



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

CAL  CalCannabis
Cultivation Licensing

Notice of Owner Record Amendment to a License

Notice of Owner Record Amendment to a License

State of California

Department of Food and Agriculture

CalCannabis Licensing Division



Notice of Owner Record Amendment to a License

CalCannabis Cultivation Licensing (CalCannabis), a Division of the California Department of Food and Agriculture (CDFA), is responsible for issuing licenses for commercial cultivation of cannabis in the State of California. Any person or entity who wishes to engage in commercial cannabis cultivation must submit an application package, which includes a completed application form, all required documentation, and a non-refundable application fee. Once an application is approved, and the license fee has been paid, an annual or provisional license is valid for 12 months.

In accordance with California Code of Regulations, Title 3, Division 8, Chapter 1, Section 8204(a) a licensee shall notify the department in writing within 10 calendar days of any change to any item listed in the application. This document is intended to provide instructions for submitting these changes to the Department.

Completion of this form does not grant rights or impose obligations. Please reference California statutes and regulations for all licensing requirements.

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.

Information provided on this application will be entered into the CalCannabis Licensing System and 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.)

For more information on CDFA's CalCannabis Cultivation Licensing program, please visit our website at: calcannabis.cdfa.ca.gov.



Notice of Owner Record Amendment to a License

License Information	Required Information
License Number: (attach additional if needed)	
Designated Responsible Party Full Name:	
Designated Responsible Party Email Address:	
Amendment Type: (select all types applicable)	<p>Ownership Change – Complete Section 1 Choose this to modify license ownership. For example, updating ownership percentages, adding a new owner, or removing an existing owner. Detailed instructions begin on page 5.</p> <p>Designated Responsible Party Change – Complete Section 2 Choose this to modify the declaration and disclosure responses or to appoint a new Designated Responsible Party. Detailed instructions begin on page 7.</p> <p>Owner Information Change – Complete Section 3 Choose this to modify an existing owner's information. Examples include updating an owner's phone number or address, disclosing new convictions or license disciplinary actions, or disclosing new or changed financial interest in valid cannabis licenses. Detailed instructions begin on page 10.</p>



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General Instructions

Amendment notices can be submitted in the following ways:

EMAIL – You may email this completed form and supporting documentation to cdfa.calcannabis_amendments@cdfa.ca.gov.

POSTAL MAIL – You may mail this completed form and supporting documentation to California Department of Food and Agriculture, Attention CalCannabis Licensing Division, P.O. Box 942872, Sacramento, CA 94271-2872.

This form is not required to request an amendment to licenses. An authorized party can email an amendment request directly to the CalCannabis Licensing Unit at cdfa.calcannabis_amendments@cdfa.ca.gov. Please make sure to include all applicable information and documentation to support the amendment.

Within five business days of the receipt of your amendment notice you will receive email correspondence from CalCannabis letting you know that the request has been received and is currently being reviewed.

During the review process, if staff determine that the request is incomplete, you will be sent an email identifying the information or documents that are needed. Failure to provide the requested information by the due date provided in the notice will result in the rejection of your amendment request and may result in administrative fines or other action on the license.

Upon approval or rejection of an amendment request, you will receive an email notification.



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Section 1 – Ownership Change Instructions

This section must be completed by the Designated Responsible Party. Please complete tables OC.1 and review the attachments needed in OC.2.

OC.1 – Ownership Change Table Instructions

A complete list of every owner of the licensed entity is required. If you need more space to list owners, please print and attach additional copies of the Ownership Change Table OC.1.

“Owner” means any of the following:

1. A person with an aggregate ownership interest of twenty (20) percent or more in the person applying for the 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.

An owner who is an individual participating in the direction, control, or management of the commercial cannabis business includes any of the following:

1. A partner of a commercial cannabis business that is organized as a partnership;
2. A managing member of a commercial cannabis business that is organized as a limited liability company;
3. An officer or director of a commercial cannabis business that is organized as a corporation.

In the table, enter the owner’s legal last name, legal first name, email address, and their percentage of ownership interest and mark the box indicating the change you are requesting to make. The change options are:

- New to add a new owner;
- Modify to change the ownership interest percentage of an existing owner;
- Remove owner to remove an existing owner from a license;
- No change.

An email notification will be sent to the listed owners notifying them of the change. If you are requesting to add a new owner, a notification will be sent to their email address providing direction to complete an owner application online.

If you are requesting to remove an owner, you must attach a statement explaining the reason for the change, the owner’s letter of resignation, the board action removing the owner from their position, and/or any similar documentation that the owner has been removed, and an updated California Secretary of State LLC or Corporation Statement of Information.



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Section 1 – Ownership Change

OC.1 Ownership Change Table

Please list all owners, their unique email address, their ownership percentage, and select the change you would like to make. For additional owners, please attach a separate page.

First Name	Last Name	Email Address	Percentage of Ownership	Change Requested (specify only one)
				Remove owner Add owner Modify % No Change
				Remove owner Add owner Modify % No Change
				Remove owner Add owner Modify % No Change
				Remove owner Add owner Modify % No Change

OC.2 – Ownership Change Attachments

If applicable:

Updated California Secretary of State LLC or Corporation Statement of Information

Updated List of Financial Interest Holders

If removing an owner, a letter of resignation, board action removing the owner from the business entity, or any similar document demonstrating the owner has been removed.



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Section 2 – Designated Responsible Party Change Instructions

This section must be completed by the current Designated Responsible Party

DA.1 – Designated Responsible Party Changes

The Designated Responsible Party must be an owner with legal authority to bind the licensee and the primary contact for the application.

A person appointed to be the Designated Responsible Party must have already submitted an owner application. CalCannabis will not amend the Designated Responsible Party until the proposed owner has successfully completed a background check. If you need to add an owner, complete Section 1 – Ownership Change.

Please indicate if the outgoing Designated Responsible Party should be removed completely from the license as an owner.

DA.2 – New Designated Responsible Party Information

Complete all required fields for the individual being appointed as the Designated Responsible Party.

Note: To change the Business Contact and/or Agent for Service of Process Contact details on your license record you will need to submit a Notice of Administrative Amendment.

DA.3 – Licensed Entity Disclosures

This section must be completed by the new Designated Responsible Party.

If you are changing a disclosure or declaration answer to “Yes”, you must provide details of the violation and/or sanction in the box provide. You may attach additional pages if needed.

DA.4 – Declarations and Final Affidavit

The new Designated Responsible Party must sign the affidavit acknowledging the declarations in section DA.4.



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Section 2 – Designated Responsible Party Change Request

DA.1 Designated Responsible Party Change

Are you requesting to change the Designated Responsible Party?

Yes No

Are you requesting to update the Disclosure and Declarations for the Business Entity?

Yes No

Are you requesting to remove the current Designated Responsible Party as an owner from the license?

Yes No

DA.2 New Designated Responsible Party Information

Note: The Designated Responsible Party (DRP) must be an approved owner with legal authority to bind the licensee. All fields are required.

DRP Information Type	Required Information
Legal Last Name:	
Legal First Name:	
Business Title:	
Mailing Address:	
City:	
County:	
State:	
Zip Code:	
Phone Number:	
Email Address:	
Preferred Method of Contact:	Email Standard Postal Mail



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DA.3 Licensed Entity Disclosures

Please review the disclosures and mark yes or no to each statement. If you select yes to any of the disclosures, please provide an attachment explaining what license you are referring to, the licensing authority and give details of the violation and action taken.

Does the licensee hold an ownership interest in real property, personal property, or other assets associated with, or used in, any commercial cannabis testing laboratory licenses types as defined in section 26053 of the Business and Professions Code?

No Yes

Has the licensee held 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?

No Yes

Does the licensee or any of its officers or directors 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?

No Yes

Has the licensee, 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(b)(6) of the Business and Professions Code?

No Yes

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DA.4 Declarations and Disclosures

- The date operations began is complete, true, and accurate.
- The license type being requested is valid only for the premises location.
- The cultivation premises location is located beyond at least a six-hundred (600) foot radius from a prohibited location (including but not limited to schools, day care centers, and youth centers) or another radius specified, as required by section 26054 of the Business and Professions Code.
- The licensed entity is an "agricultural employer," pursuant to section 26051.5 of the Business and Professions Code.
- The licensed entity shall not sell alcoholic beverages or tobacco products on or at any licensed premises.
- If the licensed entity has twenty (20) or more employees on payroll at any one time, the licensed entity is required to enter into, or demonstrate that the licensed entity has already entered into and will abide by the terms of a labor peace agreement.
- If the licensed entity has not yet received a seller's permit, the licensed entity is currently applying for a seller's permit. If a seller's permit is not needed, then confirmation from the California Department of Tax and Fee Administration (CDTFA) shall be included in the application to the department.
- If the cultivation license type is indoor, the local fire department has been notified of the cultivation site.
- If the licensed entity has more than one employee, the licensed entity employs or will employ within one year of receiving a license, one supervisor and one employee who have successfully completed a Cal-OSHA 30-hour general industry outreach course offered by a training provider that is authorized by an OSHA Training Institute Education Center to provide the course.
- For Specialty Cottage, Specialty, Small, Medium, and Nursery license applications, the applicant shall contact the appropriate County Agricultural Commissioner regarding requirements for legal use of pesticides on cannabis prior to using any of the active ingredients or products included in the pest management plan and shall comply with all pesticide laws.

The licensed entity shall comply with all California state laws and regulations applicable to commercial cannabis cultivation, including but not limited to Medicinal and Adult-Use Cannabis Regulation and Safety Act and title 3, division 8, chapter 1 of the California Code of Regulations. The licensed entity shall be responsible for compliance with subsequent updates to cannabis cultivation laws and regulations.

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

Print Name:	
DRP Signature and Date:	



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Section 3 – Owner Information Change Instructions

This section must be completed by the Owner.

OA.1 – Owner Contact Information

Complete the fields you would like to change for an existing owner.

Enter the owner's legal last name and first name. If you are changing your name, please attach legal evidence documenting the name change. Examples: government-issued identification or marriage license.

If you are requesting to change the owner's home address or primary phone number, complete those fields. If there are any questions or concerns regarding the owner information or attachments, CalCannabis will contact the owner using this information. Select only one preferred method of contact for all communication for this owner.

OA.2 – Valid Commercial Cannabis Licenses Held by the Owner

List all other valid commercial cannabis licenses held by this owner as either an owner or financial interest holder. Having financial interest can mean the following:

1. An investment in a commercial cannabis business;
2. Loan provided to a commercial cannabis business;
3. Other fully-vested equity interest in a commercial cannabis business.

OA.3 – Owner Disclosures

On the amendment request form, indicate yes or no on each disclosure you wish to change. If you mark yes, more information will be required from the owner as specified.

OA.4 – Owner Declarations

Declarations are formal written statements in which the owner declares under oath that the contents are true. In this section the owner must read the declarations and, if they agree they will comply and abide with the terms and conditions as defined in the statements, they must acknowledge their acceptance of the declarations by signing in the space provided.

OA.4 – Owner Attachments



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Section 3 – Owner Information Change

All fields are required.

Owner Information Type	Required Information
License Number: (Attach list of additional license numbers if needed)	
Owner First and Last Name:	
Owner Email Address:	

OA.1 – Owner Contact Information

Please complete only the fields you wish to change.

Owner Information	Change Needed
Legal First Name:	
Legal Last Name:	
Home Street Address:	
Home City:	
Home State:	
Home Primary Phone Number:	
Preferred Method of Contact:	Email Standard Postal Mail



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OA.2 – Valid Commercial Cannabis Licenses Held by the Owner

List all valid commercial cannabis licenses that the owner is listed as either an owner or financial interest holder.

License Type	License Number	Issuing Authority

OA.3 – Owner Disclosures

Complete this if you are changing a response to your previously submitted disclosures.

Have you ever been convicted of or entered a plea of guilty or nolo contendere to any misdemeanor or felony in the United States or in a foreign country?

No Yes

If yes, you must attach a completed Criminal Conviction Disclosure Form (CDFA Form CDFA-LIC-004) found on the CalCannabis Licensing eLearning Resources webpage at www.cdfa.ca.gov/calcannabis/training/ for each conviction.

Have you 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?

No Yes

If yes, you must attach a statement explaining what license and licensing authority and give details of the violation and the action taken.

Have you 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(b)(6) of the Business and Professions Code?

No Yes

If yes, you must attach a statement giving details of the violation and the action taken.

Have you ever had a commercial cannabis license or other professional license suspended, revoked, or denied or otherwise subject to discipline or fine by this state or elsewhere (i.e. other U.S. state, U.S. territory, agency of the federal government, or other country)?

No Yes

If yes, you must attach a statement explaining what license and licensing authority and give details of the violation and the action taken in the space below.



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OA.4 – Owner Declarations

I am responsible for knowing and complying with all California state laws and regulations applicable to commercial cannabis cultivation, including but not limited to the Medicinal and Adult Use Cannabis Regulation and Safety Act and title 3, division 8, chapter 1 of the California Code of Regulations. I understand that I am responsible for compliance with subsequent updates to cannabis cultivation laws and regulations.

Under penalty of perjury, I hereby declare the information contained within and attached to this amendment notice is complete, true, and accurate. I understand a misrepresentation of fact is cause for rejection of this amendment or revocation of an issued license.

Print Name:	
Owner Signature and Date:	

OA.5 – Owner Information Attachments

If applicable:

Criminal Conviction Disclosure Form (CDFA Form CDFA-LIC-004) if criminal convictions were indicated in section OA.3. If there are multiple convictions, provide a separate completed disclosure form for each conviction.

Evidence of dismissal under section 1203.4, 1203.4a, and 1203.41 of the Penal Code or another state's similar law.

Certificate of rehabilitation under section 4852.01 of the Penal Code and dated letters of reference.

Probation order or other court records

Evidence of legal name change