

Guide to the CalCannabis Licensing System

for Applicants and Licensees

Welcome.

This is a guide to the CalCannabis Licensing System, provided by the California Department of Food and Agriculture's CalCannabis Cultivation Licensing Division.

In this document, we will show you how to register with the licensing system, set up your account, and apply for a cannabis cultivation license, including how to upload and attach the documents you must provide with your application, and how to pay application and license fees.

Other helpful resources are available on the website's [eLearning](#) page, including a narrated webinar video on the license application process and quick-reference documents with more details on acquiring and maintaining your cannabis cultivation license.

Note: Cannabis is a Schedule I drug, according to the federal Controlled Substances Act. Cannabis-related activity is subject to federal prosecution, regardless of the protections provided by state law.

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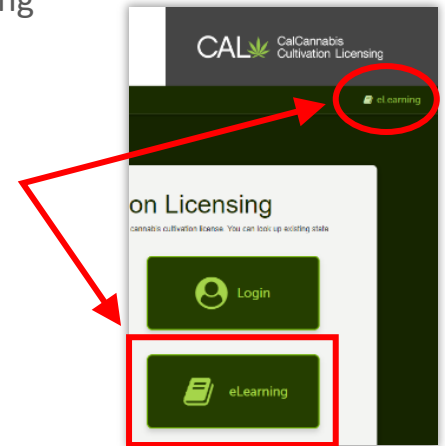
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Overview

In this document, we will explore how to use the CalCannabis Licensing System website to register, maintain your account, and apply for a cannabis cultivation license.

There are many resources for understanding the system and application process at the [eLearning](#) link, found as a button on the **Home** and **My Dashboard** pages, and as a link in the upper-right corner of each page.



Important Note Regarding Email Addresses

Each person is uniquely identified by **email address and name** in this system.

Enter this information carefully and accurately! Errors will greatly slow your application.

- One person, one email address – do not use multiple email addresses for the same person
- Name fields are case sensitive – enter upper and lower case consistently, and avoid using all caps or all lower-case
- When you create an account, there are two places to enter your email address – be sure it is the same email address
- All Owners must have separate email addresses – one person, one email address, even for partners, married couples, or people in the same household
- Do not use parentheses or other special characters in name fields – apostrophes, hyphens, and periods are okay
- Disable your browser's pop-up blocker – pop-up dialogs are used often in the system
- Avoid losing work – do not use the Backspace key or the Back function
- Use the Tab key to move from one field to the next – it also jumps to other objects such as Help and calendar functions

Part I – Create and Manage Your Account

Home Page

Before you can apply for a cannabis cultivation license, you will need to create an account on the CalCannabis Licensing System. From the [Home](#) page, shown here, you can:

- Register for a new account
- Login to an existing account
- Search for active licenses
- Learn more about the system

Begin by clicking the button in the center of the page labeled **Register for an Account**.

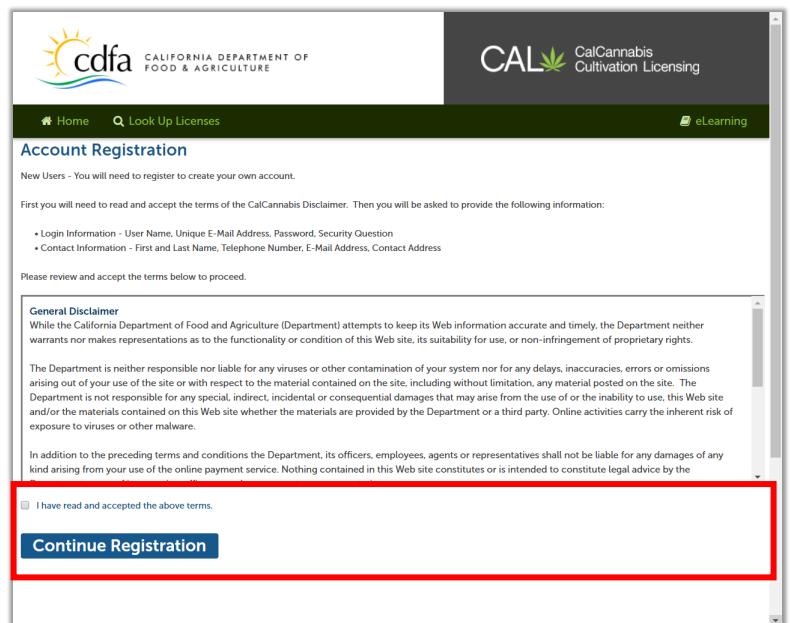


General Disclaimer

The Account Registration page displays the terms of CalCannabis' General Disclaimer – you must agree to these terms before you can register for an account.

Review the General Disclaimer, and then click the checkbox labeled “I have read and accepted the above terms.”

Click the **Continue Registration** button.



Login Information

Next, enter your **Login Information**, including a user name, email address, password, and a security question and answer.

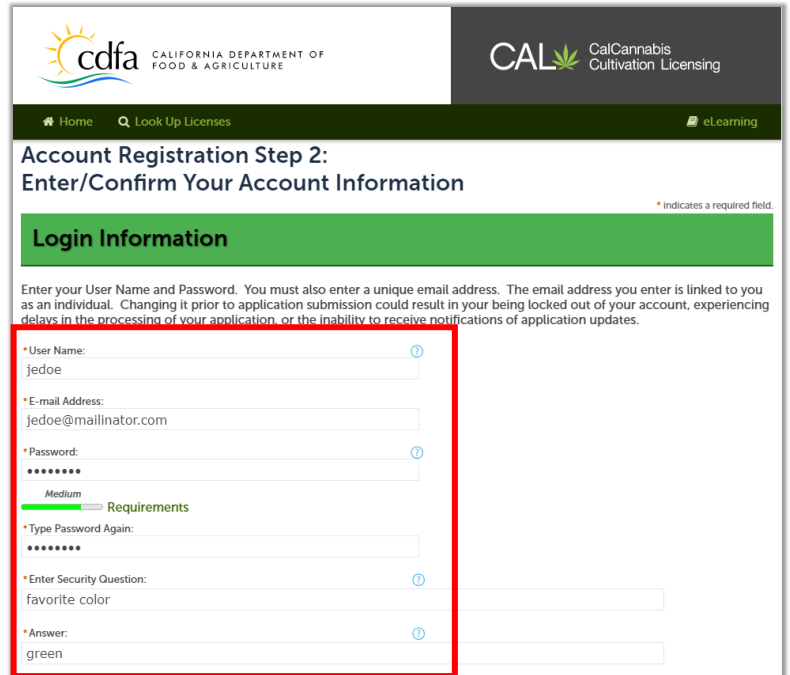
- Enter your choice of user name in the **User Name** field – 4 to 32 characters, including letters, numbers, and the special characters: @ _ - .
- Carefully enter your email address.

Note: One person, one email address!
Use the same email address when you register and throughout the application.

- Enter your **Password** twice.
Password requirements are:
 - Minimum of 8 character(s)
 - Must contain at least 1 upper-case letter, 1 number, and 1 special character, such as: ? @ \$ etc.
 - Must not contain your User Name or any of your previous 5 passwords
- If your password violates these rules, you'll see the error message at right, specifying the problem:

Help Text

View Help text by clicking on a question mark icon. Click the **X** in the upper right corner to close the Help text.



**Account Registration Step 2:
Enter/Confirm Your Account Information**

Login Information

Enter your User Name and Password. You must also enter a unique email address. The email address you enter is linked to you as an individual. Changing it prior to application submission could result in your being locked out of your account, experiencing delays in the processing of your application, or the inability to receive notifications of application updates.

* User Name: jedoe

* E-mail Address: jedoe@mailinator.com

* Password: [masked]

Medium Requirements

* Type Password Again: [masked]

* Enter Security Question: favorite color

* Answer: green

1 error(s) occurred on current page.
Please click the specific error item below to navigate to the failed field and correct your input.

1.Password: Required Minimum of 8 character(s)



* Answer: [field]

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

Security Question

Enter any question that only you can answer. For example, “What was your first pet’s name?” or “What elementary school did you attend?” Enter the **Answer** field (it is case-sensitive). You can change your security question at any time.

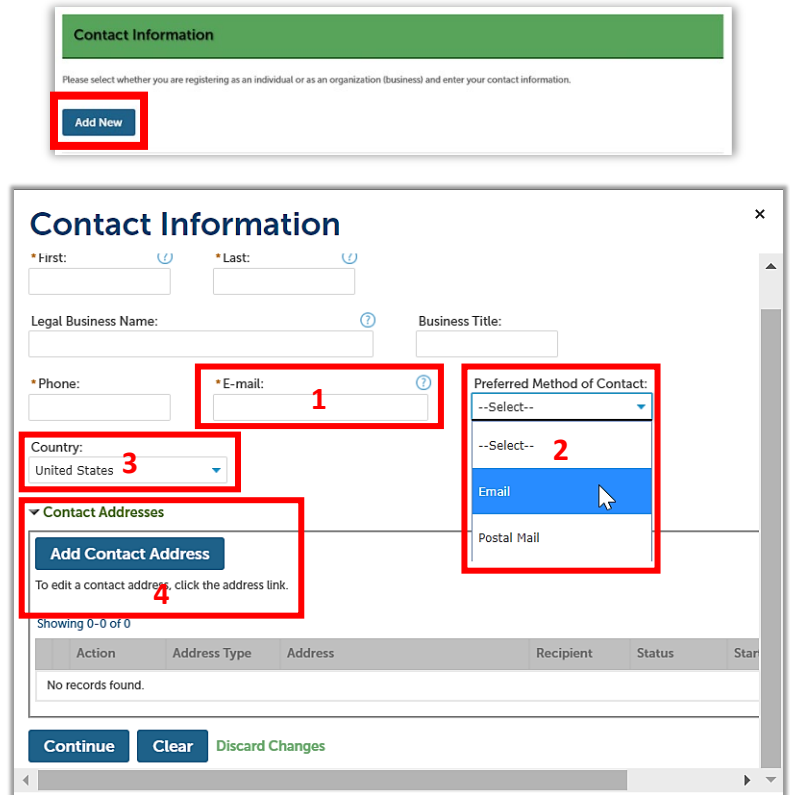


Note: We will ask you this Security Question if you need to reset your password. Your answer will be case-sensitive. If you can’t remember the answer, contact the CalCannabis Customer Support line to have your password reset and a temporary password sent to your email address on file.

Contact Information

Click the **Add New** button under **Contact Information**. The **Contact Information** pop-up window collects your personal contact information. All fields on this screen are required – skipping any will result in delays.

1. Be sure your email matches your previous entry! *Entering a different or incorrect email address here will cause an error in your application.*
2. Be sure to choose a **Preferred Channel** for communication from the dropdown list; either **Email** or **Postal Mail**.
3. The **Country** field determines phone number format, confirm it is set correctly for your phone.
4. Select the **Add Contact Address** button.



Contact Addresses

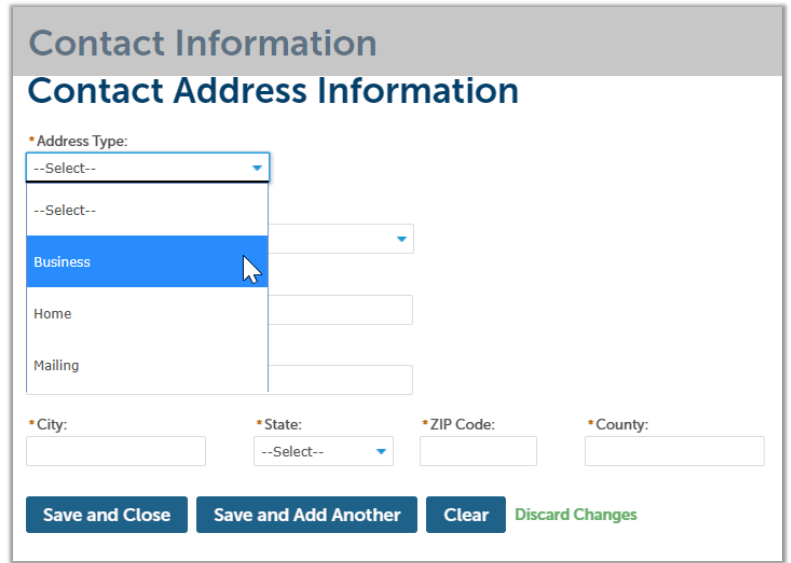
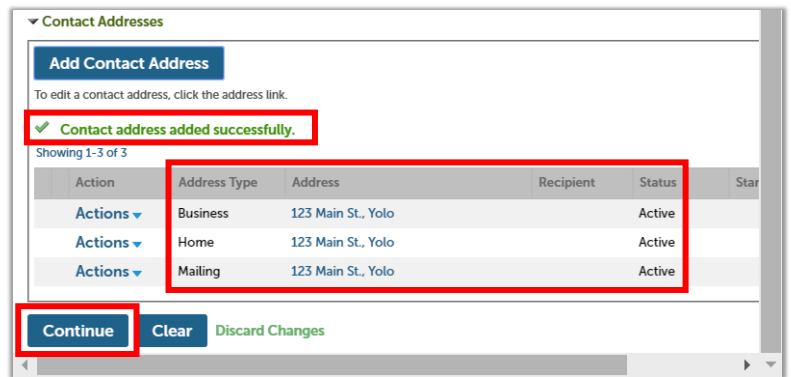
All three address types are required – **Business** (your business’s physical address), **Home**, and **Mailing** (where your business receives mail).

Note: Each address type must be entered, even if the addresses are the same.

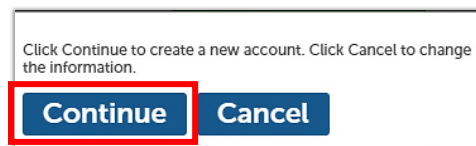
Click **Save and Add Another** after entering the first two addresses, then click **Save and Close**.

The **Contact Information** window displays a confirmation message and lists your three addresses and with their **Status**. The **Actions** dropdown lists let you edit these addresses. Click **Continue** to close this pop-up window.

A confirmation prompt displays; click **Continue** to create your new account.

Action	Address Type	Address	Recipient	Status	Star
Actions	Business	123 Main St., Yolo		Active	
Actions	Home	123 Main St., Yolo		Active	
Actions	Mailing	123 Main St., Yolo		Active	



Registration Page

Back on the **Registration** page, the **Contact Information** section displays your contact information and addresses.

Important: Scroll down to the bottom of the screen and click **Continue Registration** to finish setting up your account.

If you skip clicking this button, your account won't be created.

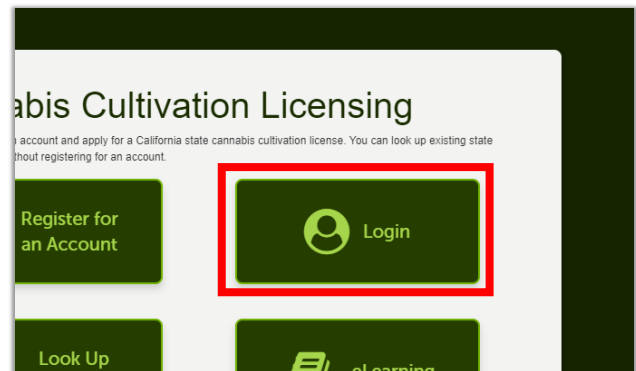
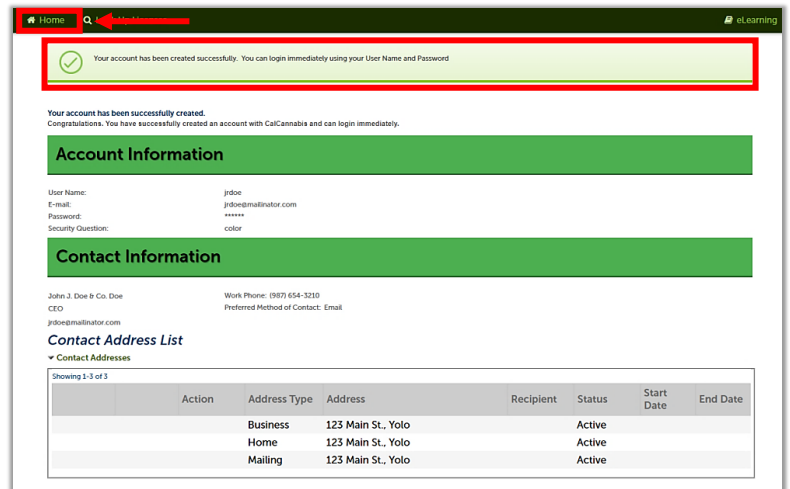
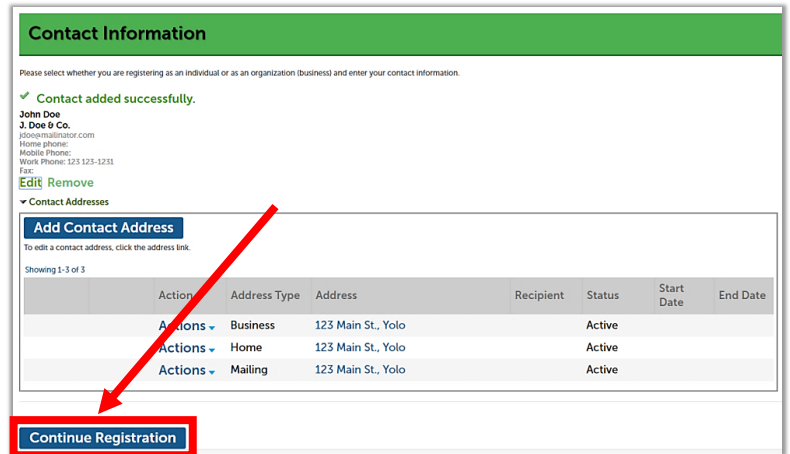
Account Created

You have now created an account and are ready to log in. A green success message displays at the top of the screen, inviting you to login.

Click on the **Home** link.

Log In

On the [Home](#) page, click the **Login** button.

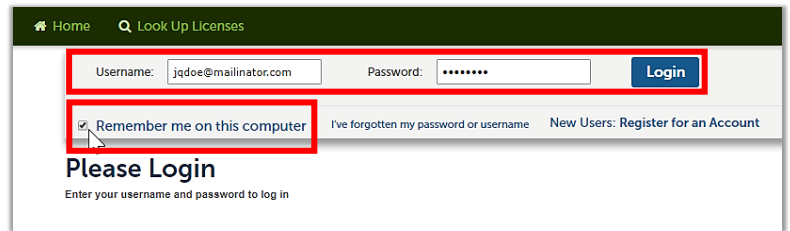


The login prompt displays on the next page.

Enter your **Username** and **Password** (your browser may prefill this for you).

Check the box to **Remember me on this computer**, if you are using your own computer. (To avoid confusion, do not do this if you will be signing on to multiple accounts for multiple applications).

Now click the **Login** button.



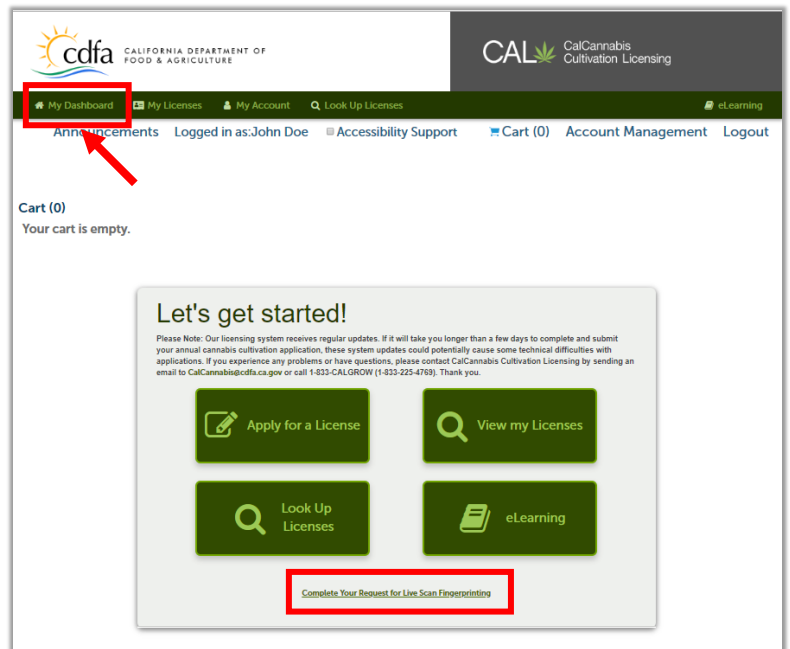
The screenshot shows the login interface. At the top, there are navigation links for 'Home' and 'Look Up Licenses'. Below this is a form with a 'Username' field containing 'jqdoe@mailinator.com', a 'Password' field with masked characters, and a blue 'Login' button. A checkbox labeled 'Remember me on this computer' is checked and highlighted with a red box. To the right of the checkbox are links for 'I've forgotten my password or username' and 'New Users: Register for an Account'. Below the form, the text 'Please Login' is displayed, followed by the instruction 'Enter your username and password to log in'.

My Dashboard

Let us explore the functions you can use and information you can access after logging into the CalCannabis Licensing System.

At right is the **My Dashboard** page. There are links across the top of the screen and buttons in the center to **Apply for a License**, **View my Licenses**, **Look Up Licenses**, and **eLearning**.

The link **Complete Your Request for Live Scan Fingerprinting** takes you to a form you can fill out to request the background check you will need for your license.

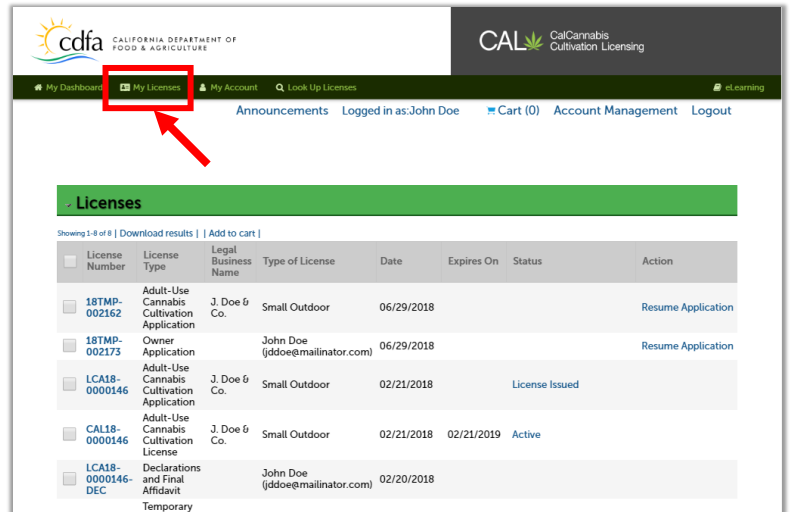


The screenshot shows the 'My Dashboard' page. At the top left is the 'cdfa' logo and 'CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE'. At the top right is the 'CAL' logo and 'CalCannabis Cultivation Licensing'. Below the logos is a navigation bar with links for 'My Dashboard', 'My Licenses', 'My Account', 'Look Up Licenses', and 'eLearning'. A red box highlights the 'My Dashboard' link, with a red arrow pointing to it. Below the navigation bar, there is a 'Cart (0)' section with the text 'Your cart is empty.' and a 'Logged in as: John Doe' indicator. The main content area features a 'Let's get started!' section with a note about system updates. Below this are four green buttons: 'Apply for a License', 'View my Licenses', 'Look Up Licenses', and 'eLearning'. A red box highlights a link at the bottom of the 'Let's get started!' section: 'Complete Your Request for Live Scan Fingerprinting'.

My Licenses

Click the **My Licenses** link in the menu bar. The **Licenses** page lists all your records associated with applications or licenses.

On this page you can resume work on a saved application, pay fees, view the status of an application, or see details of your cannabis cultivation license once it is issued.



License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
18TMP-002162	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	06/29/2018			Resume Application
18TMP-002173	Owner Application	John Doe (jdoe@mailinator.com)		06/29/2018			Resume Application
LCA18-0000146	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	02/21/2018		License Issued	
CAL18-0000146	Adult-Use Cannabis Cultivation License	J. Doe & Co.	Small Outdoor	02/21/2018	02/21/2019	Active	
LCA18-0000146-DEC	Declarations and Final Affidavit	John Doe (jdoe@mailinator.com)		02/20/2018			Temporary

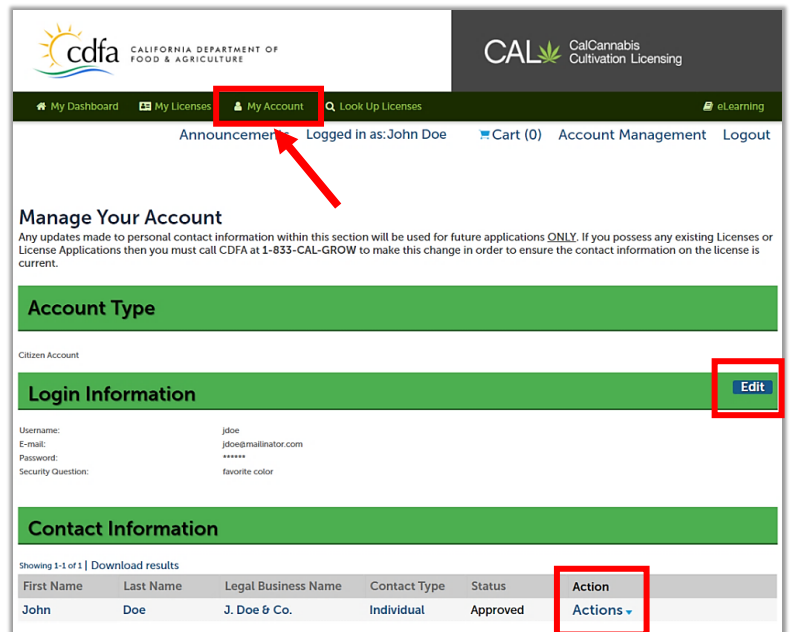
My Account

Click **My Account**. This page displays your login and contact information.

Login Information – click **Edit** for a pop-up window to change your password and security question/answer.

Contact Information – use the **Actions** dropdown function to edit your address, email, phone, and other personal information.

Note: *To avoid confusion and delays, do not change your email address once you've begun your license application.*



Manage Your Account

Any updates made to personal contact information within this section will be used for future applications **ONLY**. If you possess any existing Licenses or License Applications then you must call CDFA at 1-833-CAL-GROW to make this change in order to ensure the contact information on the license is current.

Account Type

Citizen Account

Login Information **Edit**

Username: jdoe
E-mail: jdoe@mailinator.com
Password: *****
Security Question: favorite color

Contact Information

First Name	Last Name	Legal Business Name	Contact Type	Status	Action
John	Doe	J. Doe & Co.	Individual	Approved	Actions ▾

Appointing a Delegate

You can give another registered CalCannabis account-holder access to your records and licenses, enabling that person to help you with your interactions with CalCannabis.

In the **Managing Your Account** page, scroll to the **Delegates** section at the bottom. Click **Add a Delegate**.

In the **Add a Delegate** pop-up window, type in the name and email address of the person you would like as your delegate. Make sure to enter the information exactly as the person registered to create their CalCannabis account. If either the name or email is incorrect, the system won't recognize the person.

Under **Set Delegate Permission**, choose the record types (**Categories**) you want your delegate to have access to. **Save** those selections and then choose what tasks you want your delegate to handle for you. You can **Add a Personal Note** to the email invitation the system sends the delegate. The email asks the person to sign into the CalCannabis system and accept your invitation to be a delegate.

Manage Your Account
Any updates made to personal contact information within this section will be used for future applications ONLY. If you possess any existing Licenses or License Applications then you must call CDFA at 1-833-CAL-GROW to make this change in order to ensure the contact information on the license is current.

The email address you have entered has been linked to you as an individual. Changing it prior to application submission could result in your being locked out of your account, experiencing delays in the processing of your application, or the inability to receive notifications of application updates.

Account Type
Citizen Account

Login Information Edit

User Name: jsdoe
E-mail: jsdoe@mailinator.com
Password: *****
Security Question: favorite color

Contact Information

Showing 1 of 1 | Download results

First Name	Last Name	Legal Business Name	Contact Type	Status	Action
John	Doe	J. Doe & Co.	Individual	Approved	Actions ▾

Delegates Add a Delegate

People who can access my account
None

People whose account I can access
None

Add a Delegate

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

Please note: You are responsible for ensuring that all information contained within and attached to this application is complete, true, and accurate, including any information supplied by a delegate with access to your account. Any material misrepresentation on the application is grounds for a denial of a license, or revocation or other discipline of a license issued.

*Name *E-mail Address

Set Delegate Permission
Delegates can view records across all categories unless you choose to restrict them to specific categories.
View Records in Licenses (Change)

For the following permissions, the available categories are delegate access to view records:

- Create Applications in Licenses (Change)
- Renew Records in Licenses (Change)
- Amend Records in Licenses (Change)
- Manage Inspections in Licenses (Change)
- Manage Documents in Licenses (Change)
- Make Payments in Licenses (Change)

Categories

- Licenses (5/8)
 - Adult-Use Cannabis Cultivation Application
 - Adult-Use Cannabis Cultivation License
 - Declarations and Final Affidavit
 - License Application Amendment
 - Medicinal Cannabis Cultivation Application
 - Medicinal Cannabis Cultivation License
 - Owner Application
 - Owner Application Amendment

Add Personal Note

I'm not a robot reCAPTCHA Privacy - Terms

Invite a Delegate Cancel Save Cancel

Click the **I'm not a robot** checkbox. You may be asked to verify some images to prove you're a real person.

Finally, click **Invite a Delegate** to send the invite to your appointed delegate.

Look Up Licenses

Click **Look Up Licenses** to search issued licenses that are public information.

To search for your records only, check the **Search my records only** box on the right.

Note: You may need to use the bottom horizontal scroll bar to see this checkbox.

- Search on a full or partial **License Number**
- Search on a **License Type** from the dropdown list
- Search for licenses issued between certain dates
- Further, narrow your search by adding the **License Status** to the **License Type**.
- There is an expansion arrow labeled **Search Additional Criteria** that provides more options.

These fields are fully explained later in this document.

My Licenses

For Application and License records the cultivator license type will display in the Type of License column. For Owner and Final Affidavit records the Owner or Designated Responsible Party name and email address will display in the Type of License column.

Showing 1-3 of 3 | Download results | Add to cart | Copy Record

License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	City-County
18TMP-000564	Declarations and Final Affidavit	John Doe (jdoe@mailinator.com)		06/22/2018			Resume Application	John Doe (jdoe@mailinator.com)
18TMP-000561	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	06/21/2018			Resume Application	Yolo County
18TMP-000562	Owner Application	John Doe (jdoe@mailinator.com)		06/21/2018			Resume Application	John Doe (jdoe@mailinator.com)

Search Licenses

Please enter search criteria below to start your search.

You may enter data in any or all fields including License Number, License Type (Adult-Use, Medical or Temporary), Date Range and License Status.

Additional look up criteria includes Type of License, and the Name City and County.

Click Search and we will search with whatever information you provide to us.

Sign Up for CalCannabis Email Alerts and License Information.

General Search

Enter your Business License search criteria below. Use the Start Date and End Date fields to enter parameters for the date the license was first issued.

License #: License Type: --Select--

Start Date: 08/14/2016 End Date: 08/14/2018 License Status: --Select--

Search my records only

Search Additional Criteria

Search **Clear**

Use the horizontal scroll bar if you cannot see the checkbox

Click the expansion arrow/toggle labeled **Search Additional Criteria** to add search criteria for the **License Type** (such as Specialty Cottage Indoor, or Medium Outdoor).

You can also search for licenses within a specific county using the **Premises Information** dropdown list.

Click **Search** – the list of records found by your search appears below.

You can also click **Download results** to create a comma-separated values (.CSV) file that you can open in Excel or similar tool.

License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	County
<input type="checkbox"/> CAL18-0000054	Adult-Use Cannabis Cultivation License	Regression Test Legal Biz Name	Specialty Cottage Outdoor	01/29/2018	01/29/2019	Active		Sacramento County
<input type="checkbox"/> CAL18-0000047	Adult-Use Cannabis Cultivation License	happy cow town	Specialty Indoor	01/26/2018	01/26/2019	Active		Sacramento County
<input type="checkbox"/> CAL18-0000046	Adult-Use Cannabis Cultivation License	LBN-TestScenario 1c	Specialty Cottage Outdoor	01/25/2018	01/25/2019	Active		Alpine County
<input type="checkbox"/> CAL18-0000044	Adult-Use Cannabis Cultivation License	Business is defect 5123 resetting in AV	Specialty Cottage Indoor	01/24/2018	01/24/2019	Active		Sacramento County

eLearning

There is an [eLearning](#) link on the **Home** page, on the **My Dashboard** page, and at the top-right corner of each screen. This link leads to a page on the CalCannabis Cultivation Licensing website where you can access a variety of learning resources.

The **eLearning** page includes:

- **Videos**
 - Registration and an Annual Cannabis Cultivation License Application

- **Step-by-Step Guide (*this document*)**
 - Guide to the CalCannabis Licensing System
- **Quick References**
 - How to Create and Manage Your Account
 - How to Navigate the Online System
 - Responding to Deficiencies
 - Adding Attachments After Application Submission
 - How to Print Your License Certificate
 - How to Find a State Cannabis Cultivation License

Part II – Apply for a License

In this section, we will cover how to apply for a cannabis cultivation license. Here is an overview of the process, and what you will need to do:

- Choose **Application Type**: Adult-Use or Medicinal
- Choose **License Type**: the size of your site and cultivation method
- Define **Business structure** and financial interests
- Supply contact information for required roles:
 - Designated Responsible Party (DRP, must also be an owner)
 - Agent for Service of Process (ASOP)
 - Owner(s)

Note: *Each person is identified by their unique email address – assign only one unique email address per person.*

- Provide Premises address and APN, water sources, power sources, local jurisdiction that authorized you or your business to cultivate cannabis within your city or county
- Upload required documents
- Electronically sign the application
- Each owner must create their account and submit an **Owner Application**, as well as apply for fingerprinting and a background check
- When Owner applications are submitted for all owners, complete and sign the **Declarations and Final Affidavit** (the Designated Responsible Party must do this)
- Pay the application fee, either online (credit card or bank transfer) or in person (at the office of the Bureau of Cannabis Control in Rancho Cordova or Eureka)

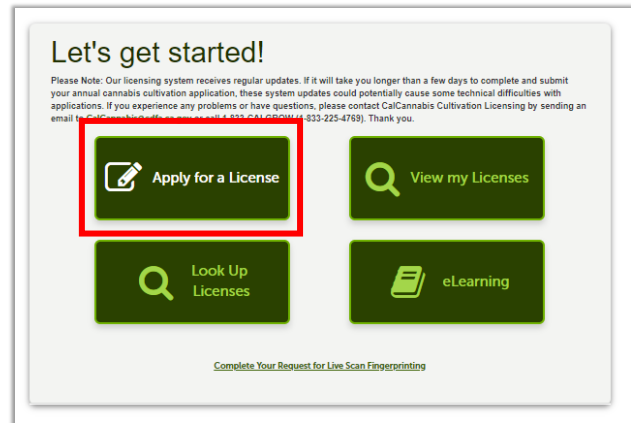
- If your application is approved, pay the **license fee** (see above)
- Access and print your cultivation license

Apply for a License

Note: If you received a temporary license in 2018, and if it is still valid, be sure and enter the license number when you apply for your annual license.

Begin Annual License Application

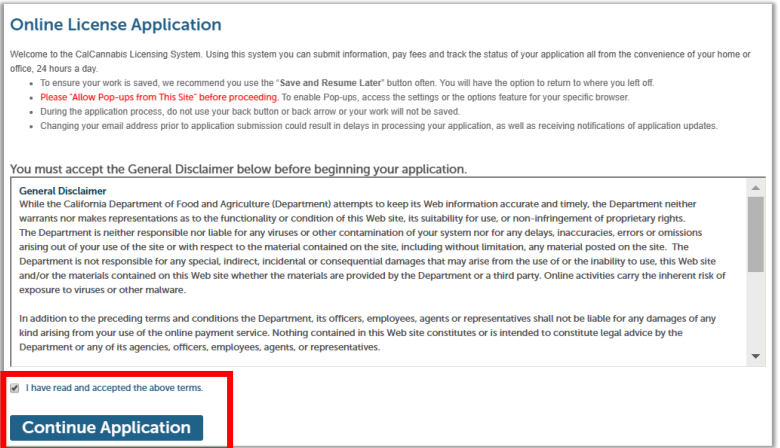
Log into the Licensing system. On the **My Dashboard** screen, click on the **Apply for a License** button.



General Terms

The first step is to again to review the General Disclaimer statement, as you did during the registration process. Check the box to accept the terms of use for the website.

Click **Continue Application**.



Application Type

Select the type of application: **Adult-Use**, or **Medicinal**.

The **Owner Application and Declarations and Final Affidavit** are records you will create after submitting your main license application. We will cover them later in this document.

Click the **Continue Application (Not Saved)** button (there will be a chance to save your work soon).

Select an Application Type

Select the application type that you are applying for. You may only select one application type for a single premises per application.

Adult-Use:
Select this option if your business is applying for a state license for cannabis intended for use by adults 21 years of age and over and who do not possess a physician's recommendation.

Medicinal:
Select this option if your business is applying for a state license for commercial cannabis activity involving medicinal cannabis. Medicinal cannabis refers to cannabis intended to be sold for use pursuant to the Compassionate Use Act of 1996 (Proposition 215) by a medicinal cannabis patient in California who possesses a physician's recommendation.

Owner Application:
After submitting an Adult-Use or Medicinal Cannabis Cultivation Application for your business, select this option to submit an Owner Application. Each owner listed must complete a separate Owner Application, which requires the owner to provide personal information, attach specified documents, make disclosures, and affirm declarations.

Declarations and Final Affidavit:
After submitting an Adult-Use or Medicinal Cannabis Cultivation Application and all corresponding Owner Applications for your business, select this option to submit the Declarations and Final Affidavit. The Designated Responsible Party listed in the Adult-Use or Medicinal Cannabis Cultivation Application must complete the Declarations and Final Affidavit to make disclosures and required declarations.

Adult-Use Cannabis Cultivation Application

Declarations and Final Affidavit

Medicinal Cannabis Cultivation Application

Owner Application

Continue Application (Not Saved)

License Type

Select the **License Type** for your business. There are 18 types of license that you can apply for, which are listed below. These types combine the size of your site and the cultivation method.

Note: Select the correct type of license, as changing it will require a new application.

License Type

LICENSE TYPE
Select a license type from the drop down list that describes the cultivation site.
Cultivation license types include:

- Specialty Cottage Outdoor, Specialty Cottage Indoor, Specialty Cottage Mixed-Light Tier 1 and 2
- Specialty Outdoor, Specialty Indoor, Specialty Mixed-Light Tier 1 and 2
- Small Outdoor, Small Indoor, Small Mixed-Light Tier 1 and 2
- Medium Outdoor, Medium Indoor, Medium Mixed-Light Tier 1 and 2 (A person shall be limited to one (1) Medium Outdoor, or one (1) Medium Indoor, or one (1) Medium Mixed-Light Adult-Use License or Medicinal License)
- Nursery
- Processor

* License Type:

Is this business entity a cannabis cooperative association as defined in Chapter 22 of the Business and Professions Code? Yes No

Temporary License ID Number (if applicable):

Save and resume later **Continue Application (Not Saved)**

Specialty Cottage Outdoor	Specialty Cottage Indoor	Specialty Cottage Mixed-Light Tier 1
		Specialty Cottage Mixed-Light Tier 2
Specialty Outdoor	Specialty Indoor	Specialty Mixed-Light Tier 1
		Specialty Mixed-Light Tier 2
Small Outdoor	Small Indoor	Small Mixed-Light Tier 1
		Small Mixed-Light Tier 2
Medium Outdoor	Medium Indoor	Medium Mixed-Light Tier 1
		Medium Mixed-Light Tier 2
Nursery	Processor	

Note: Each business and/or owner is only allowed one Medium license of any configuration type.

Red text above the License Type field explains the requirements for the license type you selected. For example, a **Specialty Outdoor** site has less than or equal to 5,000 square feet of total canopy or up to 50 mature plants on noncontiguous plots.

Cooperatives

Check **Yes** or **No** to indicate whether your business is part of a cooperative. Use the Help function (?) to see the legal definition of a cooperative, per Business and Professions Code Chapter 22. Checking **Yes** displays another field to enter the name of your cooperative.

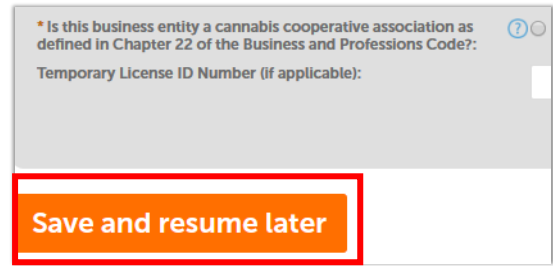
Temporary License Number

If you have a temporary license from CalCannabis, you must enter that number here. This is especially important if you do not have or are in the process of obtaining your CEQA documentation and would like to be eligible for a Provisional License should your application get approved.

Click **Continue Application** to move to the next screen.

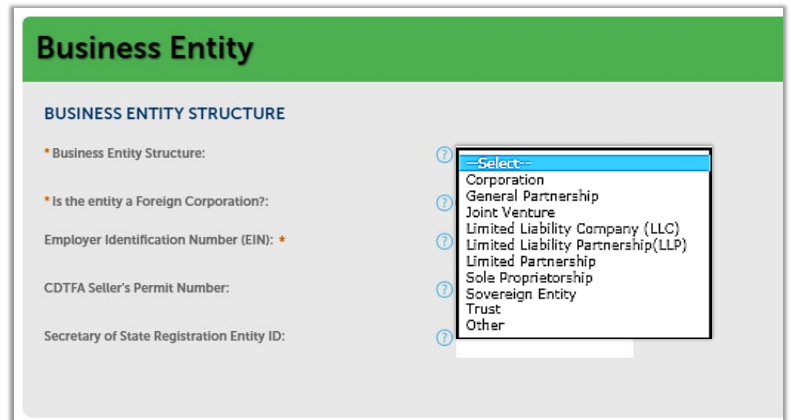
Save and Resume Later

From this point on, you can click the **Save and resume later** button to save your work. If you need to step away from your computer, do this before your session times out (1 hour) to avoid losing work. The application will be waiting in your **My Licenses** list, and you can click **Resume Application** to continue.



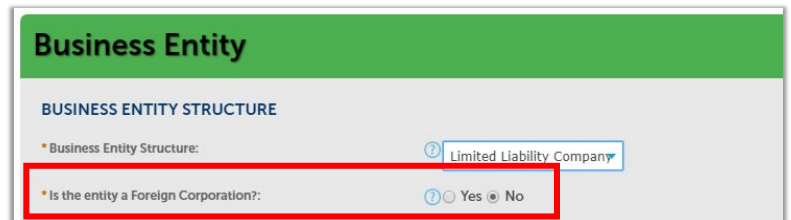
Business Structure

Select your **Business Entity Structure** from the dropdown list. This choice determines some of the documentation you will need to provide later in the application.



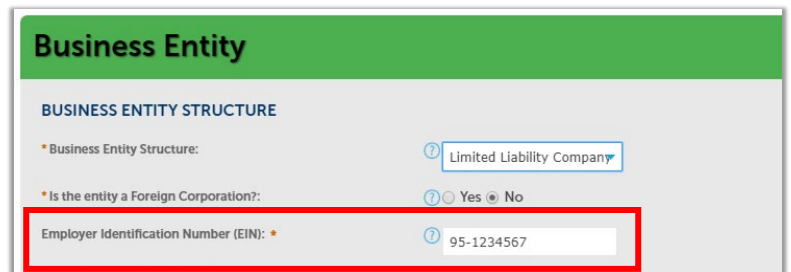
Foreign Corporation

Indicate whether your business is a **Foreign Corporation**. Checking **Yes** will require documentation later.



Employer Identification Number

Enter your Employer **Identification Number (EIN)**. If you chose Sole Proprietorship as your Business Entity Structure, a field for your Social Security Number or ITIN also displays, should you



wish to report income through either of those numbers.

CDTFA Seller's Permit and SOS Registration Number (optional)

The **Seller's Permit Number** from the California Department of Tax and Fee Administration (CDTFA) and the **Secretary of State Registration Entity ID** are optional.

If you do not enter a **Seller's Permit Number**, you will need to attach proof from CDTFA that your business is in the process of obtaining one.

When finished, click **Continue Application**.

Business Contact Information

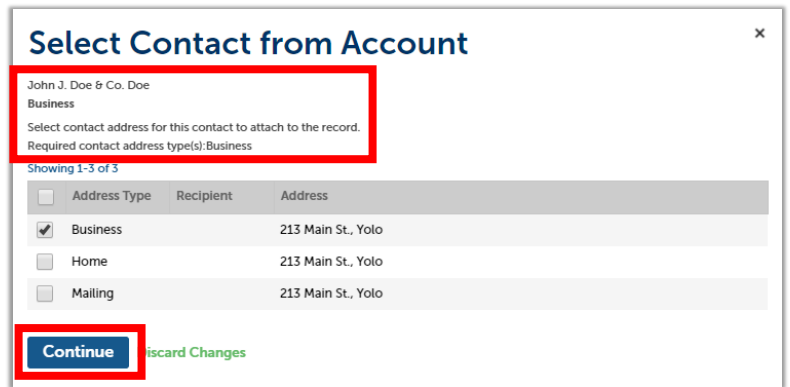
The **Business** section asks for the applicant's contact and address information. Click **Select from Account** to get this information from your own CalCannabis account or click **Add New** to enter another person's contact information.

Choose the **Business** address type. If you created one when you registered, it will be preselected. Then, click **Continue**.

A pop-up window opens, prepopulated with the contact information from your account, including the pre-selected **Business** address type.

All fields in this window are required, so be sure to enter anything that has not already been captured (not all fields may be marked with red asterisks, but all are required).

Click **Continue** to save this business contact information to your application.



Select Contact from Account

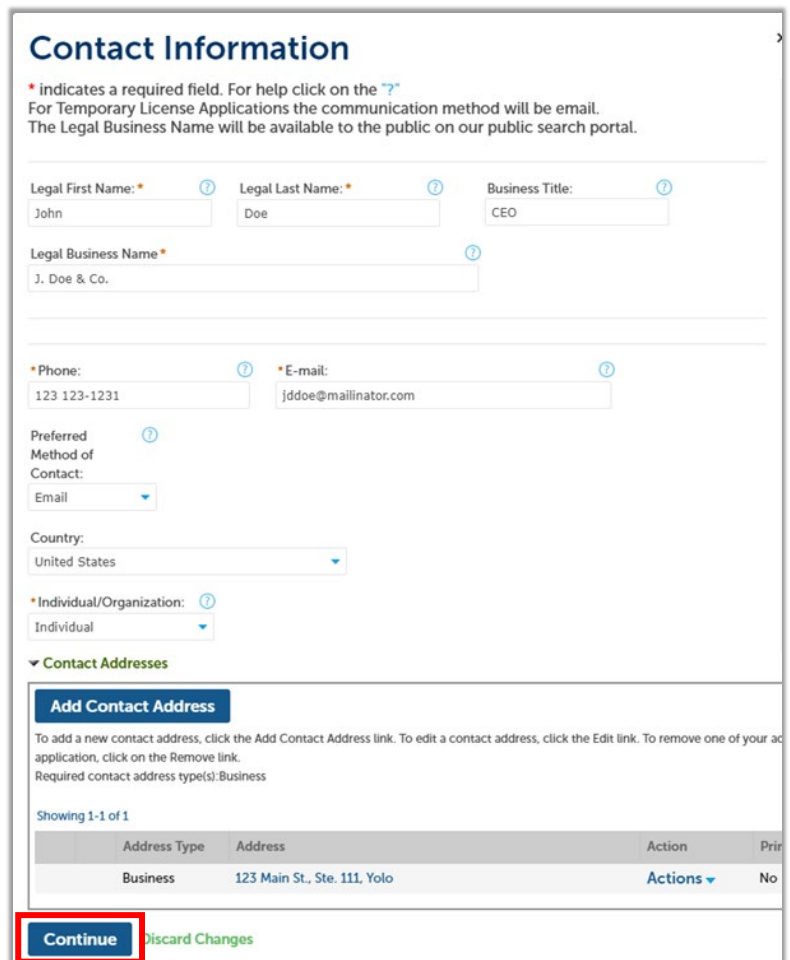
John J. Doe & Co. Doe
Business

Select contact address for this contact to attach to the record.
Required contact address type(s): Business

Showing 1-3 of 3

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Business		213 Main St., Yolo
<input type="checkbox"/>	Home		213 Main St., Yolo
<input type="checkbox"/>	Mailing		213 Main St., Yolo

Continue Discard Changes



Contact Information

* indicates a required field. For help click on the "?"
For Temporary License Applications the communication method will be email.
The Legal Business Name will be available to the public on our public search portal.

Legal First Name: * John Legal Last Name: * Doe Business Title: CEO

Legal Business Name: * J. Doe & Co.

* Phone: 123 123-1231 * E-mail: jddoe@mailinator.com

Preferred Method of Contact: Email

Country: United States

* Individual/Organization: Individual

Contact Addresses

Add Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses, click on the Remove link.
Required contact address type(s): Business

Showing 1-1 of 1

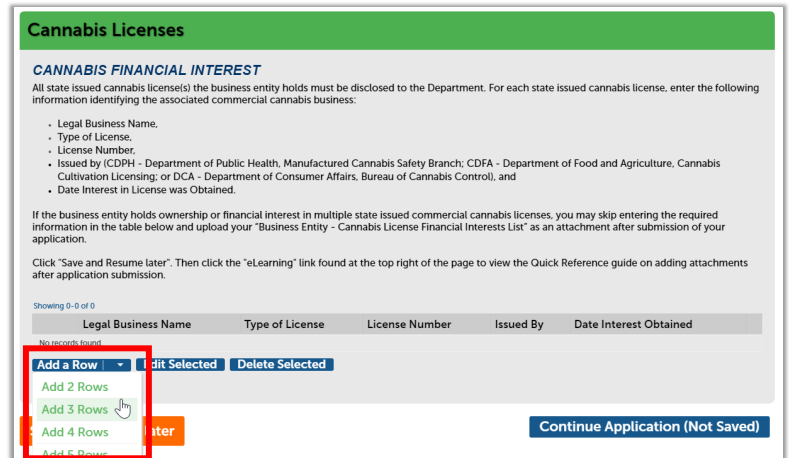
Address Type	Address	Action	Priority
Business	123 Main St., Ste. 111, Yolo	Actions	No

Continue Discard Changes

Cannabis Licenses Section

Here you must disclose any financial interests that your company has in other California-issued cannabis licenses.

Click **Add a Row** if you have any to report. If you have more than one, you can click the arrow to the right of the button and choose to add 2 or more rows.

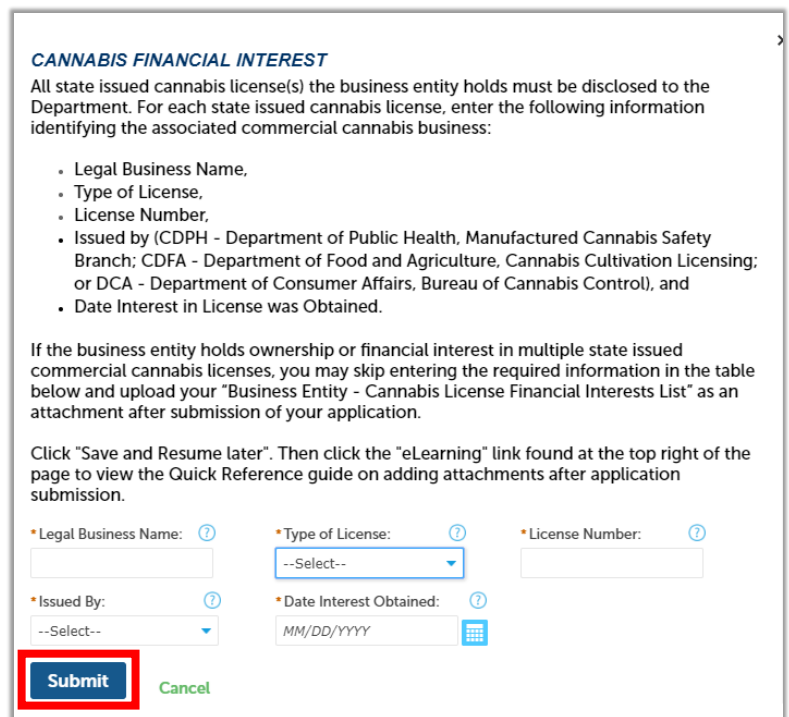


Cannabis Financial Interests

For each state-issued cannabis license that the business entity holds, enter in the pop-up window the following information identifying the associated commercial cannabis business: **Legal Business Name**, **Type of License**, **License Number**, the California state agency that the license was **Issued by**, and **Date Interest Obtained**.

- CDPH – Department of Public Health, Manufactured Cannabis Safety Branch
- CDFA – Department of Food and Agriculture, CalCannabis Cultivation Licensing
- DCA – Department of Consumer Affairs, Bureau of Cannabis Control

Click **Submit** (if applicable). Then, click **Continue Application**.



Note: *If you have many financial interests in other California cannabis licenses, you can list them in a document and attach it to your application after it is submitted. We will cover that later in this document. This is also covered in a Quick Reference guide on the [eLearning](#) page called [Adding Attachments After Application Submission](#).*

Designated Responsible Party

Next, enter your business's Designated Responsible Party. This person must be an owner with the legal authority to bind the entity and will receive all communications about the cannabis cultivation license from CDFA. As you did for the **Business Information** above, you can click **Select from Account** for your own contact information. If you are a delegate, the Select from Account option will allow you to add the information of the DRP who added you to the account. To select your contact information from your account, the **Mailing** address type is required. Confirm the address in the pop-up window and click **Continue**.

Important: ***One person, one email address!!** In the **Contact Information** window, be sure to use the same email address registered by the DRP in his or her CalCannabis account. Any mix-ups caused by using different email addresses will greatly delay your application.*

Step 2: Business/People > Designated Resp. Party

The Designated Responsible Party (DRP) shall be an owner who has the legal authority to bind the entity. If you are a sole proprietor or business entity with one owner, you must designate yourself as the DRP. The agent for service of process is an individual who resides in California, or a corporation designated to accept service of process (court papers) on behalf of the licensee.

*Indicates a required field.

Designated Responsible Party

Use the "Select from Account" option to copy your contact information from your registration. If you would like to add a new contact click on "Add New."

NOTE: After the contact is created you can use the "Save and Resume" button, then update your contact information (phone number, address) using the "Account Management" link at the top of the page.

Select from Account

Select Contact from Account

John J. Doe & Co. Doe
Designated Responsible Party

Select contact address for this contact to attach to the record.
Required contact address type(s): Mailing

Showing 1-3 of 3

<input type="checkbox"/>	Address Type	Recipient	Address
<input type="checkbox"/>	Business		123 Main St., Ste. 111, Yolo
<input type="checkbox"/>	Home		123 Main St., Ste. 111, Yolo
<input checked="" type="checkbox"/>	Mailing		123 Main St., Ste. 111, Yolo

Continue Discard Changes

Contact Information

* Indicates a required field. For help click on the "?"
For Temporary License Applications the communication method will be email.
The Legal Business Name will be available to the public on our public search portal.

* Legal First Name: John
* Legal Last Name: Doe

Legal Business Name: J. Doe & Co.
* Business Title: CEO

* Phone: 123 123-1231
* E-mail: **jadoe@mailinator.com**
* Preferred Method of Contact: Email

Country: United States

* Individual/Organization: Individual

▼ Contact Addresses

Add Contact Address

Agent for Service of Process

The Agent for Service of Process must be an individual who resides in California, or a business entity designated to accept court papers) on behalf of the licensee.

If you plan to fulfill this role, you can click **Select from Account** to enter your own information or click **Add New** to enter a different person. The required address type for the Agent for Service of Process is **Mailing**.

When you have saved contact information for both roles on this page, click **Continue Application**.

Address Type	Address	Action	Primary
Mailing	123 Main St., Ste. 111, Yolo	Actions -	No

Business/People>Owners List

In this section, create a list of owners of the cannabis business entity. An "Owner" is any of the following:

- A person with an aggregate ownership interest of 20% or more in the cannabis cultivation business applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance.
- The chief executive officer of a nonprofit or other entity.
- A member of the board of directors of a nonprofit.
- An individual who will be participating in the direction, control, or management of the person applying for a license.

The **Designated Responsible Party** is prefilled on the Owner List. However, as the red text banner above the table indicates, you must edit the entry for DRP before going further.

In the DRP's owner entry, confirm the name and email address (*do not provide a different email address than the one you registered with, and do not share the email address between multiple owners*).

Enter the percentage of the business owned by the DRP, then click **Submit**.

Step 2: Business/People>Owners

Information for the business entity must be provided.

Owner means any of the following:

1. A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance.
2. The chief executive officer of a nonprofit or other entity.
3. A member of the board of directors of a nonprofit.
4. An individual who will be participating in the direction, control or management of the person applying for a license.

Person is defined as the following:

1. Person includes any individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.

For business entities that have an aggregate ownership interest, other than a security interest, lien, or encumbrance of 20 percent or more in the commercial cannabis business, enter the owner's associated legal business name and business' EIN.

*Indicates a required field.

Owner List

OWNERS

Enter each owner as defined above. Each owner that is listed will be required to complete a separate form to collect personal information, attach required documents, make disclosures and agree to declarations. Please note: If the same email address is shared between multiple owners, confidential and sensitive information will be shared as the owners will all be linked to one account. As a result, owners are strongly encouraged to use separate email addresses.

Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-1 of 1

<input type="checkbox"/>	Legal First Name	Legal Last Name	Email Address	Percent Ownership	Actions
<input type="checkbox"/>	John	Doe	jadoe@mailinator.com		Actions

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#)

[Continue Application \(Not Saved\)](#)

Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-1 of 1

<input type="checkbox"/>	Legal First Name	Legal Last Name	Email Address	Percent Ownership	Actions
<input checked="" type="checkbox"/>	John	Doe	jadoe@mailinator.com		Actions

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Edit Selected](#)

OWNERS

Enter each owner as defined above. Each owner that is listed will be required to complete a separate form to collect personal information, attach required documents, make disclosures and agree to declarations. Please note: If the same email address is shared between multiple owners, confidential and sensitive information will be shared as the owners will all be linked to one account. As a result, owners are strongly encouraged to use separate email addresses.

*Legal First Name: John

*Legal Last Name: Doe

*Email Address: jadoe@mailinator.com

*Percent Ownership:

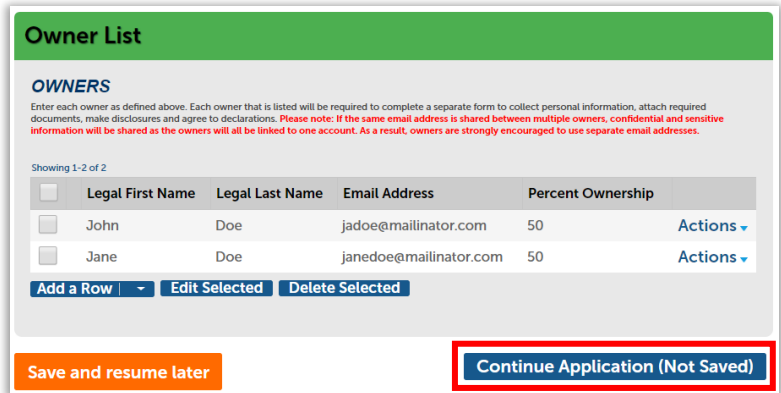
[Submit](#)

[Cancel](#)

You can create one or more entries for other owners in the business entity. If you have multiple owners, click **Add a Row**.

Enter each owner's legal first and last name (case sensitive for users who already have accounts) and email address and percentage of ownership in the pop-up window. Click **Submit** to save each Owner entry.

Click **Continue Application** when finished.



Note: When the main application is submitted each individual on the **Owner List** receives an email from the CalCannabis Licensing System notifying them to complete their Owner Application. Each owner needs to create an account if they have not previously.

IMPORTANT: Do not share or use the same email address for multiple owners. CalCannabis may send Confidential information by email, so if multiple owners use the same email address, this information will be exposed to the group.

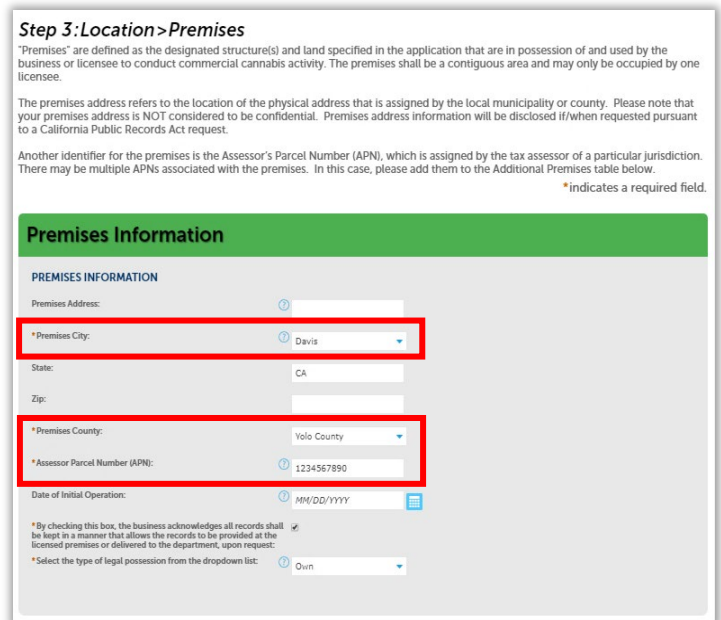
Premises Information Section

Enter the location of your cultivation site. Required fields are **City, Premises County, and Assessor Parcel Number (APN)**.

The **Premises Address, Zip, and Date of Initial Operation** are optional, but if you enter one, all are automatically required.


If you enter a date into the optional **Date of Initial Operation** field, you will be required later to attest to its accuracy.

Note: Your premises address is not considered confidential and may be



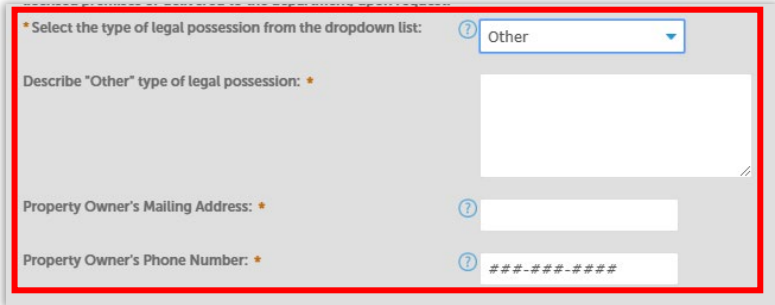
disclosed pursuant to a California Public Records Act request.

You must check the box acknowledging that all records will be furnished to CalCannabis on request.

* By checking this box, the business acknowledges all records shall be kept in a manner that allows the records to be provided at the licensed premises or delivered to the department, upon request: 

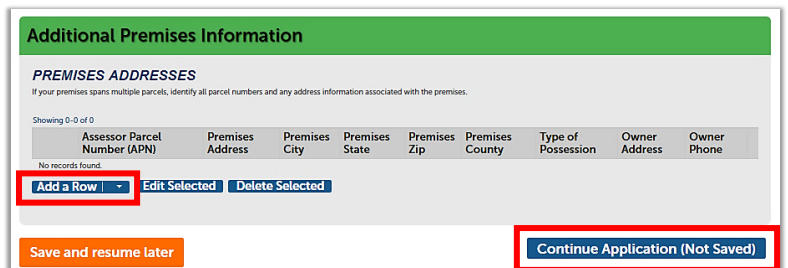
Indicate how you hold possession of your premises by selecting whether you **Own**, **Rent/Lease**, or **Other**.

- **Own** requires proof of ownership later in the application
- **Rent/Lease** opens additional fields for the **Property Owner's Mailing Address** and **Phone Number**
- If you selected **Other**, describe your arrangement with the property owner in the text field



Additional Premises Information Section

If your contiguous cultivation site has multiple parcel numbers or more than one postal address, then you must enter that information in the **Additional Premises Information** section, which has a table structure to allow for multiple entries.



Note: The **Additional Premises Information** section is **NOT** for listing additional cultivation sites. A different, non-contiguous cultivation site must have a separate license. Use this section ONLY if your contiguous cultivation site has more than one APN or postal address.

Click **Add a Row** to enter other premises parcel numbers or addresses in the pop-up window, as you did in the **Premises Information** section. Then, click **Submit** to save to the **Additional Premises** table.

Click **Continue Application** to go to the next page.

Water Supply Section

A source of water supply is required for all license types. You can list multiple water sources of different types.

Click **Add a Row**. The pop-up window asks you to choose a **Type of Water Supply**. The window then displays only the fields needed for that type of supply. Click **Submit** when finished.

The selected water sources and accompanying information you entered display in the **Water Supply** table in this section.

Click **Continue Application** when finished.

Power Source Section

Specify your site's power source in this section. If your application is for an Indoor or Mixed-Light license type, you are required to specify one or more types of power source for cultivation activities. Selecting **Other** presents an additional field for you to enter an explanation. Click **Continue Application** when finished.

Step 3: Location > Power Source

Please check at least one power source option if you have selected an indoor or mixed light license type. * indicates a required field.

Power Sources

Power Source Type

Grid - Refers to electric utility companies:

Solar - Refers to solar photovoltaic systems:

Generator - Rated 50 HP and greater:

Generator - Rated under 50 HP:

Other - Refers to other renewable energy systems:

Save and resume later
Continue Application (Not Saved)

Local Authorization Section

Your premises must be in good standing with your local authority. Select the **Local Authority Type** that provided your authorization – either **City** or **County**.

Depending on your choice, enter the **Local Authority Name** (for County) or **Local Authority City**. The other fields are optional, but if you have it, providing this information will help with processing your application.

Click **Continue Application** when ready.

Step 4: Local Authorization > Local Authorization

Your premises must be in good standing with your local authority. Select the "Local Authority Type" (City or County) from the drop down menu. Once the type is selected, enter the details. CalCannabis staff will confirm with the local authority that your premises is in compliance. * indicates a required field.

Local Authorization

LOCAL AUTHORIZATION

* Local Authority Type:

Local Authority Name:

Local Authorization Number:

Expiration Date:

Address:

Local Authority City:

State:

Zip Code:

County:

Phone Number:

Save and resume later
Continue Application (Not Saved)

Required Documents Section

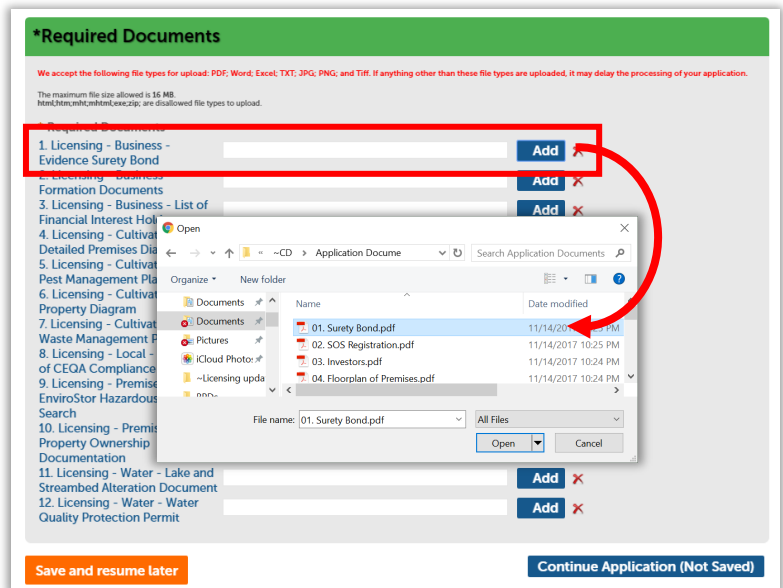
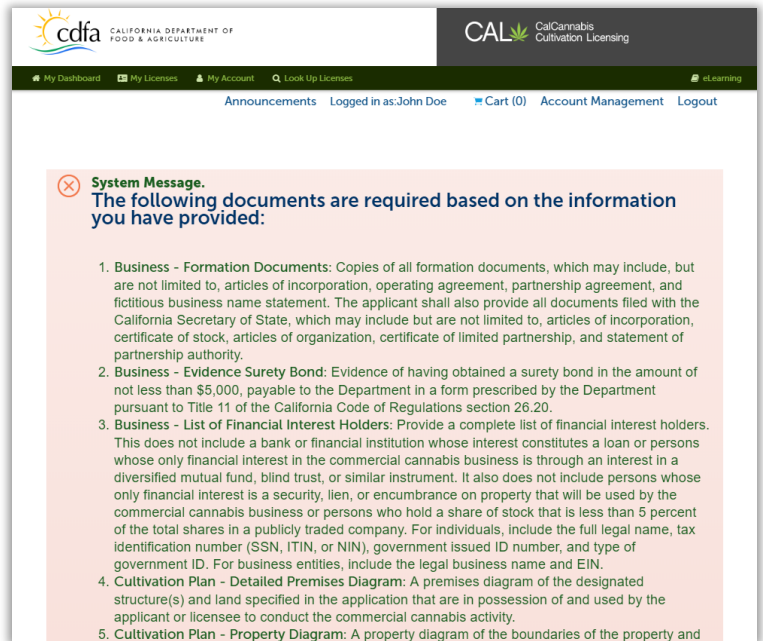
The screen displays a list of documents you need to provide for your application.

Gather these documents on your computer, so you can easily add them. You can click **Save and resume later** if you need to stop and scan documents or otherwise assemble your attachments.

In the **Required Documents** section, click the **Add** button to open a Windows Explorer dialog. Find the file associated with each item in the list.

Double-click on the file or select it and then select **Open**. If you upload the wrong file, click the red **X** to the right of **Add** to delete it, or just click **Add** again and select the correct file.

When you're done uploading documents, click **Continue Application**.



Note: The maximum file size allowed is 16 MB and the only accepted file types are: PDF, Word, Excel, TXT, JPG, PNG, and TIFF. Please make sure your document has the file type at the end of the file name. Example, Surety Bond.pdf

If you need to upload other documents, they can be attached after submitting the application. A quick reference guide on attaching documents to your application can be found [here](#).

Application Review Section

The next screen displays a long list of all the sections in which you have entered information so far. You can use the blue **Edit** button next to each section to go back and revise your entries as needed.

At the bottom of the page is an attestation statement, click the checkbox to certify your application, which automatically enters the date, then click **Continue Application**.

Record Issuance

Congratulations, you have submitted your main application for a cultivation license. There are still some additional steps you must take before your application can be considered by CalCannabis.

Note: At this point the main application is submitted and appears in your **Licenses** list with the Status **Pending Owner Applications**.

Licenses									
Showing 1-5 of 5 Download results Add to cart									
License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	Short Not	
LCA19-0000038	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	01/14/2019		Pending Owner Applications			Yolo Cour

Post-Submission Next Steps

The CalCannabis Licensing Division cannot review the application until 3 other actions are taken:

1. All owners submit an **Owner Application** (covered next)
2. The Designated Responsible Party submits the **Declaration and Final Affidavit**
3. The application fee is paid, either **online** by credit card or bank transfer, by e-check or check mailed to CalCannabis, or **in person** (at the office of the Bureau of Cannabis Control in Rancho Cordova or Eureka)

Owner Applications

Important: *On receiving the main application, the system sends an email to each additional owner with instructions on how to log in and submit an Owner Application. For new accounts, the owner must complete registration by providing their personal information. (see **Part I – Create and Manage Your Account** above)*

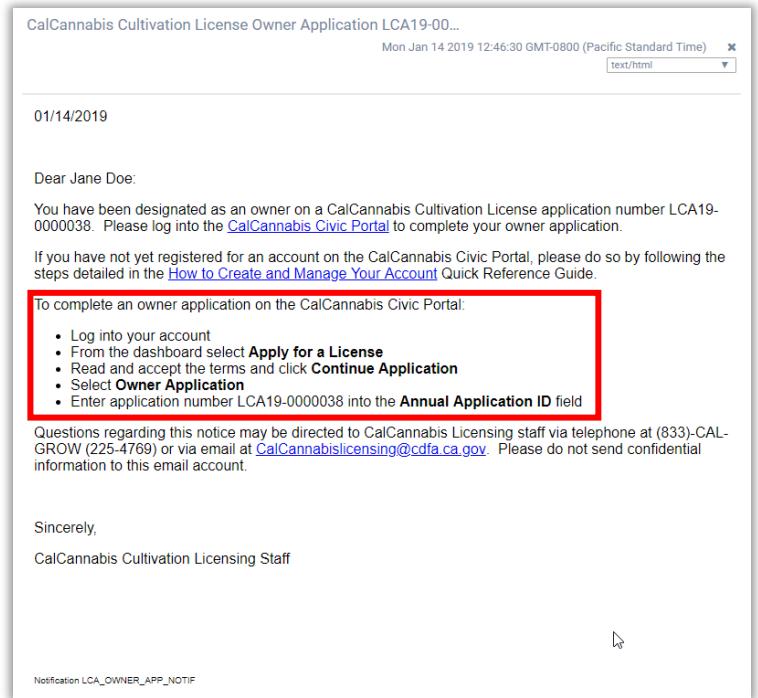
All owners must submit an **Owner Application**. You cannot complete another owner's application.

Owner Application Notification

The Licensing system sends emails to all other owners on the application, instructing them to log into their account (the owner may need to create one first) and complete the **Owner Application**.

Those who don't already have a CalCannabis account must complete the registration process.

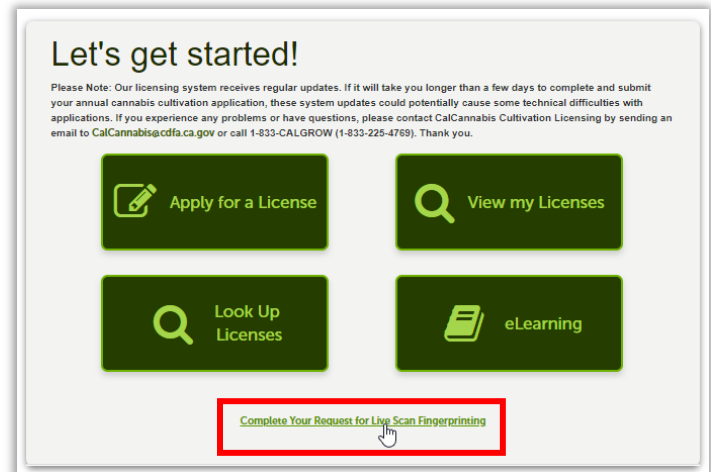
Creating the **Owner Application** is like creating the main application, just select **Owner Application** from the second page, as we will see shortly.



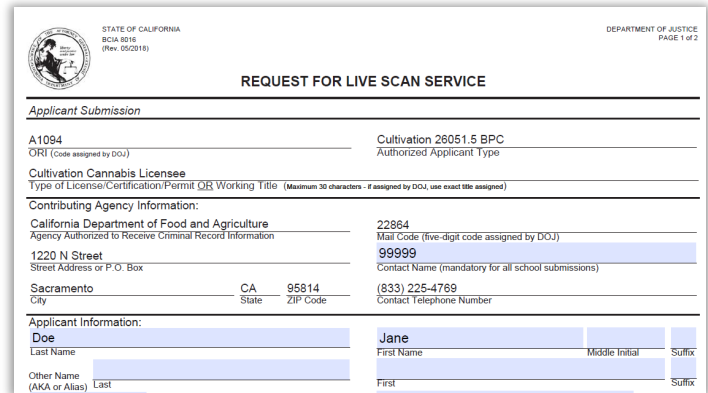
Download/Create Live Scan Application

Each owner must download and fill out an application for fingerprinting at a Live Scan location.

From the Dashboard page, the link at the bottom leads to a downloadable PDF.



You can fill out the PDF on your computer and then print it. Take it with you to the Live Scan location, where they will roll your fingerprints and give you a **Live Scan Transaction ID**, which you will enter in your **Owner Application**.



STATE OF CALIFORNIA
SCIA 0016
(Rev. 05/2016)

DEPARTMENT OF JUSTICE
PAGE 1 of 2

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A1094
ORI (Code assigned by DOJ) Cultivation 26051.5 BPC
Authorized Applicant Type

Cultivation Cannabis Licensee
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

California Department of Food and Agriculture 22864
Agency Authorized to Receive Criminal Record Information Mail Code (five-digit code assigned by DOJ)

1220 N Street 99999
Street Address or P.O. Box Contact Name (mandatory for all school submissions)

Sacramento CA 95814 (833) 225-4769
City State ZIP Code Contact Telephone Number

Applicant Information:

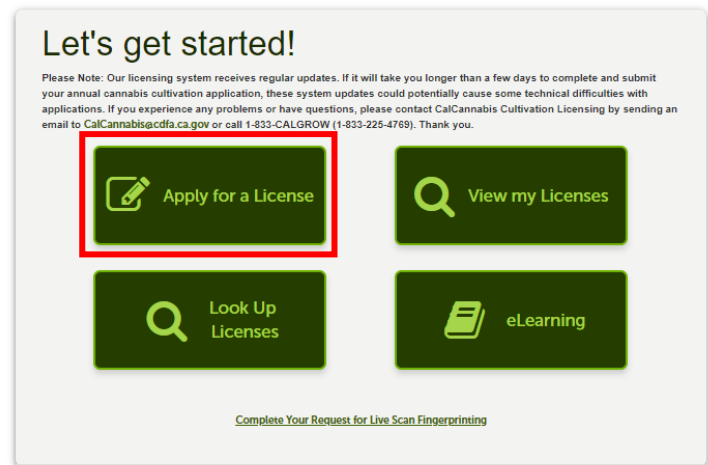
Doe **Jane**
Last Name First Name Middle Initial Suffix

Other Name (AKA or Alias) Last First Suffix

Applicant's Owner Application

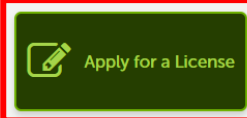
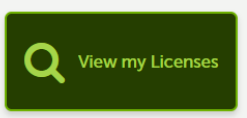
For this illustration, we will follow the original applicant/DRP through the process of submitting his or her Owner Application.

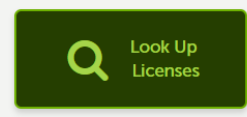
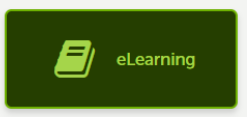
After logging in, click on the **Apply for a License** button.



Let's get started!

Please Note: Our licensing system receives regular updates. If it will take you longer than a few days to complete and submit your annual cannabis cultivation application, these system updates could potentially cause some technical difficulties with applications. If you experience any problems or have questions, please contact CalCannabis Cultivation Licensing by sending an email to CalCannabis@cdfa.ca.gov or call 1-833-CALGROW (1-833-225-4769). Thank you.

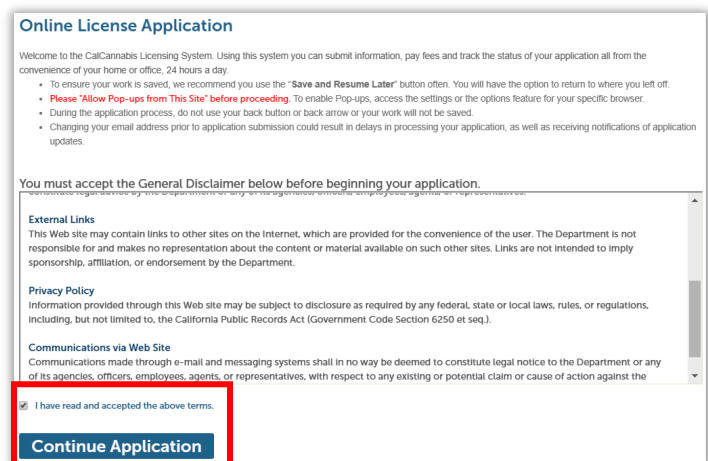
 

[Complete Your Request for Live Scan Fingerprinting](#)

General Disclaimer

Once again, check the box indicating you accept the terms, then click **Continue Application**.



Online License Application

Welcome to the CalCannabis Licensing System. Using this system you can submit information, pay fees and track the status of your application all from the convenience of your home or office, 24 hours a day.

- To ensure your work is saved, we recommend you use the "Save and Resume Later" button often. You will have the option to return to where you left off.
- Please "Allow Pop-ups from This Site" before proceeding. To enable Pop-ups, access the settings or the options feature for your specific browser.
- During the application process, do not use your back button or back arrow or your work will not be saved.
- Changing your email address prior to application submission could result in delays in processing your application, as well as receiving notifications of application updates.

You must accept the General Disclaimer below before beginning your application.

External Links
This Web site may contain links to other sites on the Internet, which are provided for the convenience of the user. The Department is not responsible for and makes no representation about the content or material available on such other sites. Links are not intended to imply sponsorship, affiliation, or endorsement by the Department.

Privacy Policy
Information provided through this Web site may be subject to disclosure as required by any federal, state or local laws, rules, or regulations, including, but not limited to, the California Public Records Act (Government Code Section 6250 et seq.).

Communications via Web Site
Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Department or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the

I have read and accepted the above terms.

Continue Application

Select the Owner Application

Choose the **Owner Application** button on this page, then click **Continue Application**.

Note: Your Owner application must be submitted prior to the **Declarations and Final Affidavit**. The system will not allow completing the Declarations form until the Owner application is submitted.

Select an Application Type

Select the application type that you are applying for. You may only select one application type for a single premises per application.

Adult-Use:
Select this option if your business is applying for a state license for cannabis intended for use by adults 21 years of age and over and who do not possess a physician's recommendation.

Medicinal:
Select this option if your business is applying for a state license for commercial cannabis activity involving medicinal cannabis. Medicinal cannabis refers to cannabis intended to be sold for use pursuant to the Compassionate Use Act of 1996 (Proposition 215) by a medicinal cannabis patient in California who possesses a physician's recommendation.

Owner Application:
After submitting an Adult-Use or Medicinal Cannabis Cultivation Application for your business, select this option to submit an Owner Application. Each owner listed must complete a separate Owner Application, which requires the owner to provide personal information, attach specified documents, make disclosures, and affirm declarations.

Declarations and Final Affidavit:
After submitting an Adult-Use or Medicinal Cannabis Cultivation Application and all corresponding Owner Applications for your business, select this option to submit the Declarations and Final Affidavit. The Designated Responsible Party listed in the Adult-Use or Medicinal Cannabis Cultivation Application must complete the Declarations and Final Affidavit to make disclosures and required declarations.

Adult-Use Cannabis Cultivation Application
 Declarations and Final Affidavit
 Medicinal Cannabis Cultivation Application
 Owner Application

[Continue Application \(Not Saved\)](#)

Contact Information

Choose the **Select from Account** button to prefill the form with the personal information you created when you registered.

Your Home address is preselected, if you already entered it for registration.

Owner Application

1 Information
2 Documents
3 Review
4 Record Issuance

Step 1: Information > Owner
Enter the contact details for the owner. * indicates a required field.

Owner

To edit your contact information, click on the contact information you wish to edit.
Note that you can update your contact information at any time.

[Select from Account](#)
[Save and resume later](#)

Select Contact from Account

John J. Doe & Co. Doe
Owner
Select contact address for this contact to attach to the record.
Required contact address type(s): Home
Showing 1-3 of 3

Address Type	Recipient	Address
<input type="checkbox"/>	Business	213 Main St., Yolo
<input checked="" type="checkbox"/>	Home	213 Main St., Yolo
<input type="checkbox"/>	Mailing	213 Main St., Yolo

[Continue](#)
[Discard Changes](#)

Birthdate and SSN/ITIN/NIN

Applying as an owner requires entering your birthdate and your tax identification number. These were not required when you registered, so you must enter them now. If the rest of your Contact Information is okay, you can click **Continue** at the bottom of the pop-up window. Then click **Continue Application** on the page.

Contact Information

* Indicates a required field. For help click on the "?"
For Temporary License Applications the communication method will be email.
The Legal Business Name will be available to the public on our public search portal.

Individual/Organization: Individual

Legal First Name: John Legal Last Name: Doe Business Title: CEO

Birth Date: 01/01/1980 SSN/ITIN: 123-45-6789 NIN: ##-####-##

Phone: 123 123-1231 Email: jadoe@mailinator.com

Country: United States

Ownership Information

Enter the required information here. All fields are required.

Find the **Application ID** number of your main license application in the **Licenses** list on your home page.

A Live Scan site will give you a Transaction ID with the receipt for your fingerprinting.

Step 1: Information > Ownership

Please complete the ownership information below and disclose all financial interests in any other state licensed commercial cannabis business.

Before you start, you will need the following: a picture of your government issued identification, so you can attach as a file to this application.

* Indicates a required field.

Ownership Information

OWNERSHIP INFORMATION

* Application ID: LCA19-0000038

* Percent Ownership (%): 50

* Date Owner Acquired Interest: 01/01/2019

CA State Issued ID #: CDL N1234567

Other Government Issued ID #:

LiveScan Applicant Transaction ID: 1234567890

Be sure to enter the correct application number from your Licenses list or email

Enter your percentage of ownership

When did you take ownership?

Provide a State or other government ID

Visit a Live Scan site and provide the transaction ID

Cannabis Financial Interests Section

In the **Cannabis License Financial Interest** section, list any financial interests this owner has in other California-licensed cannabis-related businesses. Click **Add a Row** to create one entry, or the dropdown list next to **Add a Row** for several entries.

Note: As with your main application, if you have a very long list to submit, put it in a document and attach it to this **Owner Application later in the process.**

A pop-up window opens; enter the **Type of License**, **License Number**, and the agency that the license for the business entity was **Issued By**. Click **Submit** when finished.

Click **Continue Application** when you are done with this page.

Type of License choices:

- Cultivation
- Manufacturer
- Retailer
- Distributor
- Microbusiness

Issued By choices:

- CDPH – Department of Public Health, Manufactured Cannabis Safety Bureau
- CDFA – Department of Food and Agriculture, CalCannabis Cultivation Licensing
- DCA – Department of Consumer Affairs, Bureau of Cannabis Control

Acknowledge Owner Disclosures Section

Respond **Yes** or **No** to the questions displayed.

Note: Answering **Yes** to any of these disclosures may result in denial of your application or may require you to submit additional information.

List History of Convictions Section

Any history of criminal convictions, regardless of whether they were state, federal, or international offenses, must be reported on the **Owner Application**. Click on **Add a Row** to open a pop-up window and add information about each conviction.

Enter the **Offense, Conviction, Incarceration, Probation, or Parole Date**. A **Rehabilitation Statement** may be entered as well. Click **Submit** when finished.

Click **Continue Application** when done with the page.

Required Documents Section

In this section, upload digital copies of the owner's government identification and application for fingerprint processing. Click **Add** to open a pop-up window and select your files.

After adding the two required files, click the **Continue** button to close the pop-up and return to the main page.

Note: *If you wish to upload other documents related to convictions or other special situations, add them through this window and identify them in the next step.*

After attaching your documents, you must now identify each file using the **Type** dropdown list. If needed, enter details in the optional **Description** field.

Click **Save** when done.

IMPORTANT: *You cannot proceed until you have clicked **Save** to finish uploading your files.*

Document **Type** choices:

- | | |
|---|--|
| <input type="radio"/> Certificate of Rehabilitation | <input type="radio"/> Deficiency Response |
| <input type="radio"/> Electronic Fingerprint Application | <input type="radio"/> Evidence of Dismissal |
| <input type="radio"/> Government Issued ID | <input type="radio"/> History of Convictions |
| <input type="radio"/> Other (write a description) | <input type="radio"/> Reference Letters |
| <input type="radio"/> Owner – Cannabis License Financial Interests List | |

Owner Application Review Section

Next is the **Review** screen, where you can see all the entries you made in the **Owner Application**. You can use the blue **Edit** buttons to revise any section of your application.

Click the checkbox at the bottom of the screen to certify your application. Click **Continue Application**.

This submits the DRP's **Owner Application** to CalCannabis.

Additional Owner Applications

Each additional owner must complete and submit an **Owner Application**, using the same steps we just covered.

When the main application is submitted, additional owners receive an email with instructions to create their account (or log into an existing account), then enter and submit their **Owner Application**.

The process for submitting these applications is the same as we have just shown.

01/14/2019

Dear Jane Doe:

You have been designated as an owner on a CalCannabis Cultivation License application number LCA19-0000038. Please log into the [CalCannabis Civic Portal](#) to complete your owner application.

If you have not yet registered for an account on the CalCannabis Civic Portal, please do so by following the steps detailed in the [How to Create and Manage Your Account](#) Quick Reference Guide.

To complete an owner application on the CalCannabis Civic Portal:

- Log into your account
- From the dashboard select **Apply for a License**
- Read and accept the terms and click **Continue Application**
- Select **Owner Application**
- Enter application number LCA19-0000038 into the **Annual Application ID** field

Questions regarding this notice may be directed to CalCannabis Licensing staff via telephone at (833)-CAL-GROW (225-4769) or via email at CalCannabislicensing@cdfa.ca.gov. Please do not send confidential information to this email account.

Sincerely,
CalCannabis Cultivation Licensing Staff

Declarations and Final Affidavit

Email Notice

Once all Owner Applications are submitted, the **DRP** must enter and submit the **Declarations and Final Affidavit** form.

This application can only be submitted by the **Designated Responsible Party (DRP)**.

The system sends the **DRP** an email notification that this form can now be submitted. This message also appears under the **Announcements** once the **DRP** logs into the Licensing System.

01/15/2019

Dear John Doe:

CalCannabis Cultivation License application number LCA19-0000038 is ready for your final declaration. Please log into the [CalCannabis Civic Portal](#) to complete this record.

To complete your final declaration on the CalCannabis Civic Portal:

- Log into your account
- From the dashboard select **Apply for a License**
- Read and accept the terms and click **Continue Application**
- Select **Declarations and Final Affidavit**
- Enter application number LCA19-0000038 into the **Annual Application ID** field

Questions regarding this notice may be directed to CalCannabis Licensing staff via telephone at (833)-CAL-GROW (225-4769) or via email at calcannabislicensing@cdfa.ca.gov. Please do not send confidential information to this email account.

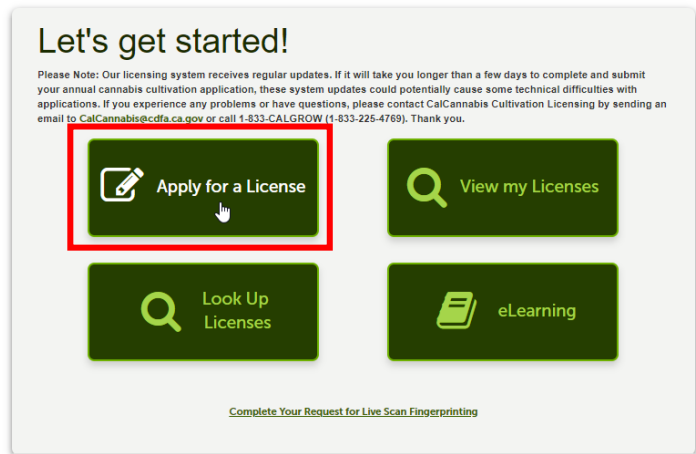
Sincerely,

CalCannabis Cultivation Licensing Staff

Log in, General Disclaimer

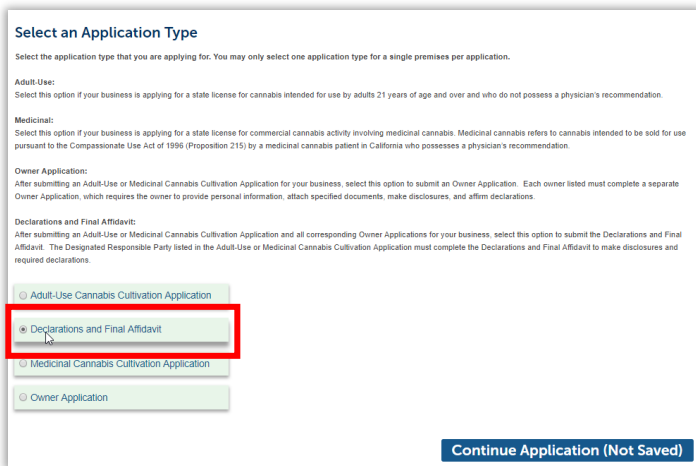
The **DRP** logs into the Licensing system and selects the **Apply for a License** button.

The next screen is the **General Disclaimer** we have already seen several times. Check the box and click **Continue Application**.



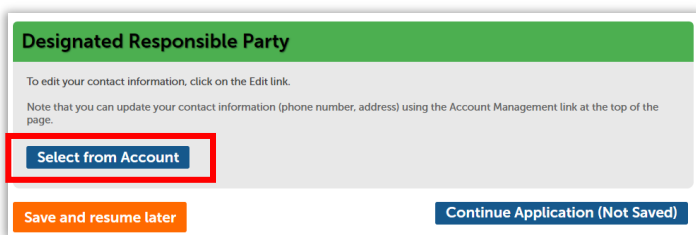
Select an Application Type

Now select the **Declarations and Final Affidavit** and click **Continue Application**.



Add your Contact Information

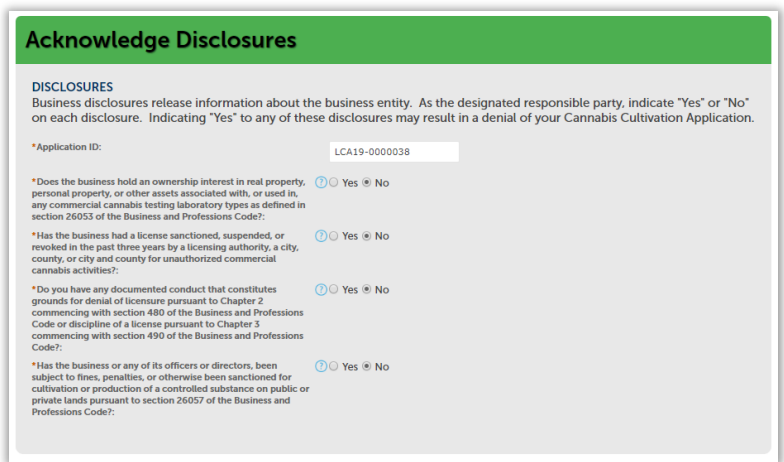
Click **Select from Account** to add the contact information from your registration. The **Mailing** address type is preselected. Click **Continue** to save, then click **Continue Application**.



Acknowledge Disclosures

First, enter the Application ID for the license application associated with this form. Then read this section carefully and answer the questions. Use the blue Help links for more information about each question.

Answering **Yes** to any of these questions will require further documentation and may result in denial of your license.



Acknowledge Disclosures

DISCLOSURES
Business disclosures release information about the business entity. As the designated responsible party, indicate "Yes" or "No" on each disclosure. Indicating "Yes" to any of these disclosures may result in a denial of your Cannabis Cultivation Application.

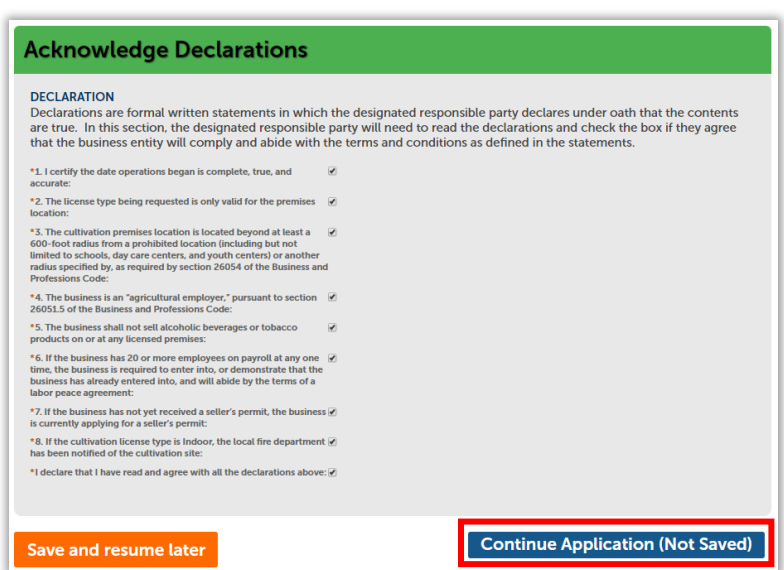
*Application ID:

- *Does the business hold an ownership interest in real property, personal property, or other assets associated with, or used in, any commercial cannabis testing laboratory types as defined in section 26053 of the Business and Professions Code? Yes No
- *Has the business had a license sanctioned, suspended, or revoked in the past three years by a licensing authority, a city, county, or city and county for unauthorized commercial cannabis activities? Yes No
- *Do you have any documented conduct that constitutes grounds for denial of licensure pursuant to Chapter 2 commencing with section 480 of the Business and Professions Code or discipline of a license pursuant to Chapter 3 commencing with section 490 of the Business and Professions Code? Yes No
- *Has the business or any of its officers or directors, been subject to fines, penalties, or otherwise been sanctioned for cultivation or production of a controlled substance on public or private lands pursuant to section 26057 of the Business and Professions Code? Yes No

Acknowledge Declarations

In this section you check the boxes to indicate you understand each statement and comply with the terms.

Then click **Continue Application**.



Acknowledge Declarations

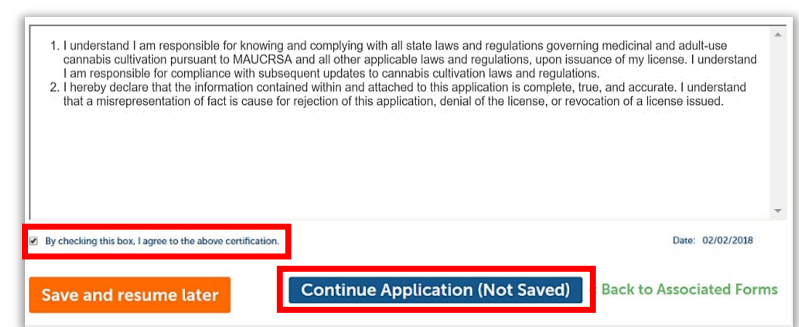
DECLARATION
Declarations are formal written statements in which the designated responsible party declares under oath that the contents are true. In this section, the designated responsible party will need to read the declarations and check the box if they agree that the business entity will comply and abide with the terms and conditions as defined in the statements.

- *1. I certify the date operations began is complete, true, and accurate:
- *2. The license type being requested is only valid for the premises location:
- *3. The cultivation premises location is located beyond at least a 600-foot radius from a prohibited location (including but not limited to schools, day care centers, and youth centers) or another radius specified by, as required by section 26054 of the Business and Professions Code:
- *4. The business is an "agricultural employer," pursuant to section 26051.5 of the Business and Professions Code:
- *5. The business shall not sell alcoholic beverages or tobacco products on or at any licensed premises:
- *6. If the business has 20 or more employees on payroll at any one time, the business is required to enter into, or demonstrate that the business has already entered into, and will abide by the terms of a labor peace agreement:
- *7. If the business has not yet received a seller's permit, the business is currently applying for a seller's permit:
- *8. If the cultivation license type is Indoor, the local fire department has been notified of the cultivation site:
- *I declare that I have read and agree with all the declarations above:

[Save and resume later](#) [Continue Application \(Not Saved\)](#)

Review

Next is your chance to review this form. Use the **Edit** button to revisit any sections and change responses as needed. Then, check the box to certify your form before clicking **Continue Application**.



1. I understand I am responsible for knowing and complying with all state laws and regulations governing medicinal and adult-use cannabis cultivation pursuant to MAUCRSA and all other applicable laws and regulations, upon issuance of my license. I understand I am responsible for compliance with subsequent updates to cannabis cultivation laws and regulations.

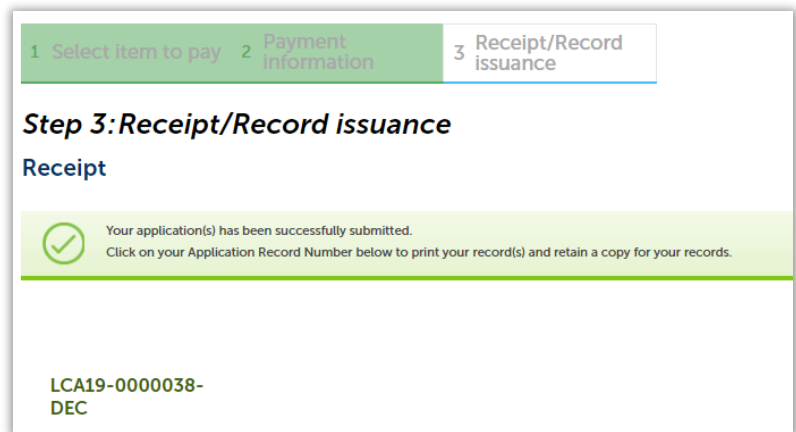
2. I hereby declare that the information contained within and attached to this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.

By checking this box, I agree to the above certification. Date: 02/02/2018

[Save and resume later](#) [Continue Application \(Not Saved\)](#) [Back to Associated Forms](#)

Record Issuance

After certifying and clicking **Continue Application**, your Declarations form is now submitted, and the receipt shows the Application ID number. Notice that the identifiers for your main application, Owner Applications, and Declarations form all share the same number.



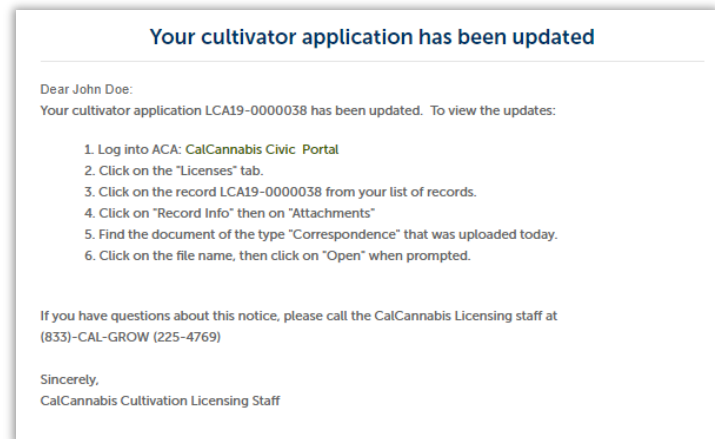
Pay Application Fee

Once all **Owner Applications** and the **DRP's Declarations and Final Affidavit** are submitted, you can pay the application fee.

Correspondence

After the Declaration and Final Affidavit is submitted, the system sends an email to the DRP and displays an announcement with information to log in, find the application record, then open the attachments section found in the **Record Info** tab.

Two PDF documents are attached to your application – an instruction letter to tell you how to pay your application fee, and an invoice for the fee.



Note: The **application fee** is the first of two fees. Once your application fee is received, the CalCannabis Licensing Program staff will review your application, and if approved, you will be asked to pay your **license fee** before your license can be issued.

Instruction Letter

A 2-page letter provides instructions on how to pay your fee. Choices are online (by either credit card or bank transfer), sending a check by mail, or paying cash in person and by appointment.

The letter provides a postal address for mailing a check for your application fee.

It also lists a phone number you can call to arrange an appointment to pay your application fee in person using cash.



1/15/2019

John Doe
213 Main St.
Anytown, CA 95959

Dear John Doe:

Thank you for applying for a cultivation license with CalCannabis. This letter is to provide notification that the application fee on application number LCA19-0000038 is outstanding. **Please be advised that CalCannabis will not start processing your application until the application fee has been paid in full.**

If you choose to submit payment online via the CalCannabis Licensing Portal:

- Log into your account at <https://aca6.accela.com/CALCANNABIS>
- From the dashboard select **My Licenses**
- Locate LCA19-0000038 in the **License Number** column
- Select **Pay Fees Due** in the Action column
- To access your cart, select the **Check Out** button
- From your cart, select the **Check Out** button and follow the prompts to submit payment

If you choose to submit payment via mail:

- Make your check payable to California Department of Food and Agriculture or Cdfa.
 - **Please note:** Do not send cash through the mail. If you prefer to make cash payment, you will need to make an in-person appointment (see below).
- Make sure your check or money order includes the following information:
 - Your name, address and daytime phone number
 - License application ID number LCA19-0000038
- Mail your payment to the address listed below:

Cashier
P.O. Box 942872
Sacramento, CA 94271-2872

If you choose to submit payment via cash:

- Call **(833) 287-8171** or send an email to Cannabisfeeappt@cdfa.ca.gov to schedule an in-person appointment
- At your scheduled in-person appointment, you must provide the following information to ensure the processing of your payment:
 - Your full name (as provided on your license application)
 - License application ID number LCA19-0000038

Questions regarding this notice can be directed to CalCannabis Licensing staff via telephone at (833)-CAL-GROW (225-4769) or via email at CalCannabislicensing@cdfa.ca.gov. Please do not send confidential information to this email account.

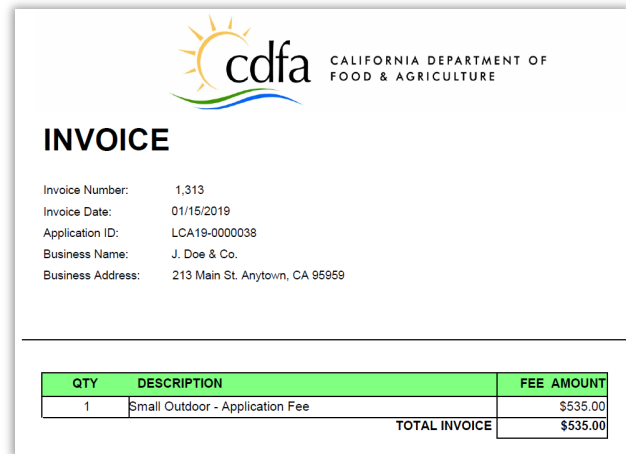
Sincerely,

CalCannabis Cultivation Licensing Staff

Invoice

If you want to pay in cash, you will find a PDF invoice attached to your application, with the same date as the letter shown above.

Bring the invoice to your appointment with the Bureau of Cannabis Control to pay your application fee with cash.



INVOICE

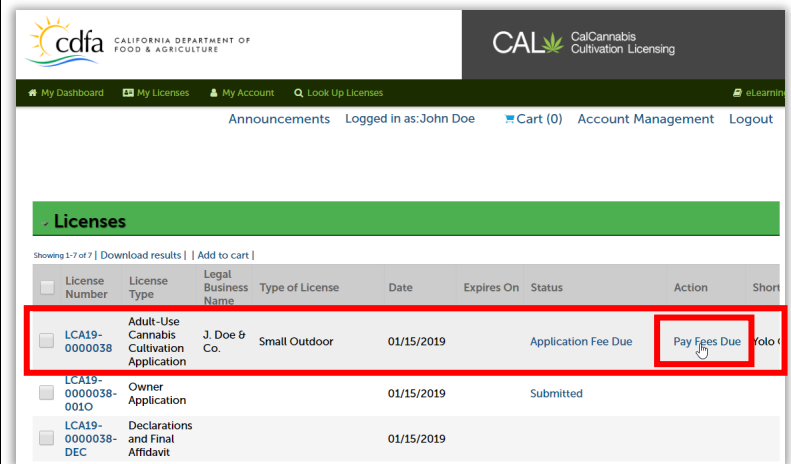
Invoice Number: 1,313
 Invoice Date: 01/15/2019
 Application ID: LCA19-0000038
 Business Name: J. Doe & Co.
 Business Address: 213 Main St. Anytown, CA 95959

QTY	DESCRIPTION	FEE AMOUNT
1	Small Outdoor - Application Fee	\$535.00
TOTAL INVOICE		\$535.00

Pay the Application Fee

Log into your CalCannabis account, then in the **My Licenses** list, find your license application. Your Owner Application and Declarations form are listed there as well.

The Status of your license application is now **Application Fee Due**, and the Action listed is **Pay Fees Due** – click on that link to begin the payment process.



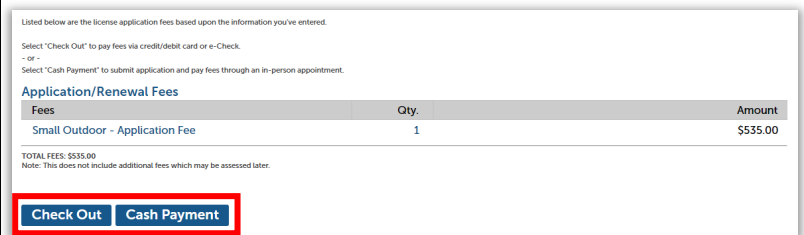
Dashboard showing the 'Licenses' section. A table lists license applications with columns for License Number, License Type, Legal Business Name, Type of License, Date, Expires On, Status, and Action. The first row is highlighted with a red box, showing 'LCA19-0000038' for 'Adult-Use Cannabis Cultivation Application' with status 'Application Fee Due' and action 'Pay Fees Due'.

License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
LCA19-0000038	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	01/15/2019		Application Fee Due	Pay Fees Due
LCA19-0000038-0010	Owner Application			01/15/2019		Submitted	
LCA19-0000038-DEC	Declarations and Final Affidavit			01/15/2019			

Payment Process

On the next page, your application fee is listed. You can choose **Check Out** to pay online, using either a credit card or bank transfer.

Or, you can choose **Cash Payment**. Print your invoice and call the number in your letter to arrange an appointment with the Bureau of Cannabis Control at their offices in Sacramento or Eureka.



Payment options screen showing a table of 'Application/Renewal Fees' and two buttons: 'Check Out' and 'Cash Payment'.

Fees	Qty.	Amount
Small Outdoor - Application Fee	1	\$535.00

TOTAL FEES: \$535.00
 Note: This does not include additional fees which may be assessed later.

[Check Out](#) [Cash Payment](#)

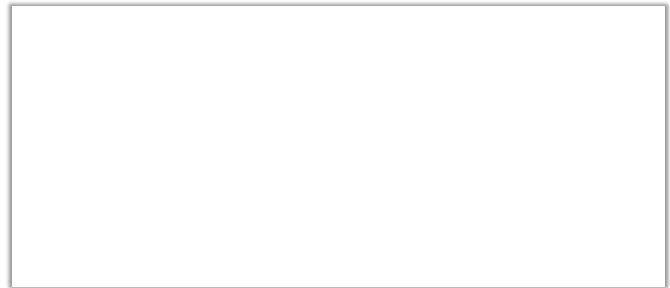
Pay Online

The **Cart** screen shows your application fee. Continue by clicking **Checkout**.

Pay with Credit Card

On the **Payment Options** screen, choose whether to pay by credit card or bank account. Then click **Submit Payment**.

Note: *CDFA accepts Visa or Mastercard, with a 2.99% convenience fee.*



This is the payment portal screen for credit card payment. Some contact information does not transfer from your application. Fill out any missing information.

Your fee is listed. Enter your payment information and click **Submit**. You are returned to your application page, where you can print a receipt and continue.

Your application is now submitted for review by the CalCannabis Licensing Division.

Pay with Bank Account

Let us look at an alternate means of paying your application fee.

Select **Pay with Bank Account** and click **Submit Payment** to continue.



On the Automated Clearing House (**ACH**) payments screen, choose the type of bank account – either **Personal** or **Business**. Click **Next**.

On the next page, enter any missing contact information and scroll to the bottom of the screen.

Under **Payment Method**, enter the name of the bank account owner, the bank account number, re-enter the bank account number, and finally enter the bank routing number. Indicate if this is a checking or savings account and click **Next**.

Payment Details

*Payment Amount: 535.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 1:00 AM ET will be executed on the next valid banking day.

Payment Method

*Name On Account: John Doe
 *Account Number: 12345678
 *Re-Type Account Number: 12345678
 *Routing Number: 121088228
 *Account Type: Checking Savings

Buttons: Back, **Next**, Exit

On the **Payment Review** page, your transaction is displayed for you to review before clicking **Pay Now**.

Anytown, CA 95959
 (123) 123-1231
 jdoe@mailinator.com

Payment Method

Business Check
 Checking
 x5678
 121088228

Payment Amount

Amount	535.00 USD
Total	535.00 USD

Today, being 11/16/2017, by entering the Company's routing and account number above and clicking "Pay Now," as an authorized Company representative, I authorize the payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from the Company's checking or savings account as indicated above and, if necessary, electronic credits to the Company's account to correct erroneous debits. I understand that the processing of the payment will be completed within 1-3 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment and the state return item fee and, if applicable, costs, based on the Company's locale that I have provided above by EFT(s) or draft(s) drawn from the Company account. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice.

I accept these terms, acknowledge these disclosures and authorize this payment on behalf of Company and further agree, on Company's behalf, that Company shall be bound by the NACHA Rules in effect, both now and as amended from time to time. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.

Buttons: Back, **Pay Now**, Exit

After clicking **Pay Now**, you are returned to your application, where you can print your receipt. The receipt will also be emailed to you.

Your complete application is now submitted for review by the CalCannabis Licensing Division.

Receipt No: 257
 Receipt Date: 01/11/2018

RECEIPT

RECEIPT INFORMATION

Receipt ID:	LCA16-000012	
Record Type:	Adult Use Cannabis Cultivation Application	
Payer:	J. Doe & Co	\$535.00
Business:	123 Main St Anytown, CA 95959	\$535.00
		\$535.00

PAYMENT DETAIL

Date	Payment Method	Check # / CC Auth #	Comments	Amount
01/11/2018	Visa			\$535.00

FEE DETAIL

Fee Description	Invoice #	Quantity	Fee Amount	Current Paid
Small Outdoor - Application Fee	405	1.00	\$535.00	\$535.00
			\$535.00	\$535.00

Submit Additional Documents

As mentioned earlier in this guide, once you submit your main application, you may open that application record to attach documents; for example, a document listing more financial interests than you can enter in the normal application process.

- Go to the **Licenses** list and find your submitted application.
- Click on the blue link to your application in the **License Number** column.
- Under the **Record Info** dropdown list, select **Attachments**.

Licenses

Showing 1-3 of 3 | Download results | Add to cart |

License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
LCA18-000057-DEC	Declarations and Final Affidavit		Joe Doe (jtdoe@mailinator.com)	02/02/2018			
LCA18-000057-0010	Other Application		John Doe (jtdoe@mailinator.com)	02/01/2018		Submitted	
LCA18-000057	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	01/31/2018		Submitted	

License CAL18-0000106:
Adult-Use Cannabis Cultivation License

Record Status: Active
Expiration Date: 02/16/2019

Record Info | Payments

License Details

License Type:
Specialty Indoor
Sacramento County
Big Bang Cannabis

More Details

Record Info | Payments

License Details

Processing Status

Related Records

Attachments

More Details

Upload Additional Documents

At the bottom of the **Attachments** list is an **Add** button. Click it to attach additional documentation to your application.

For example, you may have a document listing financial interests in other California cannabis licenses. Or, you may need to upload your Live Scan application.

Attachments

Upload File Information

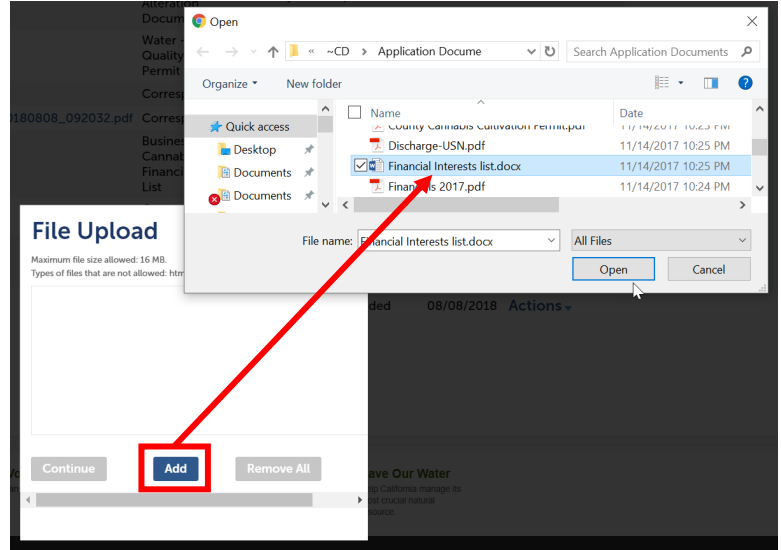
Maximum file size allowed: 16 MB.
Types of files that are not allowed: .htm|.html|.exe|.zip.

Name	Type	Size	Document Status	Latest Update	Action
Your cultivator application has bee...-1533744907745.eml	Correspondence	115.40 KB	Uploaded	08/08/2018	Actions
CompletedApplication_20180808_091511.pdf	Other	51.33 KB	Uploaded	08/08/2018	Actions
01_Surety Bond.pdf	Business - Evidence Surety Bond	6 bytes	Uploaded	08/08/2018	Actions
02_SOP - Cultivation - 11-15-18.pdf	Business -	115.40 KB	Uploaded	08/08/2018	Actions
Live Scan Application.pdf	Fingerprint Application	7 bytes	Uploaded	08/08/2018	Actions
CA Drivers Lic.jpg	Government Issued ID	7 bytes	Uploaded	08/08/2018	Actions

< Prev 1 2 Next >

Add

The **File Upload** pop-up window opens, click the **Add** button to find the file you want to upload, double-click, or select and click **Open** to attach the file. Then click **Add** again to choose another document, or click **Continue** to close the pop-up window.

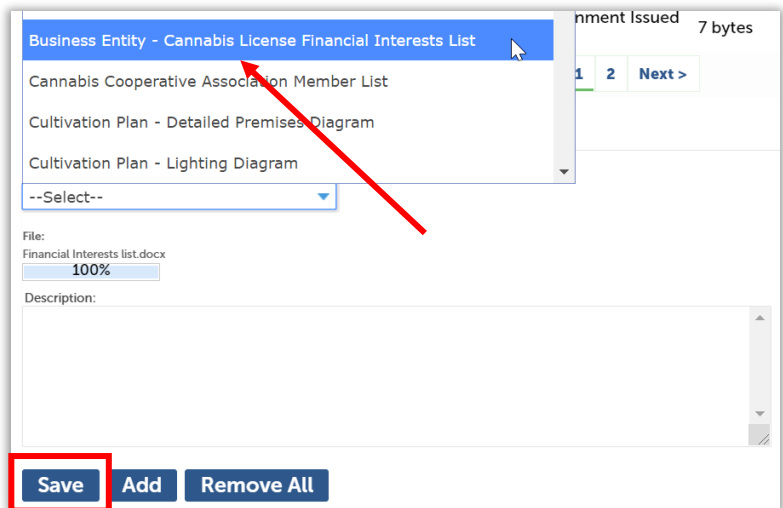


Label your Attachments

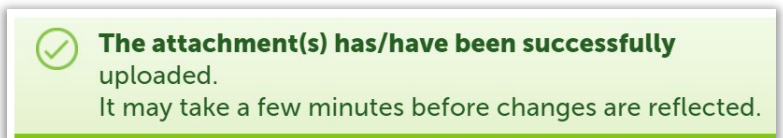
In the **Type** dropdown list, select the label for the document you just attached.

Note: *If your document is a list of financial interests for your cultivation business, the label you want to select here is **Business Entity – Cannabis License Financial Interests List**.*

Click **Save** to upload your attachment(s).



A success message confirms your attachments were received.



Application Approval

Now that your cannabis cultivation license application is fully submitted, the CalCannabis Licensing Division reviews it and may contact you if there are any questions or issues. You can check on the progress of the review, shown below. If your application is approved, then you will be able to pay your license fee.

Check Review Status

Go to the **Licenses** list. The Small Outdoor cultivation license application shows a status of **Submitted**.

Click the blue application number to see the progress of your application's review.

Using the **Record Info** dropdown menu, view your application's **Processing Status** to see the progress of your application through the CalCannabis review process.

An hourglass icon displays next to review steps that are in progress, and a green checkmark or gold asterisk displays next to completed steps.

- Licenses							
Showing 1-3 of 3 Download results Add to cart							
License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
LCA18-000057-DEC	Declarations and Final Affidavit	Joe Doe (jtdoe@mailinator.com)		02/02/2018			
LCA18-000057-0010	Owner Application	John Doe (jtdoe@mailinator.com)		02/01/2018		Submitted	
LCA18-000057	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	01/31/2018		Submitted	

License LCA19-000038:
Adult-Use Cannabis Cultivation Application
Record Status: Submitted

Record Info ▾ Payments ▾

License Details

Processing Status

Related Records

Attachments

More Details

License LCA18-000012:
Adult-Use Cannabis Cultivation Application
Record Status: Administrative Review Complete

Record Info ▾ Payments ▾

Processing Status

- ✔ Administrative Review
- ✔ Owner Application Reviews
- ✱ Administrative Manager Review
- ✔ Scientific Review
- ⌵ CEQA Review
- Science Manager Review
- License Manager
- Application Disposition
- Appeal

Pay the License Fee

If your application is approved, you must pay the license fee before your cultivation license can be issued. The system sends the Designated Responsible Party an email advising that the **License Fee** is due.

Pending Payment Status

The application **Status** is **Pending Payment**, with an **Action** of **Pay Fees Due**. Click on **Pay Fees Due** to return to the payment processing step. Follow the same process we covered earlier for paying the application fee.

Licenses									
Showing 1-4 of 6 Download results Add to cart									
License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action		
LCA18-000012-DEC	Declarations and Final Affidavit	John Doe (jdoe@mailinator.com)		01/11/2018					
LCA18-000012	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	01/10/2018		Pending Payment	Pay Fees Due		
LCA18-000012-0010	Owner Application	John Doe (jdoe@mailinator.com)		01/10/2018		Review Complete			

Once your license fee is paid, you will receive an email or postal letter notification that your license is issued. Return to the **My Licenses** list and click on your **Active** cannabis cultivation license.

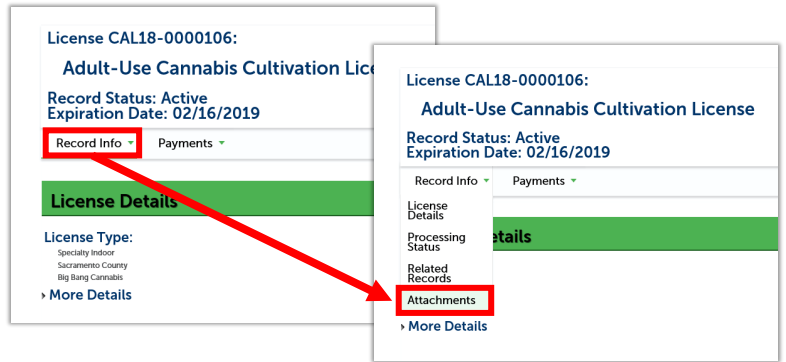
Note: Do not click on your cannabis cultivation application – the license certificate is only available in your active cannabis cultivation license.

Licenses									
Showing 1-4 of 4 Download results Add to cart									
License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	Short Notes	
LCA18-0000106-DEC	Declarations and Final Affidavit	Sheldon Cooper (cdfa.test06@oits.cdfa.ca.gov)		02/16/2018					Sheldon Cooper (cdfa.test06@oits.cdfa.ca.gov)
LCA18-0000106-0010	Owner Application	Sheldon Cooper (cdfa.test06@oits.cdfa.ca.gov)		02/16/2018		Review Complete			Sheldon Cooper (cdfa.test06@oits.cdfa.ca.gov)
LCA18-0000106	Adult-Use Cannabis Cultivation Application	Big Bang Cannabis	Specialty Indoor	02/16/2018		License Issued			Sacramento Co
CAL18-0000106	Adult-Use Cannabis Cultivation License	Big Bang Cannabis	Specialty Indoor	02/16/2018	02/16/2019	Active			Sacramento Co

Print your License Certificate

When your cultivation license is issued, you should print your license certificate to display on your premises.

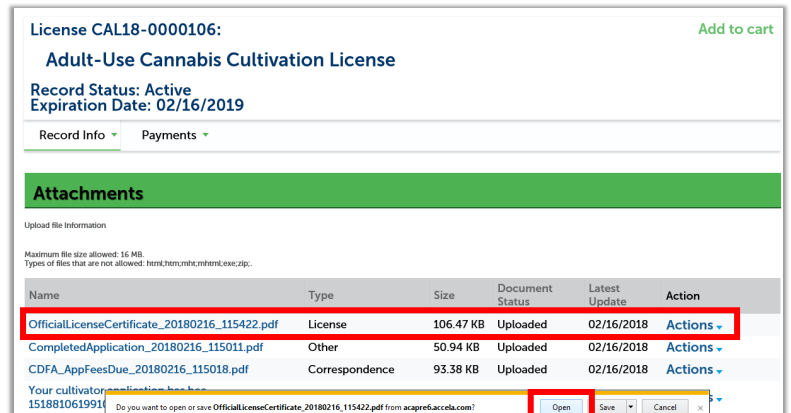
Use the **Record Info** dropdown list to navigate to **Attachments**, where you will find your license certificate.



Your license certificate document is displayed (probably at the top) of the **Attachments** list.

Click on the blue link for the name of the PDF document.

You may also need to click **Open** on a pop-up dialog box to open the PDF in your browser, depending on which browser you use.



Your license certificate displays. You can print it from here.



eLearning Resources

Just a reminder that you can find more information and guides for using the CalCannabis Licensing System on our eLearning page, at:

<https://www.cdfa.ca.gov/calcannabis/training/>

Contact Us

Email: calcannabis@cdfa.ca.gov

Phone: 1-833-CALGROW (225-4769)

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