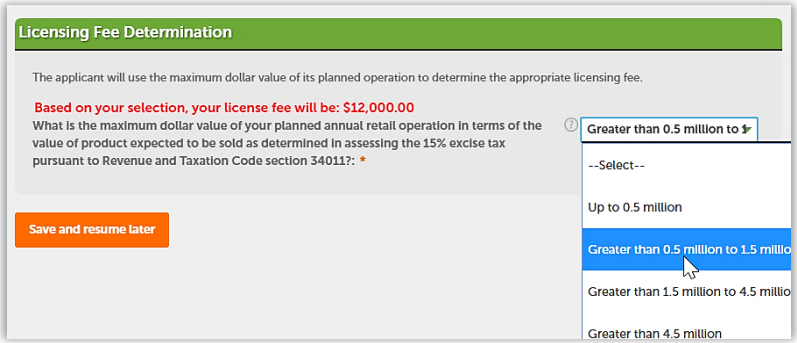


Required Documents



This section asks you to upload a set of documents to support your application. The list of required documents may vary depending on how you've filled out the application. You will need digital files of each document in the list, so if your only copy of a document is on paper, you will need to scan it to upload it with your application.

Click on the **Add** button for each document in the list, select the appropriate file in the File and click **Open**, and repeat these steps for each of the required documents. Click **Continue** when done.

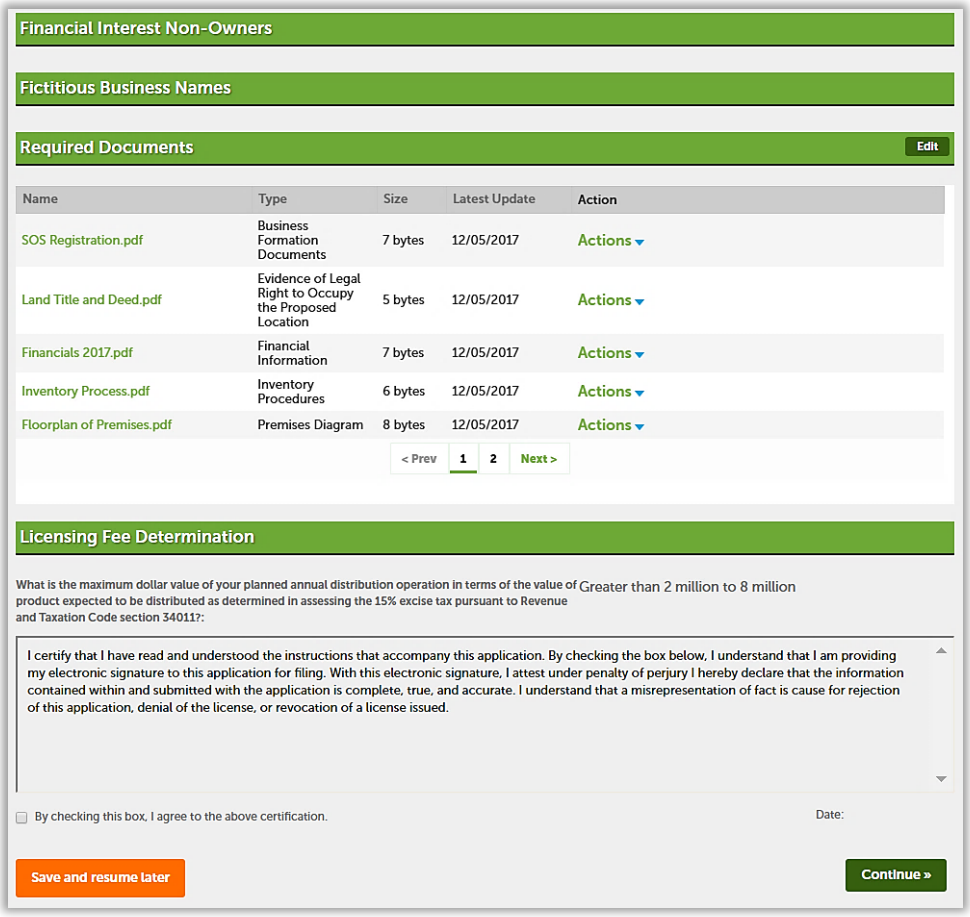


In the next section, you're asked about the maximum dollar value of your planned operation. Your response to this question is used to determine the amount of your license fee, in compliance with the regulations that the Bureau upholds and enforces.

Make your selection to view the license fee you will need to pay to receive your license, if approved. The license fee payment must be received by the Bureau before your license will be issued.

Review

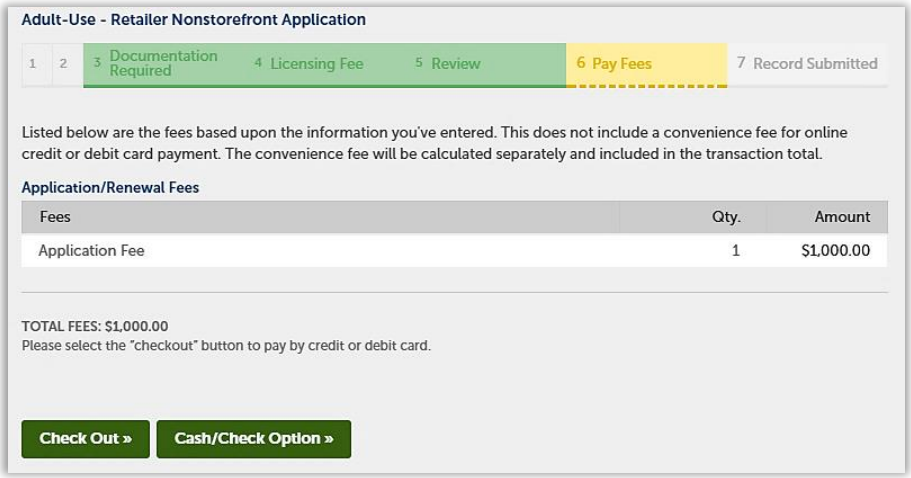
In the next section, you can review and in some cases, modify the information you entered in the earlier sections of your application.



Scroll to the bottom of the **Review** screen and check the box to electronically sign, indicating that you certify your application is complete, true, and accurate. Click **Continue**.

Paying Fees

The next step is to pay the application fee for the annual license. On the **eLearning** page, you can find the **Pay Fees** eLearning Course and Quick Reference, for instructions on paying fees.



The annual cannabis business license requires payment of both an application fee and an annual license fee. The application fee is paid when the application is submitted.

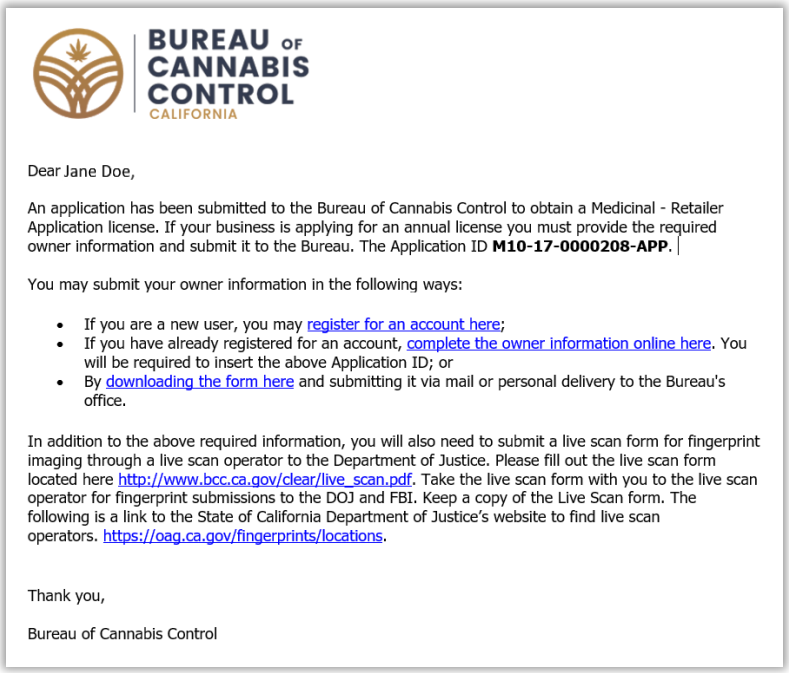
After submitting your application, your **Owner Submittal**(s) and the application fee, the Bureau reviews your application. If approved, you will receive instructions on how to pay your annual license fee, so your cannabis business license can be issued.

Navigate to the **eLearning** page, and open the eLearning course and quick reference document titled **Pay Fees** for specific instructions.

Once the license fee is paid, your license can be issued. You will receive email notification when your license is issued, or you can login to check the status. A PDF of your cannabis business license will be available through the attachments section of your license record.

Owner Submittals

All individuals on the application's **List of Owners** will receive an email like the one shown here.



BUREAU OF CANNABIS CONTROL
CALIFORNIA

Dear Jane Doe,

An application has been submitted to the Bureau of Cannabis Control to obtain a Medicinal - Retailer Application license. If your business is applying for an annual license you must provide the required owner information and submit it to the Bureau. The Application ID **M10-17-0000208-APP**.

You may submit your owner information in the following ways:

- If you are a new user, you may register for an account here;
- If you have already registered for an account, complete the owner information online here. You will be required to insert the above Application ID; or
- By downloading the form here and submitting it via mail or personal delivery to the Bureau's office.

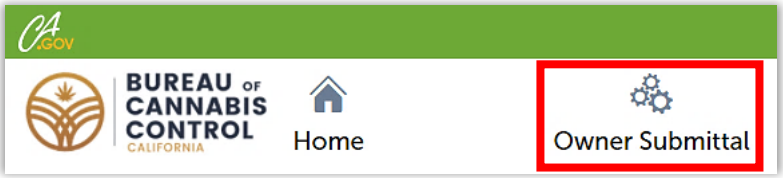
In addition to the above required information, you will also need to submit a live scan form for fingerprint imaging through a live scan operator to the Department of Justice. Please fill out the live scan form located here http://www.bcc.ca.gov/clear/live_scan.pdf. Take the live scan form with you to the live scan operator for fingerprint submissions to the DOJ and FBI. Keep a copy of the Live Scan form. The following is a link to the State of California Department of Justice's website to find live scan operators. https://oag.ca.gov/fingerprints/locations.

Thank you,

Bureau of Cannabis Control

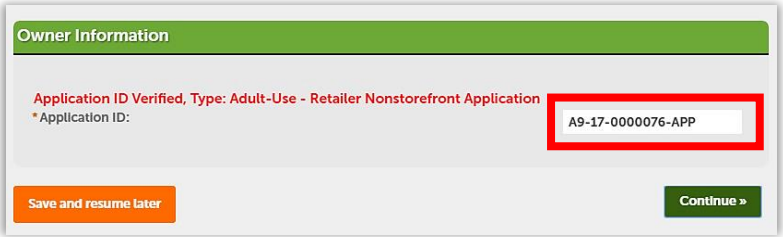
Each owner should follow instructions from this email, and another they'll receive with a temporary password, to log into the Bureau's website and fill out an Owner Submittal form. Each owner must also upload an image of their government-issued photo ID.

After logging in, click the **Owner Submittal** link.

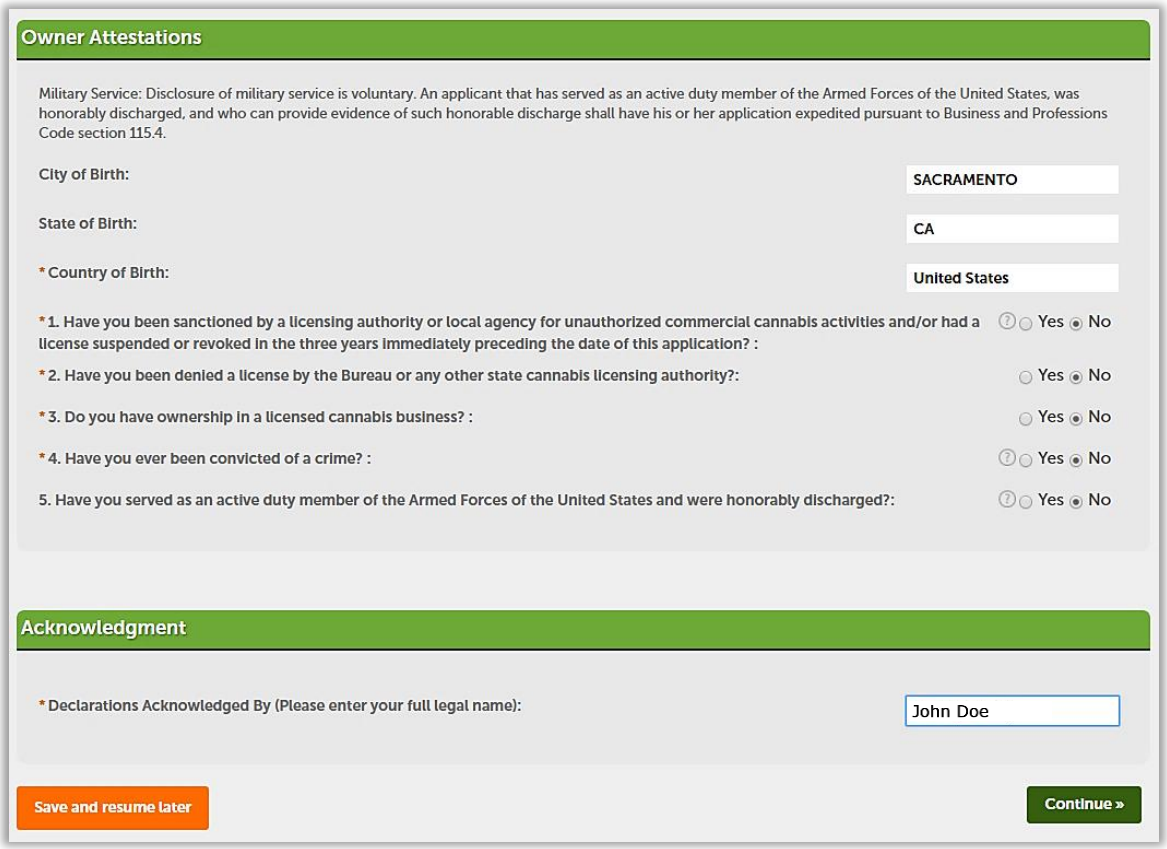


Next, check the box indicating acceptance of the site's General Disclaimer.

Then on the next page, provide the number of the application on which the owner is listed. The system verifies the application number is valid and exists in the system.

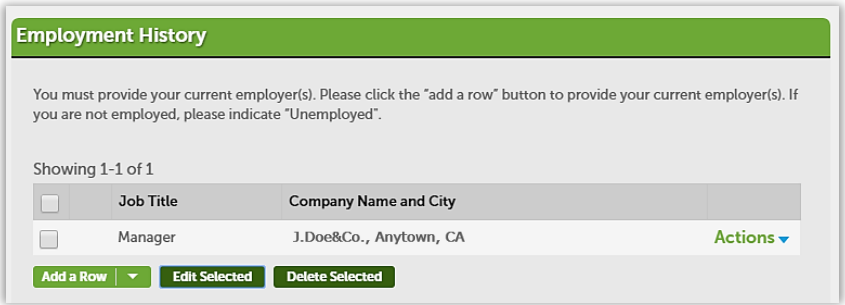


Enter the owner's place of birth in the **Owner Attestations** page. Next is a series of questions to which you must answer **Yes** or **No**. The page notes that active duty or honorably discharged military personnel will receive expedited processing. You will need to upload supporting documentation later in the application.

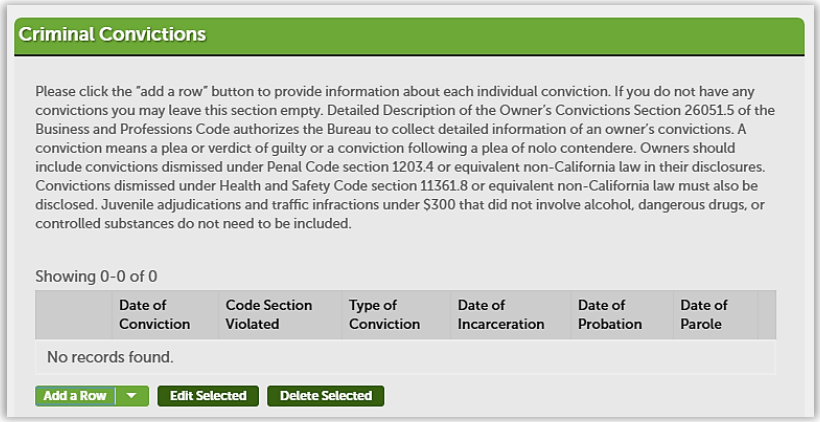


At the bottom of the screen, enter your full legal name to electronically sign the application. Click **Continue**.

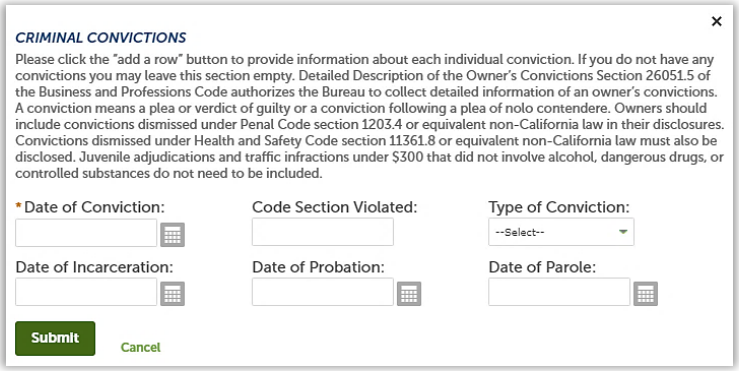
In the **Employment History** section, click **Add a Row** to display a pop-up window for entering your current **Job Title**, **Company Name and City**.



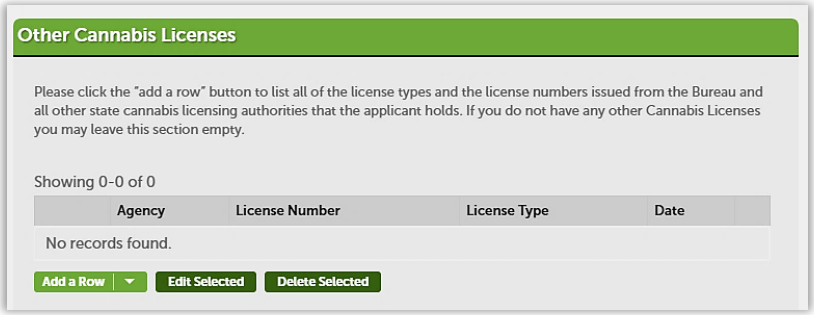
In the **Criminal Convictions** section, use the **Add a Row** button to bring up a pop-up window for entering any prior criminal convictions.

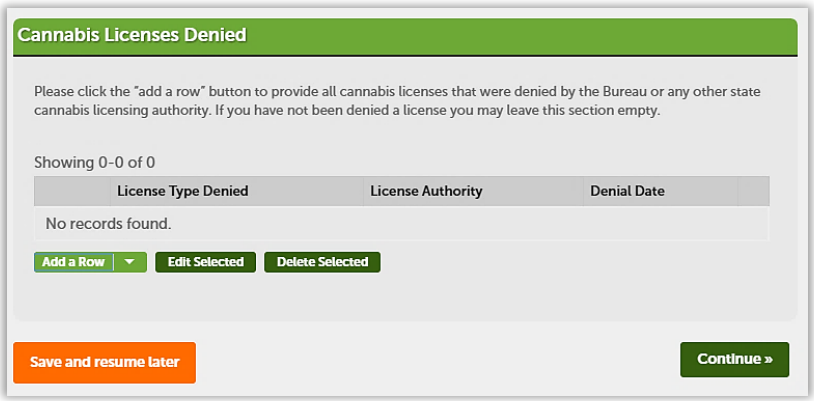


In the pop-up window, enter dates, violation code, and type of conviction. Click **Submit** to save. Leave empty if you have no convictions.



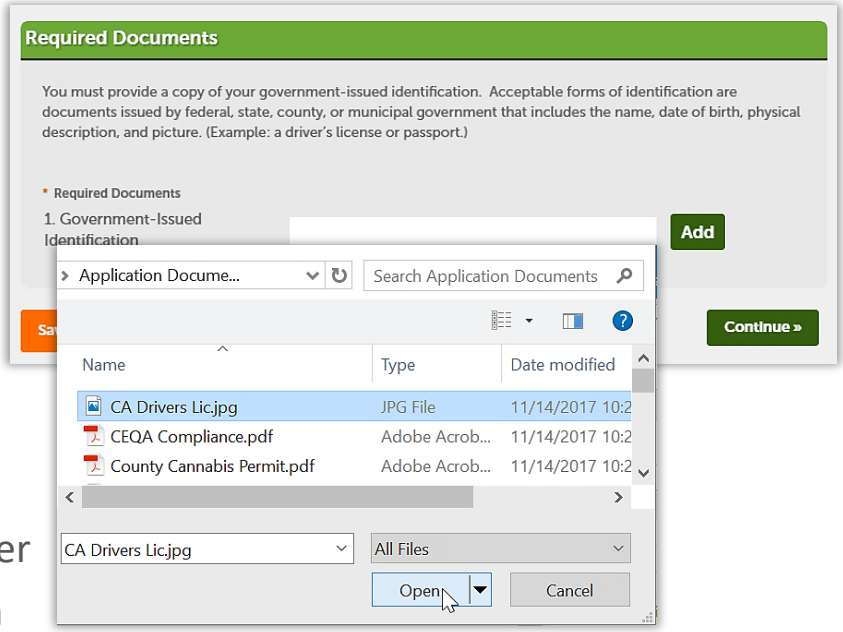
The **Other Cannabis Licenses** section is where the owner lists any other cannabis-related licenses held. List the agency that issued the license (California Department of Public Health, California Department of Food and Agriculture, or Department of Consumer Affairs), the license number, type of license, and date issued. Leave empty if no other licenses are held.





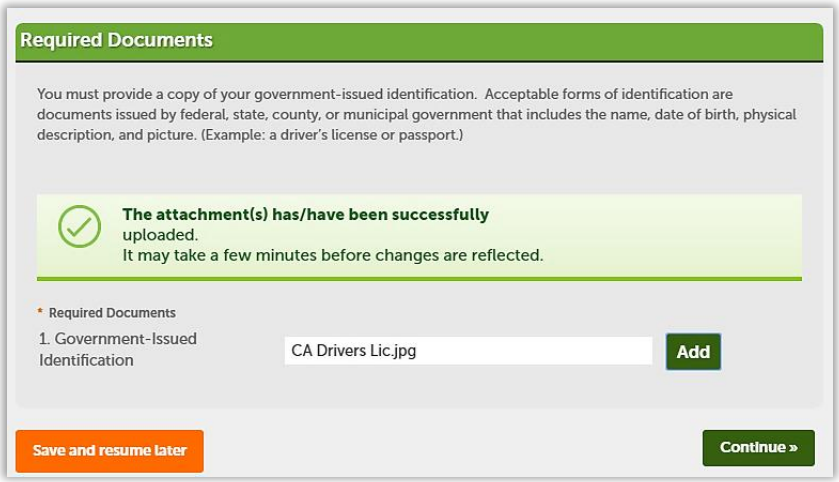
Finally, in the **Cannabis Licenses Denied** section, list licenses for which the owner was issued a denial, revocation, or sanction for unlicensed activity, if any. Click **Continue.**

In the **Required Documents** section, upload the owner's government photo ID. Click **Add** to open the File Explorer dialog box, find the correct file, and click **Open** to upload it to the application.

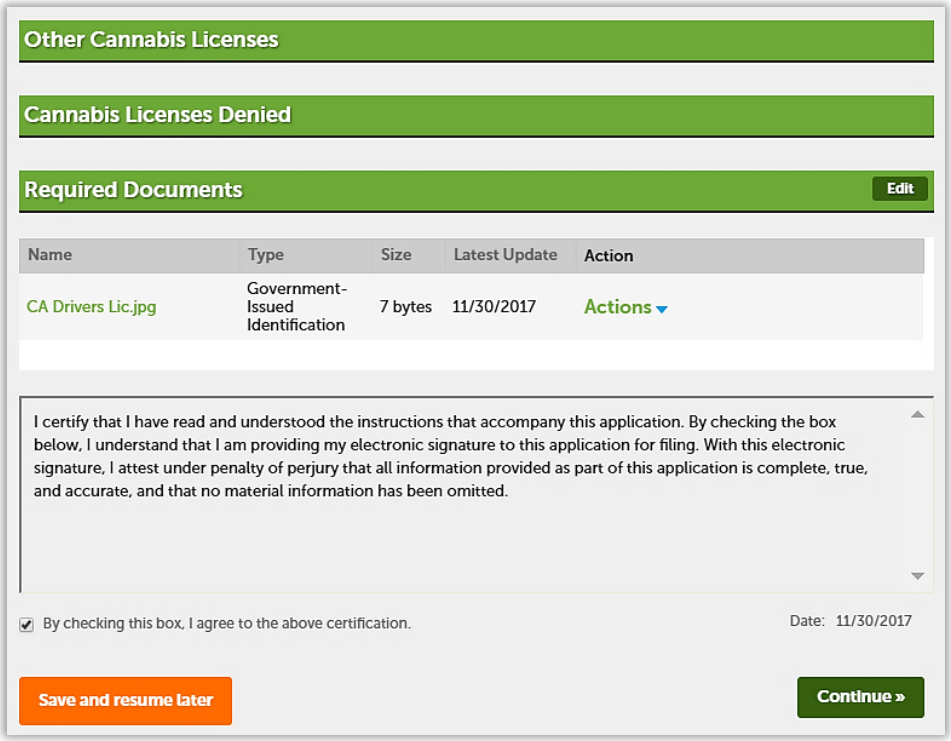


You may need to upload other documents as well, based on your responses earlier in the application. For example, answering Yes to the question on active or former military will require uploading documents proving your statement.

The uploaded file is now listed in the **Required Documents** section. Click **Continue**.



In the **Review** section, you may revisit earlier sections of the application, if needed. Then attest to the statement at the bottom of the screen by clicking the checkbox, then selecting **Continue**.



A success message displays on your account page. Once all required Owner Submittals are received and the application fee is paid, the Bureau will review your application.

If approved, you will receive instructions on how to pay your annual license fee, so your cannabis business license can be issued.

Navigate to the **eLearning** page, and open the eLearning course and quick reference document titled **Pay Fees** for specific instructions.