



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 <u>eLearning</u> 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.





Contents

Overview	1
Important Note Regarding Email Addresses	1
Part I – Create and Manage Your Account	2
Home Page	2
General Disclaimer	2
Login Information	3
Holn Text	Э З
Security Question	Э Д
Contact Information	т Л
Contact Middrasses	-
Period Page	6
Account Croated	0
	0
Log III	0
My Liconsos	/
Ny Account	0
IVIY ACCOUNT.	ŏ
	9
LOOK UP LICENSES	10
eLearning	11
Part II – Apply for a License	12
Apply for a License	13
Begin Annual License Application	13
General Terms	13
Application Type	14
License Type	14
Cooperatives	15
Temporary License Number	15
Save and Resume Later	16
Business Structure	16
Foreign Corporation	16
Employer Identification Number	16
CDTFA Seller's Permit and SOS Registration Number (optional)	17
Business Contact Information	17
Cannabis Licenses Section	19
Cannabis Financial Interests	19
Designated Responsible Party	20
Agent for Service of Process	21
Business/People>Owners List	22
Premises Information Section	23
Additional Premises Information Section	24
Water Supply Section	25
Power Source Section	26
Local Authorization Section	26
Required Documents Section	27
Application Review Section	28



Owner Applications	29
Owner Application Notification	
Download/Create Live Scan Application	
Applicant's Owner Application	31
General Disclaimer	31
Select the Owner Application	32
Contact Information	
Birthdate and SSN/ITIN/NIN	
Ownership Information	
Cannabis Financial Interests Section	34
Acknowledge Owner Disclosures Section	34
List History of Convictions Section	35
Required Documents Section	35
Owner Application Review Section	
Additional Owner Applications	37
Declarations and Final Affidavit	37
Email Notice	37
Log in, General Disclaimer	
Select an Application Type	
Add your Contact Information	
Acknowledge Disclosures	
Acknowledge Declarations	
Review	
Record Issuance	
Pay Application Fee	40
Correspondence	40
Instruction Letter	41
Invoice	
Pay the Application Fee	
Payment Process	
Pay Online	
Pay with Credit Card	
Pay with Bank Account	
Submit Additional Documents	
Upload Additional Documents	
Label your Attachments	
Application Approval	48
Check Review Status	
Pay the License Fee	49
Pending Payment Status	49
Print your License Certificate	50
eLearning Resources	51
Contact Us	51
Index of Topics	52





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 <u>eLearning</u> 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.

- <u>One person, one email address</u> 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 <u>be sure it</u> <u>is the same email address</u>
- All Owners must have separate email addresses <u>one person, one email address</u>, 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 <u>Home</u> 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.





CalCannabis Cultivation Licensing

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: <u>One person, one email address!</u> 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.

cdfa california department of		
COTA CALIFORNIA DEPARTMENT OF		
		Cultivation Licensing
🖶 Home 🛛 🗛 Look Up Licenses		🗐 eLearning
Account Registration Step 2:		
Enter/Confirm Your Account	Information	
	mormation	* indicates a required fie
Login Information		
Enter your User Name and Password. You must also	enter a unique email address. The er	nail address you enter is linked to you
delays in the processing of your application, or the in-	ability to receive notifications of app	lication updates.
* User Name:	0	
jedoe		
E-mail Address:		
jedoe@mailinator.com		
* Password:	0	
Medium		
Requirements		
• Type Password Again:		
Enter Security Question		
favorite color	U	
Annuar		
areen	0	
1 error(s) occurred on current page	16.	
1 error(s) occurred on current page Please click the specific error item I	je. below to navigate to the faile	d field and correct your inpu
 1 error(s) occurred on current pag Please click the specific error item I 1.Password: Required Minimum o 	je. below to navigate to the faile f 8 character(s)	ed field and correct your inpu
 1 error(s) occurred on current page Please click the specific error item I 1.Password: Required Minimum o 	ge. below to navigate to the faile f 8 character(s)	ed field and correct your inpu
 1 error(s) occurred on current page Please click the specific error item I 1.Password: Required Minimum o 	ge. below to navigate to the faile f 8 character(s)	ed field and correct your input
1 error(s) occurred on current page Please click the specific error item I 1.Password: Required Minimum o	ge. below to navigate to the faile f 8 character(s)	ed field and correct your input
 1 error(s) occurred on current pag Please click the specific error item I 1.Password: Required Minimum o 	ge. below to navigate to the faile f 8 character(s)	ed field and correct your input





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.

Enter Security Question:	0
favorite color	
Answer:	(?)
green	

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 Information Please select whether you are registering as an individual or as an organization (business) and enter Add New	r your contact information.
Contact Information *First: Legal Business Name: Busines	ss Title:
Phone:	Preferred Method of Contact: Select 2 Email Postal Mail
Action Address Type Address No records found. Continue Clear Discard Changes	Recipient Status Star





ntact Information

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.

Select	•					
Select						
Business	6		•			
Home	-					
Mailing	-					
* City:	*S	State:	*ZIP Code:	*Co	unty:	
		-Select				
Save and Clo	se Save at	nd Add Anoth	er Clear	Discard Chan	ges	
Save and Clo Contact Address Add Contact A	se Save at	nd Add Anoth	er Clear	Discard Chan	ges	
Save and Clo Contact Address Add Contact A To edit a contact addr	se Save at as Address es, click the address li	nd Add Anoth	er Clear	Discard Chan	ges	
Save and Clo Contact Addresse Add Contact A To edit a contact addre Contact addre Showing 1-3 of 3	se Save at as Address ess, click the address ti ss added successfu	nd Add Anoth	er Clear	Discard Chan	ges	
Save and Clo Contact Addresse Add Contact of To edit a contact addre Showing 1-3 of 3 Action	se Save an Save an Save an Save an Save and Save and Save and Save and Save and Save and Save and Save and Save and Save and Save and Save and Save and Save	nd Add Anoth ink. ully.	er Clear	Discard Change	ges	2
Save and Clo Contact Address Add Contact address Contact address Showing 1-3 of 3 Action Actions —	se Save an as Address ess, click the address II rss added successfu Address Type Business	nd Add Anoth ink. ully. Address 123 Main St., Yo	er Clear	Discard Change	ges Status Active	2
Save and Clo Contact Address Add Contact address Contact address Showing 1-3 of 3 Action Actions ~ Actions ~	se Save an Save an Save an Save an Save and Save and Save and Save an Save an	nd Add Anoth ink. ully. Address 123 Main St., Yo 123 Main St., Yo	er Clear	Discard Change	ges Status Active Active	2
Save and Clo Contact Address Add Contact Address Add Contact address Contact address Showing 1-3 of 3 Action Actions ~ Actions ~ Actions ~	se Save at as Address ess, click the address It as added successfu Address Type Business Home Mailing	ink. ully. Address 123 Main St., Yo 123 Main St., Yo 123 Main St., Yo	er Clear	Discard Change	ges Status Active Active Active	2
Save and Clo Contact Address Add Contact of To edit a contact addre Showing 1-3 of 3 Action Actions + Actions +	se Save at as Address ess, click the address li ass added successful ss added successful Business Home Mailing	nd Add Anoth ink. ully. Address 123 Main St., Yo 123 Main St., Yo	er Clear	Discard Change	ges Status Active Active	4

the information. Continue Cancel

calcannabis.cdfa.ca.gov





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.

Contact added	l successfully.						
Doe 9 Co. oeeamalinator.com ome phone: obile Phone: ork Phone: 123 123-1231 ux:							
dit Remove							
Contact Addresses							
Add Contact	Address						
ridd Contdoc	liek the address liek						
o edit a contact address, c	lick the address link.						
Showing 1-3 of 3							
	Action	Address Type	Address	Recipient	Status	Start Date	End Da
	A tions 🗸	Business	123 Main St., Yolo		Active		
	Actions -	Home	123 Main St., Yolo		Active		
	Actions -	Mailing	123 Main St., Yolo		Active		

Account Information **Contact Information** John J. Doe & Co. Doe Work Phone: (987) 654-3210 Preferred Method of Contact: Emai Contact Address List ng 1-3 of 3 Start Date Address Type Address Recipient Status End Date 123 Main St., Yolo Business Active 123 Main St., Yolo Home Active Mailing 123 Main St., Yolo Active

Log In

On the **<u>Home</u>** page, click the **Login** button.



Guide to the CalCannabis Licensing System – for Applicants and Licensees –

🖶 Home 🛛 Q 🗶

Your account has been successfully created. Congratulations. You have successfully created an ac



CalCannabis Cultivation Licensing

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.

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.





CalCannabis Cultivation Licensing

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.

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.



cdfa CALIFORNIA DEPARTMENT OF CAL V CalCannabis 希 My Dashboard 🛛 🖽 My Licenses 🛔 My Account 🔍 Look Up Lice eLearning Logged in as: John Doe Cart (0) Account Management Announcemen Logout Manage Your Account Any updates made to personal contact information within this section will be used for future applications <u>ONLY</u>. 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 **Account Type** Edit Login Information **Contact Information** ing 1-1 of 1 Download results First Name Last Name Action Legal Business Name Contact Type Status John Doe J. Doe & Co. Individual Approved Actions





Appointing a Delegate

You can give another <u>registered</u> <u>CalCannabis account-holder</u> 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 <u>as the person registered to create</u> <u>their CalCannabis account.</u> 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.





CalCannabis Cultivation Licensing

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 <u>your records only</u>, 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.

Ċa	dfa 🕫	LIFORNIA DEPAR OD & AGRICULT	TMENT OF		_	(CAL	CalCannabis Cultivation Licen	sing
My Dash	hboard E	My Licenses	& My Acco Ani	unt Q Look Up Licenses	in as: John	Doe	📜 Cart	(0) Account Mar	eLearning nagement Logout
м	ly Licen	ses							
For Appl display in	lication and Lic in the Type of L	ense records the culti icense column.	vator license type	s will display in the Type of License co	lumn. For Owner and	d Final Affidavit	records the (Dwner or Designated Responsibl	le Party name and email address will
Showing	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 (jodoe@mailinator.com)	06/22/2018			Resume Application	John Doe (jodoe@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 (jodoe@mailinator.com)	06/21/2018			Resume Application	John Doe (jodoe@mailinator.com
Please a You may Additions Click Se Sign Up	Inter search crite renter data in a al took up criteri sarch and we to for CalCanna	eria below to start your ny or all fields including a includes: Type of Lice will search with wha bis Email Alens and	search. License Number rese, and Premies sever Informatic Licensee Inform	License Type (Adult-Lise, Medicine) or is City and County. In you provide so us. nadion.	Temporary), Dale Ha	nge and License	e Status.		
G Enter yo	ienera ar Buirens Lic	l Search	slow. Use the Sta	ert Date and End Date fields to enter p	arameters for the dat	n the license w	un first innued	L	
License Start D	a #: uto:	O End Da	License T Selec)pe: 	•				Search my records only
08/1	4/2016	08/1	4/2018	Select	U if vo	se the	e hor not s	izontal scro	ll bar kbox
Sea	arch	Clear							





tional Criteria Click the expansion arrow/toggle labeled LICENSE TYPE --Select-Search Additional Criteria to add search PREMISES INFORMATION --Selectcriteria for the **License Type** (such as Specialty Cottage Indoor, or Medium Search Clear Outdoor). You can also search for licenses within a specific county using the Premises **Information** dropdown list. Search Clear Click **Search** – the list of records found by 15 Record results matching your search results your search appears below. Click any of the results below to view more details. ng 1-15 of 15 Download results License Number # Legal Business Name Type of License License Type Date Expires On Status Action You can also click **Download results** to Adult-Use Cannabis Cultivation Specialty Cottage Outdoor Regression Test Legal Biz Name CAL18-0000054 01/29/2018 01/29/2019 Active create a comma-separated values (.CSV) License Adult-Use file that you can open in Excel or similar CAL18-0000047 Cannab happy cow Specialty Indoor 01/26/2018 01/26/2019 Active Cultivation License Adult-Use Cannabis tool. Specialty Cottage Outdoor I BN-CAL18-0000046 TestScenario 01/25/2018 01/25/2019 Active Cultivation '1'c License Adult-Use Business is defect 5123 Specialty CAL18-0000044 Cannabis Cottage 01/24/2018 01/24/2019 Active Cultivation retseting in AV License Adult-Use eLearning CAL CalCannabis There is an **<u>eLearning</u>** link on the **Home** page, on the **My Dashboard** page, and at Let's get started! the top-right corner of each screen. This please contact CalCannabis OW (1-833-225-4769). Thank link leads to a page on the CalCannabis 🕜 Apply for a Lice Cultivation Licensing website where you can access a variety of learning resources. Look Up \mathbf{O} eLearning Lice The **eLearning** page includes: Complete Your Request for Live Scan Fingerprinting

- Videos
 - Registration and an Annual Cannabis Cultivation License Application

Guide to the CalCannabis Licensing System – for Applicants and Licensees – County

Sacram County

Sacrame County

Alpine County

Sacrame

County





- 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.



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.



Online License Application

Continue Application

- me to the CalCannabis Licensing System. Using this system you can submit informa ion, pay fees and track the status of you
- eccome to ne calcannose Locenseg system. Usegi the system you can summ intornation, pay tess and track the status of your application as int (inc, 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 Phase "Allow Phoy usite from "This Site 'before proceeding. To enable "Poyue, access the settings or the options facture for your application During the application process, do not use your back hutton or back arrow or your work will not be saved. Changing your angliaddes prior to application submission could result in delays in processing your application, as well as receiving notifica-
- You must accept the General Disclaimer below before beginning your application.







Select an Application Type

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).

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.

	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 in not possess a physician's recommendation.	Ilended for use by adults 21 years of age and over and who do	
	Medicinal: Select this option if your business is applying for a state license for commercia cannabis refers to cannabis intended to be sold for use pursuant to the Comp cannabis patient in California who possesses a physician's recommendation.	I cannabis activity involving medicinal cannabis. Medicinal issionate Use Act of 1996 (Proposition 215) by a medicinal	
	Owner Application: After submitting an Adult-Use or Medicinal Cannabis Cutitivation Application for Application. Each owner Islaed must complete a separate Owner Application, specified documents, make disclosures, and affirm decirations.	r your business, select this option to submit an Owner which requires the owner to provide personal information, attach	
	Declarations and Final Affidavit: After submitting an Adult-Use or Medicinal Cannabis Cultivation Application at this option to submit the Declarations and Final Affidavit. The Designated Ret Cultivation Application must complete the Declarations and Final Affidavit to n	id all corresponding Owner Applications for your business, select ponsible Party listed in the Adult-Use or Medicinal Cannabis ake disclosures and required declarations.	
	O Adult-Use Cannabis Cultivation Application		
	Declarations and Final Affidavit		
	O Medicinal Cannabis Cultivation Application		
	Owner Application		
	c	ontinue Application (Not Saved)	
			_
Licen	se Туре		
LICENSE Select a lice Cuttivation I • Spr • Spr • Spr • Sm • Me • Of • Nu • Prr	TYPE mse type from the drop down list that describes the cultivation site. cense types include: cicially Cottage Outdoor, Specialty Cottage Indoor, Specialty cicialty Outdoor, Specialty Indoor, Specialty Mixed-Light Tier 1 all Outdoor, Small Indoor, Small Mixed-Light Tier 1 and 2 dium Outdoor, Medium Indoor, Medium Mixed-Light Tier 1 ar one (1) Medium Indoor, or one (1) Medium Mixed-Light Ad sery cessor	Cottage Mixed-Light Tier 1 and 2 i and 2 id 2 (A person shall be limited to one (1) Medium Outdoor alt-Use License or Medicinal License)	5
* License Ty	pe: OSelect	*	
- is this bus defined in 0 Temporary	Ness entity a cannabit cooperative association as U V Yes No Appler 22 of the Business and Professions Code?: License ID Number (if applicable):		

Specialty Cottage Outdoor	Specialty Cottage Indeer	Specialty Cottage Mixed-Light Tier 1
Specialty Cottage Outdoor	Specialty Cottage Indoor	Specialty Cottage Mixed-Light Tier 2
Specialty Outdoor	Specialty Indeer	Specialty Mixed-Light Tier 1
Specially Outdoor	Specialty Indoor	Specialty Mixed-Light Tier 2
Small Quitdoor	Small Indoor	Small Mixed-Light Tier 1
Small Outdoor	Small Indoor	Small Mixed-Light Tier 2
Madium Outdoor		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.



Medium Outdoor, Medium Indoor, Medium Mixed-Light Tier 1 and 2 (A person shall be limited to one (1) Medium Outdo

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

one (1) Medium Mixed-Light Adult-Use License or Medicinal License)

Small Outdoor, Small Indoor, Small Mixed-Light Tier 1 and 2

Temporary License ID Number (if applicable):

License Type

LICENSE TYPE

Cultivation license types in

Nurserv

License Type		
LICENSE TYPE		
Select a license type from the drop down list that desc	ribes the cultivation site.	
Cultivation license types include:	the Cottogo Indoor Coosialty Co	ttage Miyed Light Tigs 1 and 3
Specially Collage Outdoor, Special	ty Cottage Indoor, Specially Co	ttage mixed-Light her Fahd 2
Specially Outdoor, Specially Indoor Small Outdoor, Small Indoor, Small	, Specially Mixed-Light Tier 1 a	.10 2
Small Outdoor, Small Indoor, Small Madium Indoor, Small	Mixed-Light Her Land Z	2 (A person shall be limited to any (1) Medium Outdoor
Mealum Outdoor, Mealum Indoor, M	viedium wixed-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	-Ose License or Medicinal License)
Nulsely		
• FIOCESSOI		
* License Type:	?Select	*
* Is this business entity a cannabis cooperative asso	ciation as 🛛 🦳 Yes 🔾 No	
Temporary License ID Number (if applicable):	is couch.	
		1
Save and resume later		Continue Application (Not Saved)



CalCannabis Cultivation Licensing



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.

* Is this business entity a cannabis cooperative association as defined in Chapter 22 of the Business and Professions Code?:	(
Temporary License ID Number (if applicable):	

Save and resume later

Structure from ice determines in you will need cation.	Business Entity BUSINESS ENTITY STRUCTURE • Business Entity Structure: • Is the entity a Foreign Corporation?: Employer Identification Number (EIN): • CDTFA Seller's Permit Number: Secretary of State Registration Entity ID:	 Select= Corporation General Partnership Joint Venture Limited Liability Company (LLC) Limited Partnership Sole Proprietorship Sovereign Entity Trust Other
ness is a ting Yes will r.	BUSINESS ENTITY STRUCTURE * Business Entity Structure: * Is the entity a Foreign Corporation?:	 ② Limited Liability Company ③ ○ Yes ● No
mber fication Sole ness Entity ocial Security rs, should you	Business Entity BUSINESS ENTITY STRUCTURE * Business Entity Structure: * Is the entity a Foreign Corporation?: Employer Identification Number (EIN): *	 Limited Liability Company Yes No 95-1234567

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



CalCannabis Cultivation Licensing

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.

	Limited Liability Company
Is the entity a Foreign Corporation?:	⑦ Yes No
Employer Identification Number (EIN): *	Ø 95-1234567
CDTFA Seller's Permit Number:	1234567890
Secretary of State Registration Entity ID:	1234567890





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.

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. 2 Legal Last Name:* Legal First Name:* Business Title: John Doe CEO Legal Business Name* J. Doe & Co. () *E-mail: Phone: 123 123-1231 jddoe@mailinator.com Preferred 0 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 ac application, click on the Remove link. Required contact address type(s):Business Showing 1-1 of 1 Address Type Address Action Pri 123 Main St., Ste. 111, Yolo Actions -No Business Continue scard 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 popup 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.**

All state issued cannabis license(s) the h	usiness entity holds must h	e disclosed to the Departme	nt. For each state i	issued connobis license enter the fr
information identifying the associated of	commercial cannabis busine	ss:	inc. For cuch state i	issued cumuois decrise, enter die h
- Lenal Business Name				
 Type of License, 				
License Number,	Dublic Health Manufacture	d Camaabia Cafata Daaraha C		of Food and Aminutum Commission
 Issued by (CDPH - Department of Cultivation Licensing; or DCA - De 	partment of Consumer Affa	d Cannabis Safety Branch, C iirs, Bureau of Cannabis Con	trol), and	or Food and Agriculture, Carinabis
Date Interest in License was Obtai	ned.			
If the business entity holds ownership of	r financial interest in multin	le state issued commercial o	annabis licenses	you may skip entering the required
in the business endy notas ownership e	and your "Pusinees Entity - C	annahis License Einancial In	terests List" as an a	attachment after submission of you
information in the table below and uplo	au your business Endly - C	armubis License i munciul m		actuacinine in anter subinission of you
application.	au your business Entity - C	armabis Electrise rimariciae m		statement after submission of you
application.	au your business Entry - C			Defense and a submission of you
Information in the table below and uplo application. Click "Save and Resume later". Then clic after application submission	k the "eLearning" link found	l at the top right of the page	to view the Quick	Reference guide on adding attach
Information in the table below and uple application. Click "Save and Resume later". Then clic after application submission.	k the "eLearning" link found	at the top right of the page	to view the Quick	Reference guide on adding attach
Information in the table below and uple application. Click "Save and Resume later". Then clic after application submission. Showing 0-0 of 0	k the "eLearning" link found	I at the top right of the page	to view the Quick	Reference guide on adding attach
Information in the table below and upic application. Click "Save and Resume later". Then clic after application submission. Showing 0-0 of 0 Legal Business Name	the "eLearning" link found	at the top right of the page	to view the Quick	Reference guide on adding attach
Information in the table below and upic application. Click 'Save and Resume later'. Then clic after application submission. Showing 0-0 ef 0 Legal Business Name	the "eLearning" link found	I at the top right of the page	to view the Quick	Reference guide on adding attach
Information in the table below and upic application. Click "Save and Resume later". Then clic after application submission. Showing 0-0 of 0 Legal Business Name Noncord fund Add a Row - dit Selected	the "eLearning" link found Type of License	J at the top right of the page	to view the Quick	Reference guide on adding attacht
Information in the table below and upic application. Click "save and Resume later". Then clic after application submission. Showing 0-0 of 0 Legal Business Name Nonconfit load Add a Row - I dik Selected	the "eLearning" link found Type of License	d at the top right of the page	to view the Quick	Reference guide on adding attach
Information in the table below and upic application. Click 'Save and Resume later'. Then clic after application submission. Showing - O of 0 Legal Business Name Iorroroticitati Add a Row - Click Selected Add 2 Rows	the "eLearning" link found Type of License	I at the top right of the page	to view the Quick	Reference guide on adding attach
Information in the table below and upic application. Click "Save and Resume later". Then clic after application submission. Stowng 0-or to Legal Business Name Records found Add a Rows Add 3 Rows Add 3 Rows	k the "eLearning" link found Type of License	l at the top right of the page	to view the Quick	Reference guide on adding attach Date Interest Obtained
Information in the table below and upic application. Click 'Save and Resume Later'. Then clic after application submission. Snowing 0-0 of Legal Business Name Noncordi fund Add a Rows _ M Add A Rows _ M Add A Rows _ Iter	tk the "eLearning" link found Type of License	I at the top right of the page	to view the Quick Issued By	Reference guide on adding attacht Date Interest Obtained ntinue Application (Not S

CANNABIS FINANCIAL INTEREST

All state issued cannabis license(s) the business entity holds must be disclosed to the Department. For each state issued cannabis license, enter the following information identifying the associated commercial cannabis business:

- Legal Business Name,
- Type of License,
- License Number,
- Issued by (CDPH Department of Public Health, Manufactured Cannabis Safety Branch; CDFA - Department of Food and Agriculture, Cannabis Cultivation Licensing; or DCA - Department of Consumer Affairs, Bureau of Cannabis Control), and
 Date Interest in License was Obtained
- If the business entity holds ownership or financial interest in multiple state issued commercial cannabis licenses, you may skip entering the required information in the table below and upload your "Business Entity Cannabis License Financial Interests List" as an attachment after submission of your application.

Click "Save and Resume later". Then click the "eLearning" link found at the top right of the page to view the Quick Reference guide on adding attachments after application submission.

	c. 🕓	*Type of License: (7)	* License Number:	(?)
		Select			
* Issued By:	?	*Date Interest Obtained:	?		
Select	-	MM/DD/YYYY			





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 <u>Adding Attachments After Application Submission</u>.

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 <u>use the same email</u> <u>address registered by the DRP in his or her</u> <u>CalCannabis account</u>. Any mix-ups caused by using different email addresses will greatly delay your application.



card Changes

Continue







Agent for Service of Process

The Agent for Service of Process must be an <u>individual</u> 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**.

Agent for Service of Process	
Use the "Select from Account" option to copy your centract information from your NOTE: The agent for service of process is an individual who resides in California of the licensee.	registration. If you would like to add a new contact click on "Add New." , or a corporation designated to accept service of process (court papers) on behalf
Save and resume later	Continue Application (Not Saved)

ise 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."		
IOTE: After the contact is created you can us	se the "Save and Resume" button, then update	your contact information (phone number, address) using the 7	Account Management" link at the top o	f the page.
Contact added successf	ully.			
John Doe J. Doe θ Co.				
adoeenmaunator.com				
Contact Addresses				
Add Contact Address			an although the alternative sector in the Research	erre Bah
To add a new contact address, cack the Ad Required contact address type(s):Mailing	Id Contact Address link. To edit a contact add	ress, click the Edit link. To remove one of your addresses fro	om this application, click on the Rem	ove lank.
Showing 1-1 of 1				
	Address Type	Address	Action	Primary
	Mailing	123 Main St., Ste. 111, Yolo	Actions -	No
	-			
	-			
gent for Service o	of Process			
gent for Service o	of Process	Τ' you would like to add a new contact tick on "Add New."		
Igent for Service of the "Select from Accourt" option to copy IOTE: The agent for service of process is an	of Process your cottact information from your registration intituidual who resistes in California, or a corpo	If you would like to add a new contact clock on "Add New."	n behalf of the licensee.	
Agent for Service of the the "Select from Account" option to copy 10TE: The agent for service of process is an Contact added successf	of Process your contact information from your registration infordulat who resides in California, or a corpo utility.	Type would like to add a new contract (bits on "Add New." antion designated to accept service of process (court pages) is	n behalf of the licensee.	
Agent for Service of the the "Select from Account" option to copy ADTE. The agent for service of process is an Contact added successf form Doe	D F Process you contact information from your registration individual who reactes in California, or a corpo utily .	If you would this to add a new contact clotk on "Add New." action designated to accept service of process (court papers) o	n bahali of the loansee.	
Agent for Service of the service of the service of the service of process is an Context added successf bon Doe to co. Soosemanificator com	of Process your contact information from your registration initiatual with resides in California, or a corpore initiatual with resides in California, or a corpore unity.	Pyrou would this to paid a new contract clock on "Add New." To contract the screep service of process (court papers) o	n bahaf of the loanses.	
Agent for Service of the Read Taken of a start to any OTE. The agent for any deal of any of any Constant added sources as a form Doe Lose 8 co.	of Process por sortial information from your explorations initialized who resides in California, or a support initialized who resides in California, or a support	T you would like to and a new contact click on "Add New." antion designated to accept service of process (court papers) o	n bahalf of the Somase.	
Agent for Service of the Particle of the Account report to pay OTE. The agent to enviro of process is an OTE. The agent to enviro of process is an Contact addee success Contact Addresses Contact Addresses	of Process por antial Homation hav your registration Indicator also revolve to Catilonia, or a corpor utility.	If you would the to add a new contract dok on "Add New." ation designated to accept service of process (court papers) o	e bahalf di the Scensee.	
Agent for Service of the Taken for Account of the logy the Taken of the works of prosess is an Contact added successf the Doe Contact Address 21 CB - 22 21	of Process you create themation than your regretation interfaced with reactives in California, or a corpor- value.	Pyrou would that to paid a new contract cloke on "Add News" action designated to accept service of process (court papers) o	n bahaff of the Isomaae.	
Agent for Service of the first the Account galaxies to pay of The The agent to anyone of galaxies and to the Doe Contact Addresses Contact Addresses Add Contact Addresses Add Contact Addresses	of Process prot contact Momanton from your registration montact who reactes in Cathonic, or a corpor utily.	Fyou would like to add a new contact this or "Add New." antion designated to accept newlike of process (court papers) to the court of the second seco	n bahaf d fra Isanas. In galaf d fra Isanas.	ove link.
Agent for Service of the failed the Association of process is an Contact added success for Doe 0.0. Solve 0.0. Gits Remove - Consta Addresses Add Contact Addresses Badd area correct address to the Contact Address Badd area correct address to the Contact Address Contact Address Badd area correct address to the Contact Address Badd area correct address to the Contact Address Badd area correct address to the Contact Address Badd area correct address Badd area corre	of Process por onset riferation has your registration indicator who reades in Cathonia, or a coper without who reades in Cathonia , or a coper without and the contract of the contract of the Context Address link. To with a contract of the	If you would the to add a new contract dok on "Add New." action designated to accept service of process (court papers) o mess, click the Edit link. To remove one of your addresses for	n bahaf of the learnes.	ove link.
Agent for Service of the logy of the service of the	of Process you create thromation than your regretation with the second second second second second utily.	If you would that to paid a new contract cloke on "And Press" action designated to accept services of process (court papers) o means, clock the Edit link. To remove one of your addresses for	n bélají af te isonee. In the application, click on the film	ove link.
Agent for Service of the first Statest from Account "option to logy OTT: The agent for anyone of Possical OTT: The agent for anyone of the agent Contact Address Contact Address Contact Address Add Armon Contact Address Add Armon Contact Address Browney 1-1 of 1	of Process por contact Monaton han your regulation Monator alon resides in Cathona, or a coper utily.	F pro wood the to add a new contact tiets on "Add New." artiss designment to accept service of process (court papers) a bess, click the Edit Ink. To remove one of your addresses for Addrees	n bahaf of the lossness. um this application, cloik on the Rem Action	ove link. Primary
Agent for Service of the factor Accord action to support OTT. The agent backword of process is an Contact added successf to hor Doe LODE 0 Co. Subserversaments Contact Address Add Contact Address Tadd are record acting to the Mark Strange 1-1 of 1	of Process por contra reformation from your registration indicator who reades in Catellonia, or a corpor value of the contrast of the contrast and Content Address Ink. To cold a contrast and Address Types: Mailing	Type would like to add a new contact toki on "Act New." action designated to accept service of process (court papers) o news, click the Edit Ink. To remove one of your addresses for Address 123 Main St., Ste. 111, Yolo	n behaf i d ha lamaas. Inn tha application, click on the flam Action Actions -	ove link. Primary 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**.







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.

nter ead ocument ocument format	LERS th owner as defined above. Ea hts, make disclosures and agre ion will be shared as the owner 1-2 of 2	ch owner that is listed will be e to declarations. Please note rs will all be linked to one acc	required to complete a separate form to c . If the same email address is shared betw count. As a result, owners are strongly end	ollect personal information, attach een multiple owners, confidential iouraged to use separate email ad	i required and sensitive dresses.
	Legal First Name	Legal Last Name	Email Address	Percent Ownership	
	John	Doe	jadoe@mailinator.com	50	Actions -
	Jane	Doe	janedoe@mailinator.com	50	Actions -
Add	a Row 🝷 🛛 Edit	Selected Delete	e Selected		

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

Step 3:Location>Premises

"Premises" are defined as the designated structure(s) and land specified in the application that are in possession of and used by the business or licensee to conduct commercial cannabis activity. The premises shall be a contiguous area and may only be occupied by one licensee.

The premises address refers to the location of the physical address that is assigned by the local municipality or county. Please note that your premises address is NOT considered to be confidential. Premises address information will be disclosed if/when requested pursuant to a California Public Records Act request.

Another identifier for the premises is the Assessor's Parcel Number (APM), which is assigned by the tax assessor of a particular jurisdiction. There may be multiple APNs associated with the premises. In this case, please add them to the Additional Premises table below. *indicates a required field.

PREMISES INFORMATION			
Premises Address:	0		
*Premises City:	0	Davis	
State:		CA	
Zip:			
*Premises County:	- 3	Yolo County	
*Assessor Parcel Number (APN):	0	1234567890	
Date of Initial Operation:	0	MM/DD/YYYY	
* By checking this box, the business acknowledges all records : be kept in a manner that allows the records to be provided at t licensed premises or delivered to the department, upon reque	shall he st:	z	
*Select the type of legal possession from the dropdown list:		Own	-





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 	* Select the type of legal possession from the dropdown list: Describe "Other" type of legal possession: * Property Owner's Mailing Address: * Property Owner's Phone Number: * (2) ###################################
Additional Premises Information Section If your contiguous cultivation site has <u>multiple parcel numbers or more than one</u> <u>postal address</u> , then you must enter that information in the Additional Premises Information section, which has a table structure to allow for multiple entries.	Additional Premises Information PREMISES ADDRESSES If your premises guara multiple parcels, identify all parcel numbers and any address information associated with the premises. Stowing 0-0 of 0 Assessor Parcel Premises Premises Premises No record found Address Edit Selected Delete Selected Save and resume later Continue Application (Not Saved)

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 <u>ONLY</u> 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.

*Assessor Parcel Number (APN):	Premises Address:	Premises City:
Premises State:	Premises Zip:	*Premises County:
Type of Possession:	Owner Address:	Owner Phone:
Select		







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.

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 3:Location>Power So	urce	
riease check at least one power source option if you have selec	ed an indoor or mixed light licens	* 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:	0	
Generator - Rated under 50 HP:		
Other - Refers to other renewable energy systems:	Q	
Save and resume later		Continue Application (Not Saved)

reomptunee.	*indicates a re	auirod fio
	"indicates a re	quired lie
ocal Authorization		
Local Authonity Type:	🕐Select	
Local Authority Name:	0	
Local Authorization Number:	0	
Expiration Date:	0	
Address:	0	
Local Authority City:	Column and	
State:	Select	
	CA	
Zip Code:		
County:	Select	
Phone Number:	0 ***-***	





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**.

We accept the following file types I fre maximum file size allowed is 15 M stml/htm,mhtm,html,exe,zip; are disa	ior upload: PDF; Word; Excel; T B. llowed file types to upload.	KT; JPQ; PNG; and Tiff. If anything other than t	hese file types are	uploaded, it may delay	y the processing of your application.
1. Licensing - Business -				Add	
Formation Documents	List of			Add 🗙	
5. Licensing - Business - Financial Interest Holi	LISCOL			Add 🗙	
4. Licensing - Cultivat	Open				×
Detailed Premises Dia	⊢ → • ↑ 🖡 « ~C	D > Application Docume v じ	Search App	lication Documents	2
5. Licensing - Cultivat Pest Management Pla	Organize • New folder			· ·	0
6. Licensing - Cultivat	🖹 Documents 🖈 🐴	Name		Date modified	
7 Liconsing - Cultivat	👩 Documents 📝	• • • • • • • • •			
Waste Management P	Notures 🖈	01. Surety Bond.pdf		11/14/201 E5 P	M
8. Licensing - Local -	iCloud Photo: *	2 02. SOS Registration.pdf		11/14/2017 10:25 P	
of CEQA Compliance	Lisensing unda	OA Dependen of Dependent of Complete and		11/14/2017 10:24 P	
9. Licensing - Premise	Decensing upda	<		11/14/2017 10.24 P	>
EnviroStor Hazardous					_
10 Licensing - Premis	File nam	e: 01. Surety Bond.pdf	All Files		~
Property Ownership			Open	▼ Cancel	
Documentation					
11. Licensing - Water - L	ake and			Add 🗙	
Streambed Alteration D	ocument				
Quality Protection Perm	nit			Add 🗙	
Guadary Frotection Ferri	iii.				

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 <u>here</u>.

Step 6:Review

Save and resume late

Application Type

Save and resume later

Adult-Use Cannabis Cultivation Application

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.**

Licensee Type Smill Oxford UKINE TYPE Smill Oxford The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions Code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions Code:: The prior 25 of the Subase and Professions code:: Code:: The prior 25 of the Subase and Professions Code:: The prior 25 of the Subase and Professions code:: Code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: Code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The prior 25 of the Subase and Professions code:: The professions code::<

Adult-Use Cannabis Cultivation Application

CalCannabis Cultivation Licensing

7 Associated Forms 8 Pay Fees

Continue Application (Not Saved)

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**.

owin	ng 1-5 of 5 Dov	nload results	Add to cart	I					
	License Number	License Type	Legal Business Name	Type of License	Date	Expires Or	Status	Action	Short
	LCA19- 0000038	Adult-Use Cannabis Cultivation Application	J. Doe ອ Co.	Small Outdoor	01/14/2019		Pending Owner Applications		Yolo C

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.

CalCannabis Cultivation License Owner Application LCA19-00			
Mon Jan 14 2019 12	:46:30 GMT-0800 (Pa	cific Standard Tin	ne) 🗙
		text/html	
01/14/2019			
Dear Jane Doe:			
You have been designated as an owner on a CalCannabis Cultivation I 0000038. Please log into the <u>CalCannabis Civic Portal</u> to complete you	icense applicatio ur owner applicat	on number LC/ ion.	419-
If you have not yet registered for an account on the CalCannabis Civic steps detailed in the <u>How to Create and Manage Your Account</u> Quick R	Portal, please do Reference Guide.	so by followin	ig the
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 LCA19-000038 into the Annual Appli 	cation ID field		
Questions regarding this notice may be directed to CalCannabis Licens GROW (225-4769) or via email at <u>CalCannabislicensing@cdfa ca.gov</u> . information to this email account.	sing staff via telep Please do not s	phone at (833) end confidenti	-CAL- al
Sincerely,			
CalCannabis Cultivation Licensing Staff			
		S.	
Notification LCA_OWNER_APP_NOTIF			





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**.

(Rev. 05/2018)			
C. A.	REQUEST FOR	LIVE SCAN SERVICE	
Applicant Submission			
		Cultivation 26051.5 BPC	
A1094			
A1094 DRI (code assigned by DOJ) Cultivation Cannabis Licensee Type of License/Certification/Perm Contributing Agency Informatic	nit <u>OR</u> Working Title (Maximum 30 charae and A scientific and	Authorized Applicant Type	
A1094 SRI (Code assigned by Dou) Cultivation Cannabis Licensee Type of License/Certification/Perr Contributing Agency Informatic California Department of Food Agency Authorized to Receive Crimini 122 N Street Street Address or P.O. Box	ut <u>OR</u> Working Title (Maximum 30 chara) n: and Agriculture al Record Information	Authorized Applicant Type ten - Fasigned by DOJ, use east title saligned 22884 Mail Code (five-digit code assigned by DOJ) 39999 Contact Name (mandatory for all school submissions)	
A 1094 ORI (cote assegnet by DOJ) Cultivation Cannabis Licensee Type of Licensee/Certification/Perr Contributing Agency Informatic California Department of Food Agency Authorized to Receive Crimins 1220 N Street Street Address or P:O: Box Sacramento	iit <u>OR</u> Working Title (Maximum 30 charas in: and Agriculture a Record Information CA 95814	Authorized Applicant Type ten - #asspect ty DOJ, use exact tite assigned 222864 Mail Code (five-digit code assigned by DOJ) 99999 Contact Name (mandatory for all school submissions) (833) 225-4769	
A 1094 Calification Cannabis Licensee Type of Licensee Cartification Perm Contributing Agency Informatic California Department of Food Agency Authorized to Receive Crimun 2020 N Street Street Address or F/O. Box Sacramento City	iit <u>DR</u> Working Title (Musimum 3d datas in: and Agriculture and Agriculture <u>CA</u> 95814 Siate <u>ZIP</u> Code	Authorized Applicant Type ters - Fasignet by DOJ, use read the assignet 22864 Mail Code (free-digit code assigned by DOJ) 99999 Contact Name (mandatory for all school submissions) (833) 225-4788 Contact Teleptone Number	
A1094 2013 (consequences to pool) 2ultivation Cannabis Licensee Type of Learnes/Certification Perr Contributing Agency Informatic California Department of Food Agency Authorated to Receive Crimin 1220 N Street Street Address or P.O. Box Sacramento City Applicant Information:	III <u>DR</u> Working Title (Maxmun 30 chara) m: and Agriculture I Record Information CA <u>95814</u> State <u>ZIP Code</u>	Authorized Applicant Type tens - Fastgerd by DDJ, use exact title eargered 22884 Mait Code (free-digit code assigned by DDJ) 99999 Contact Name (mandatory for all school submissions) (833) 225-4769 Contact Telephone Number	

CalCannabis Cultivation Licensing

Applicant's Owner Application For this illustration, we will follow the <u>original applicant/DRP</u> through the process of submitting his or her Owner Application.

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

General Disclaimer

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



Continue Application





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

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.

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

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

must complete a separate Owner Application, which requires the owner to provide personal information, attach specified documents, make disclosures, and affirm

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

Select an Application Type

Adult-Use:

Medicinal

recommendation.

declarations.

eclarations and Final Affidavit:

O Declarations and Final Affidavit

Owner Application

Declarations and Final Affidavit to make disclosures and required declarations

Adult-Use Cannabis Cultivation Application

Medicinal Cannabis Cultivation 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.

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.







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.

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.

* Individual/Organizatio	n: 🕜	
Individual	•	
* Legal First Name:	*Legal Last Name:	*Business Title:
John	Doe	CEO
* Birth Date:	SSN/ITIN (?) NIN	N (?)
01/01/1980	123-45-6789 ##	#-######
* Phone: CI	ick to show calendarail:	U
123 123-1231	iadoe@mailinator.	com

Construction for the second second







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.

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.

Cannabis License Financial In CANNABIS FINANCIAL INTEREST All state issued cannabis license(s) the owner holds ar enter the following information identifying the associ- enter the following information identifying the associ- License Number, and - Issued by (CDPH - Department of Public Health, Cultivation Licensing; or DCA - Department of C If you hold ownership or financial interest in multiple- Financial Interests List" as an attachment after submis Click "Save and Resume later". Then click the "eLearn after application submission.	Identifying the associated commercial canna . Type of License. . License Number, and . Issued by (CDPH - Department of Public . DEPA - Department of Food and Agricu Department of Consumer Afairs, Bures If you hold ownership or financial interest in licenses, you may choose to upload your 'Ov an attachment after submission of your applit information into the table below. Click 'Save and Resume later'. Then click the page to view the Quick Reference guide on a *Type of License: 	bis business: = Health, Manufactured Cannabis Safety Branch; ture, Cannabis Cultivation Licensing: or DCA - u of Cannabis Cultivation Licensing: or DCA - u of Cannabis License Financial Interests Ist [*] a cation instead of manually entering the required [*] eLearning [*] link found at the top right of the dding attachments after application submission. [*] *Issued By: *Issued By:
Showing 0-0 of 0		
Type of License	License Number	Issued By
No records found.	ielected	

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

OWNER DISCLOSURES

The disclosures release information about the owner. Indicate "Yes" or "No" on each disclosure. Indicating "Yes" to any of these disclosures may result in a denial of your Cannabis Cultivation Application or may require more information to be provided by the owner.

```
* 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 a foreign country?:
```

Have you had a license sanctioned, suspended, or revoked in 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 entitation.

```
*Have you been subject to fines, penalties, or otherwise been ancioned for cultivation or production of a controlled substance on public or private lands pursuant to Section 26057 of the Business and Professions Code?:
```

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





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.

VICTIONS						
Indicated that you have f onviction following a plea alent non-California law s red to provide information	had criminal co a of nolo conti shall also be di n on all convic	onvictions, you are requir endere. Convictions dism sclosed. Juvenile adjudic tions regardless of wheth	ed to complete the issed under section ations and traffic in her they were state	e table below. A convi ns 1203.4, 1203.4a, an nfractions do not nee , federal, or internatio	ction means d 1203.41 of d to be includ nal offenses.	a plea or verdict of the Penal Code or led. Applicants are
g 0-0 of 0						
Conviction Date	Offense	Incarceration Date	Parole Date	Probation Date	Rehabilit	ation Statement
CONVICTIONS If you indicated of guilty or a cor	that you h nviction fo	ave had criminal c	convictions, y	ou are required ere. Conviction	to compl s dismisse	× lete the table
CONVICTIONS If you indicated of guilty or a cor Code or the equ Applicants are re	that you h nviction fo ivalent no equired to *0	ave had criminal c Ilowing a plea of r n-California law sl provide informatio ffense:	convictions, y nolo contend hall also be d on on all con	ou are required ere. Conviction isclosed. Juveni victions regardle	to compl s dismisse ile adjudio ess of wh	× ete the table ed under sect cations and tr ether they we Incarceration D
CONVICTIONS If you indicated of guilty or a cor Code or the equ Applicants are re *Conviction Date:	that you h nviction fo livalent no equired to	ave had criminal c Illowing a plea of r n-California law sl provide informatio ffense:	convictions, y nolo contend hall also be d on on all con	ou are required ere. Conviction isclosed. Juveni victions regardl	to compl s dismisse ile adjudic ess of wh	× lete the table ed under sect cations and tr ether they we Incarceration D
CONVICTIONS If you indicated of guilty or a cor Code or the equ Applicants are re *Conviction Date:	that you h nviction fo iivalent no equired to	ave had criminal c illowing a plea of r n-California law sl provide informatio ffense:	convictions, y nolo contend hall also be d on on all con	ou are required ere. Conviction isclosed. Juveni victions regardl	to compl s dismisse ile adjudic ess of wh	× lete the table ad under sect cations and tr ether they we Incarceration D
CONVICTIONS If you indicated of guilty or a cor Code or the equ Applicants are re *Conviction Date: 	that you h nviction fo iivalent no equired to *0	ave had criminal c llowing a plea of r n-California law sl provide informatio ffense: obation Date:	convictions, y nolo contend hall also be d on on all con	ou are required ere. Conviction sclosed. Juveni victions regardl	to compl s dismisse ile adjudic ess of wh	× lete the table ad under sect cations and tr tether they we Incarceration D
CONVICTIONS If you indicated of guilty or a con Code or the equ Applicants are re *Conviction Date: Parole Date: 	that you h nviction fo ivalent no equired to •O Pro	ave had criminal c Ilowing a plea of r n-California law sl provide information ffense:	convictions, y nolo contend hall also bed on on all con	ou are required ere. Conviction sclosed. Juveni victions regardl	to compi s dismisse le adjudic ess of wh	× lete the table dd under sect zations and tr ether they wu Incarceration D *Rehabilitation

TTACHMEI	VTS	File Unload		×
owing 1-2 of 2		The optoad	10	
Document Type	Document Description	Types of files that are not allowed	na. ad: html;htm;mht;mhtml;exe;zip;.	. I
Government Issued ID	A copy of the owner's government issued by a federal, state, county, o	İSS CA Drivers Lic.jpg	100%	
Electronic Fingerprint Application	As required by law, all owners are n a criminal background check. Fing Justice (DOJ) and the Federal Bure records check, to determine wheth information provided by the owner	Continue	Add Remove All Cancel	
o upload attachr e accept the fol ay delay the pro xximum file size allow pes of files that are n	nents, click the "Add" button below. If a lowing file types for upload: PDF; Word ccessing of your application. ed: 16 MB. stalowed: henchen:mhcmhencesezip.	oplicable, please provide a desc ; Excel; TXT; JPG; PNG; and Tiff	cription of each uploaded attachment in the space f. If anything other than these file types are upload	provided. led, it
o upload attachr le accept the fol ay delay the pro aximum file size allow pes of files that are n Name	nents, click the 'Add' button below. If a lowing file types for upload: PDF; Word cessing of your application. ed: 16 MB. a alowed: henchenromhunceezip. Type	pplicable, please provide a desc Excel; TXT; JPG; PNG; and Tiff Size Latest Update	cription of each uploaded attachment in the space f. If anything other than these file types are upload Action	provided. led, it
o upload attachr Ve accept the fol nay delay the pro- laximum file size allow ypes of files that are n Name No records found.	nents, click the 'Add' button below If a p lowing file types for upload: PDF; Word cessing of your application. add 16 M8. allowed ImmUmmhmhmfemesip. Type	pplicable, please provide a desc ; Excel; TXT; JPG; PNG; and Tiff Size Latest Update	ziption of each uploaded attachment in the space if. If anything other than these file types are upload	provided. led, it





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:

٠	Certificate of Rehabilitation	•	Deficiency Response
•	Electronic Fingerprint Application	•	Evidence of Dismissal
•	Government Issued ID	٠	History of Convictions
•	Other (write a description)	٠	Reference Letters
•	Owner – Cannabis License Financial	Inter	ests List

Owner App	lication	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.

1 Information	2 Owner	3 Documents	4 Review	5 Associated Forms
Step 4:Reviev	v			
Save and resum	ne later	Continue Applica	ation (Not Saved)	« Back to Associated Form
Please review all of the informa statement at the bottom of the	ition below. Click the "Edit" buttor review page. If you agree with th	ns to make changes to sections or "Continue statement, check the box to continue.	ue Application* to move forward	in the application. Please read the certification
Application	Туре			
		Owner Applica	ation	
Ownershin	Information			
ownership	monnation			
OWNERSHIP INFORMATION				Edit
OWNERSHIP INFORMATION				Edit
OWNERSHIP INFORMATION				Edit
OWNERSHIP INFORMATION	nowing and complying with all Ca	lifornia state laws and regulations applicab Act and Title 3, Division 8, Chapter J of th	sle to commercial cannabis cuttiv	Edit ation, including but not limited to 1 understand I am responsible for
OWNERSHIP INFORMATION I. I am responsible for km Medicinal and Adult Us compliance with subset I. hereby deciser that Us	nowing and complying with all Ca se Cannabis Regulation and Safet quient updates to cannabis cutth he information contained within a his application, cenial of the lice	ifernia state laws and regulations applicat y Act and Tille 3. Division 8. Grapher 1. of the station laws and regulations. and attached to this application is complete new, or revocation of a license issued.	le to commercial cannabis cultiv e California Code of Regulations e, true, and accurate. I understan	Edit ation. Including but not limited to Lunderstand Lam responsible for 4 that a misrepresentation of fact is
OWNERSHIP INFORMATION 1. Jam responsible for in Medicinal and Adult U compliance with subset 2. I hereby declare that t cause for rejection of t	soving and complying with all Cs as Cannatis Regulation and Safet equent updates to cannatie cultur in formation contained within this application, denial of the licer	ifornia atate laws and regulations applicat y Act and Title 3. Division 6. Chapter 1 of th attorn two and regulations. I and attached to this application is complete rse, or revocation of a license issued.	ble to commercial cannabis cuttors the California Code of Regulations o, true, and accurate. I understan	Edit ation, including but not limited to I understand I am responsible for I that a misrepresentation of fact is
OWNERSHIP INFORMATION 1. I am responsible for km Medicinal and Adult Us compliance with subsc 2. I hereby docker that H cause for rejection of k 2. By checking this box. I agree	nowing and complying with all CG se Camabis Regulation and Safet equent updates to cannabic cultur in terromation cancellation within a patication, denial of the licen- transmission denial of the licen- transmi	Iffornia state laws and regulations applicat y Act and Tille 3, Division 8, Chapter I of th ation laws and regulations. In attached to this application is complete ruse, or revocation of a license issued.	yle to commercial cannabis culture ce California Code of Regulations e, true, and accurate. I understan	Edit ation, including but not limited to . Understand J am responsible for d that a misrepresentation of fact is . Date: 02/02/2018



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.

Declarations and Final Affidavit

01/14/2019

Dear Jane Doe:

You have <u>been designated</u> as an owner on a CalCannabis Cultivation License application number LCA19-0000038. Please log into the <u>CalCannabis Civic Portal</u> 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 <u>How to Create and Manage Your</u>

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 <u>CalCannabislicensing@cdfa.ca.gov</u>. Please do not send confidential information to this email account.

Sincerely,

CalCannabis Cultivation Licensing Staff

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 <u>CalCannabis Civic Portal</u> 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

send confidential information to this email account

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 <u>calcannabislicensing@cdfa.ca.gov</u>. Please do not

Sincerely

CalCannabis Cultivation Licensing Staff





View my Licenses

eLearning

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 and problems or have questions, please contact Calcannabis Cultivation Licensing by sending an email to CalCannabisedcfa.ca.gov or call 1-833-CALGROW (1-833-225-4769). Thank you.

Complete Your Request for Live Scan Fingerprinting

Let's get started!

Select an Application Type

Select the application type that you are applying for. You may only select one app

Apply for a License

, hu

Look Up

Licenses

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**.



For more information, please v

calcannabis.cdfa.ca.gov





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 Declarations

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

Then click **Continue Application**.

cknow	anha	Disc	OCUPAC
CRITOW	euge	Diaci	Usures.

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:		LCA19-0000038
*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	0	⊖ 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

DECLARATION

Save and resume later

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.

 I certify the date operations began is complete, true, and accurate: 	2
*2. The license type being requested is only valid for the premises location:	
45. 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 an Professions Code:	Ø
*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:	s 🖉
*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	

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.

cannabis cultivation pursuant to MAUCR I am responsible for compliance with sub I hereby declare that the information con	g une dompting mit har date and her regulations georening moderation activity of SA and all other applicable laws and regulations, upon issuance of my license. I tudestand sequent updates to cannabis cultivation laws and regulations. tained within and attached to this application is complete, rue, 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.
hecking this box, I agree to the above certification	Date: 02/02/2018
hecking this box. I agree to the above certification	Dane: 02/02/20

Continue Application (Not Saved)



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.





CalCannabis Cultivation Licensing

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.

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.

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.







Pay Online

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

Cart		
1 Select item to pay	2 Payment information	3 Receipt/Record issuance
Step 1:Select item to pay		
To pay with Credit Card or E-Check click Checkout belo To remove a fee from the shopping cart to pay later clici Click Continue Shopping to start a new application, sear	w. k Edit Cart below. rch you applications or view your licer	nse list.
our application will not be processed until the fees are	paid in full.	
f you later decide to pay with Credit Card or E-Check ye	ou can click the Pay Fees Due link nex	t to your record in the My Licenses list.
lick on the arrow in front of a row to see the fee details	i.	
¹ you are having difficulties submitting your payment or ayments.	nline, please call 1-833-CALGROW (22	25-4769) and listen for prompt 1, and then prompt 3 to be directed to
PAY NOW		
Application(s) \$535.00 Adult-Use Cannabis Cultivation Application LCA19-0000038	Total due: \$535.00	
Fotal amount to be paid: \$535.00	ing by credit card.	

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.

Payment Options Amount to be charged: \$535.00 Pay with Credit Card Pay with Bank Account Submit Payment

yee Information						
First Name	John		Last Name	Doe		
Phone	123-123-1234		Email ID	jadoe@mail	inator.com	
RefNumber	2687					
ing Address						
Street	123 Main St.		City			
State	select	T	Zin (Postal) Code	XXXXX		
yment Information						
Payment Amount	535.00	ards: VISA 1000			Transaction Su	Immary
yment Information Payment Amount Payment Method	535.00	ards WSA			Transaction Su Amount Due	ımmary \$535.00
Payment Information Payment Amount Payment Method	535.00 CREDIT/DEBIT Accepted C Card Number	ards: 1234567	2999999999999	VISA	Transaction Su Amount Due Conversionce Fee	immary \$535.00 \$16.00
Payment Amount Payment Method	535.00 CREDIT/DEBIT Accepted C Card Number Expiry Date	ards: 1234567	29999999999999999999999999999999999999	VISA	Transaction Su Amount Due Convenience Fee Total Amount Due	immary \$535.00 \$16.00 \$551.00





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.	Payment Options Amount to be charged: \$535.00 • • Pay with Credit Card • • Pay with Bank Account • Submit Payment •
On the Automated Clearing House (ACH) payments screen, choose the type of bank account – either Personal or Business . Click Next .	ACH payments - Indicates required field Choose method of payment Pay by electronic check + Account Type: Personal Rec Ret Market and Payment Ret Ret Ret Ret Ret Ret Ret Ret Ret Re
On the next page, enter any missing contact information and scroll to the bottom of the screen.	Billing Address Use Business Name *First Name: M.I.: *Last Name: Doe Street Line 1: 123 Main Street Street Line 2: City: Anytown State: Califyrnia Zip: 95989 Phone: 1231231231 *E-Mail: jdoe@mailinator.com X Payment Details *Payment Amount: \$35.00 Vour account will be debited in 1 to 3 days from the date identified. If your payment date fails on a non-barking 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 available banking day.



CalCannabis Cultivation Licensing

Vhat's This?

Back Next

6

Bacl Pay Now Exit

Payment Details

Payment Method

Anytown, CA 95959 (123) 123-1231

jdoe@mailinator.con

Payment Method Business Check Checking x5678 121088228

Payment Amount

Amount 535.00 USD Total 535.00 USD

*Payment Amount: 535.00 USD

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

Your account will be debited in 1 to 3 days from the date identified. If your payment date fails on a nor banking day your payment will be executed on the next available banking day. Current date payments received after 1:00 AME Twill be executed on the next valid banking day.

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**.

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

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.



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 function transfer (EP) or orlind form from the Company's clickling or 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, Lauthorize you or your service provider to collect the payment at the tate return item lee and, if applicable, costs based on the Company's locale that I have provided above by EFT(5) or darf(5) drawn from the Company account. I you that it wish to revole it and allow you reasonable opportunity to act on my noted.

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.



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**.

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.



CalCannabis Cultivation Licensing



AL CalCannabis Cultivation Licensing

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.

Business Entity - Cannabis License Financial Interests List	7 byte	s
Cannabis Cooperative Association Member List	1 2 Next >	
Cultivation Plan - Detailed Premises Diagram		
Cultivation Plan - Lighting Diagram	•	
Select		
inancial Interests list.docx 100% Description:		4
Save Add Remove All		

The attachment(s) has/have been successfully uploaded.

It may take a few minutes before changes are reflected.





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.



Adult-Us	se Cannabis C	ultivatio	n Applica	tior
Decend Cheb	un Culomittad			
Record Stat	us: submitted			
Record Info -	Payments 🔻			
License Details				
Processing Status	etails			
Related Records	cessing Status			
Attachments				
More Details				
icense LCA: Adult-Us	18-0000012: e Cannabis Cu	ıltivation	Applicati	on
License LCA Adult-Us Record Statu Record Info •	18-0000012: e Cannabis Cu Is: Administrativ Payments +	Iltivation e Review C	Applicati complete	on
License LCA: Adult-Us Record Statu Record Info • Processing	18-000012: e Cannabis Cu Is: Administrativ Payments + I Status	Iltivation e Review C	Applicati complete	on
License LCA: Adult-Us Record Statu Record Info • Processing	18-0000012: e Cannabis Cu is: Administrativ Payments * I Status tive Review	Iltivation e Review C	Applicati complete	on
License LCA: Adult-Us Record Statu Record Info * Processing * > Administrat * > Owner App	18-0000012: e Cannabis Cu is: Administrativ Payments * I Status tive Review dication Reviews	ultivation e Review C	Applicati complete	on
License LCA: Adult-Us Record Statu Record Info * Processing * > Administrat * > Owner App * > Administrat	18-0000012: e Cannabis Cu is: Administrativ Payments * I Status tive Review lication Reviews tive Manager Review	ultivation e Review C	Applicati complete	on
License LCA: Adult-Us Record Statu Record Info • Processing Administra Administra Scientific R	18-0000012: e Cannabis Cu is: Administrativ Payments ~ I Status tive Review Manager Review eview	Iltivation e Review C	Applicati complete	on
License LCA: Adult-Us Record Statu Record Info * Processing > Administra > Owner App > Administra > Scientific R > CEOA Revi	18-0000012: e Cannabis Cu es: Administrativ Payments ~ Status Use Review Alication Reviews tive Manager Review ewiew	Iltivation e Review C	Applicati complete	on
License LCA: Adult-Us Record Statu Record Info ~ Processing ~ > Administra ~ > Owner App * > Administra ~ > Scientific R ~ > CEOA Revis Science M License ··	18-0000012: e Cannabis Cu is: Administrativ Payments ~ I Status Use Review Status Use Review Bication Review ewiew ewiew ewiew	Iltivation e Review C	Applicati complete	on
License LCA: Adult-Us Record Statu Record Info ~ Processing ~ > Administra ~ > Owner App * > Administra ~ > Scientific R > CEOA Revi Science Ma License Ma Annicater	18-0000012: e Cannabis Cu is: Administrativ Payments * Status Status tive Review klication Reviews tive Manager Review ew mager Review Disconting	Iltivation e Review C	Applicati complete	on





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.

Licenses

0000106 Cultivation License

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.

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 <u>application</u> – the license certificate is only available in your active cannabis cultivation license.

	License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status			Action
	LCA18- 0000012- DEC	Declarations and Final Affidavit		John Doe (jdoe@mailinator.com)	01/11/2018					
	LCA18- 0000012	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	01/10/2018		Pending Pay	rment		Pay Fees Due
	LCA18- 0000012- 0010	Owner Application		John Doe (jdoe@mailinator.com)	01/10/2018		Review Con	nplete		
→ L	License:	S	Add to cart							
→ L	Licenses g1-4 of 4 Dow License Number #	S nload results // License Type	Add to cart Legal Business Name	Type of License	Date	Expire	s On Status		Action	Short Notes
bowin	License 91-4 of 4 Dow License Number # LCA18- 0000106- DEC	S nload results // License Type Declarations and Final Affidavit	Add to cart Legal Business Name	Type of License Sheldon Cooper (cdfa.test06@oits.cdfa.cs	Date a.gov) 02/16/2	Expire 2018	ts On Status		Action	Short Notes Sheldon Coo (cdfa.test06d
→ L howin	License: a1-4 of 4 Dow License Number # LCA18- 0000106- DEC LCA18- 0000106- 00000	S Ilicense Type Declarations and Final Affidavit Owner Application	Add to cart Legal Business Name	Type of License Sheldon Cooper (cdfa.test06@oits.cdfa.cs Sheldon Cooper (cdfa.test06@oits.cdfa.cs	Date a.gov) 02/16/2 a.gov) 02/16/2	Expire 2018 2018	es On Status Review	v Complete	Action	Short Notes Sheldon Coo (cdfa.test06d Sheldon Coo (cdfa.test06d
l	License: 91-4 of 4 Dow License Number # LCA18- 0000106- DEC LCA18- 0000106- LCA18- 0000106	S nicad results // License Type Declarations and Final Affidavit Owner Application Adult-Uge Calitivation Application	Add to cart Legal Business Name Big Bang Cannabis	Type of License Sheldon Cooper (cdfa.test06@oits.cdfa.cc Sheldon Cooper (cdfa.test06@oits.cdfa.cc Specialty Indoor	Date a.gov) 02/16/2 a.gov) 02/16/2 02/16/2	Expire 2018 2018	ss On Status Review Licens	v Complete e Issued	Action	Short Notes Sheldon Coc (cdfa.test06 Sheldon Coc (cdfa.test06 Sacramento



Print your License Certificate

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

1

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 popup 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.

License CAL18-0000106:					
Adult-Use Cannabis Cultiv	/ation Lice	icense CA	18-000010	5:	
Record Status: Active		Adult-U	se Cannab	is Cultivat	ion Licens
Expiration Date: 02/10/2019	R	ecord Stat	tus: Active		
Record into a Payments a	E	xpiration I	Date: 02/16/2	2019	
Lissnes Datailt		Record Info	Payments •		
License Details	D	icense etails			
License Type: Specialty Indoor	P Si	rocessing tatus	etails		
Sacramento County Big Bang Cannabis	R	elated ecords			
More Details	A	ttachments			
	> N	ore Details			
License CAL18-0000106:					Add to
Adult-Use Cannabis Cultiva	tion License				
Record Status: Active Expiration Date: 02/16/2019					
Record Info					
Upload file Information Maximum file size allowed: 16 MB.					
Upload file Information Maximum file size allowed: 16 Mil. Types of files that are not allowed: hent/hemunikunhenduseuzigu. Name	Туре	Size	Document	Latest	Action
Upload file Information Machinum file size allowed: 16 MB. Types of Hills that are not allowed: html:html:html:html:html:html:html:html:	Type License	Size 106.47 KB	Document Status Uploaded	Latest Update 02/16/2018	Action Actions -
Upload file Information Machinem file size allowed: 16 Mil. Types of this that and advends thereDimmentemeterscape. Name OfficialLicenseCertificate_20180216_115422.pdf CompletedApplication_20180216_115011.pdf	Type License Other	Size 106.47 KB 50.94 KB	Document Status Uploaded Uploaded	Latest Update 02/16/2018 02/16/2018	Action Actions - Actions -
Upload file Information Machine file date allowed: 16 MB, Types of this that we con allowed hereDurnumbernheme.exectpp. Name OfficialLicenseCertificate_20180216_115422.pdf CompletedApplication_20180216_115011.pdf CDFA_AppFeesDue_20180216_115018.pdf	Type License Other Correspondence	Size 106.47 KB 50.94 KB 93.38 KB	Document Status Uploaded Uploaded Uploaded	Latest Update 02/16/2018 02/16/2018 02/16/2018	Action Actions - Actions - Actions -
Upload file Information Madmum file dze allowed: 16 Mil. Types of lifes that allowed:	Type License Other Correspondence	Size 106.47 KB 50.94 KB 93.38 KB	Document Status Uploaded Uploaded Uploaded	Latest Update 02/16/2018 02/16/2018 02/16/2018	Action Actions - Actions - Actions -
Upload file Information Machinum file size allowed: 16 MB. Types of Hits that ware not allowed: himt/htmum/texnitemideex.dpc. Name OfficialLicenseCertificate_20180216_115012.pdf CompletedApplication_20180216_115018.pdf Your cultivator genetication have been 151881061991 De you want to open or save OfficialLicenseCertific	Type License Other Correspondence ate: 20100216, 115422.pdf from aca	Size 106.47 KB 50.94 KB 93.38 KB pre6.accela.com?	Document Status Uploaded Uploaded Uploaded	Latest Update 02/16/2018 02/16/2018 02/16/2018 Save V C	Actions - Actions - Actions - Actions - Actions -
Upload file Information Maximum file size allowed: 16 Mil. Types of this marks are allowed: http://mm.mite.nthemises.zigic. Name OfficialLicenseCertificate_20180216_115422.pdf CompletedApplication_20180216_115011.pdf CDFA_AppFeesDue_20180216_115018.pdf Your cultivatorgametice-tipes.hes.hes 151881061991 De you want to open or save OfficialLicenseCentific	Type License Other Correspondence ate 20100216,115422.pdf from aca	Size 106.47 KB 50.94 KB 93.38 KB pre6.accela.com?	Document Status Uploaded Uploaded Uploaded	Latest Update 02/16/2018 02/16/2018 02/16/2018	Actions - Actions - Actions - Actions - Actions -
Upload file information Maximum file size silowed: 16 MB. Types of life share and alwed: http://mr.unite.inform.informationec.information Name OfficialLicenseCertificate_20180216_115422.pdf CompletedApplication_20180216_115018.pdf CDFA_AppFeesDue_20180216_115018.pdf Your cultivatorgameLicentics have bee 151881061991 Deyre want to open or save OfficialLicenseCertific	Type License Other Correspondence ate,20180216,115422,pdf from aca	Size 106.47 KB 50.94 KB 93.38 KB pre6accela.com?	Document Status Uploaded Uploaded Uploaded	Latest Update 02/16/2018 02/16/2018 02/16/2018	Action Actions - Actions - Actions -
Upload file information Maximum file size allowed: 16 MB. Types of lifes that are allowed: http://mm.mhr.nhem.desc.zipc. Name OfficialLicenseCertificate_20180216_115422.pdf CompletedApplication_20180216_115018.pdf Your cultivator are lives have be 151881061991 De you want to option or size officialLicenseCertific	Type License Other Correspondence ate.20100216,115422.pdf from aca	Size 106.47 KB 50.94 KB 93.38 KB 9re6accda.com?	Document Status Uploaded Uploaded Uploaded	Latest Update 02/16/2018 02/16/2018 02/16/2018 02/16/2018	Action Actions - Actions - Actions - arcet ×
Upload file information Maximum file size allowed: 16 MB. Types of lists that are not allowed: http://mm.mhr.nhemic.esc.dpc. Name OfficialLicenseCertificate_20180216_115422.pdf CompletedApplication_20180216_115018.pdf Your cultivator and lize.bios has be 151881061991 Do you want to open or size OfficialLicenseCertific Do you want to open or size OfficialLicenseCertific	Type License Other Correspondence ate 20180216,115422 pdf from aca	Size 106.47 KB 50.94 KB 93.38 KB 9766accda.com?	Document Status Uploaded Uploaded Open Calife	Latest Update 02/16/2018 02/16/2018 02/16/2018 see • c	Action Actions - Actions - Actions - Actions - areal
Upload file information Maximum file size allowed: 16 MB. Types of this that are allowed: 1.5 MB. Types of this that are allowed: 1.5 MB. Maximum file size allowed: 1.5 MB. OfficialLicenseCertificate_20180216_115012.pdf CompletedApplication_20180216_115018.pdf Your cultivator and license has be 1.5 ISBN 061391 Despensent to open or size officialLicenseCertific Size of the size	Type License Other Correspondence ate 20180216,115422.pdf from ac	Size 106.47 KB 93.38 KB 93.38 KB pre6.aceda.com?	Document Status Uploaded Uploaded Uploaded Copm	Latest Update 02/16/2018 02/16/2018 02/16/2018 02/16/2018	Action Actions - Actions - Act
Upload file information Machinum file size allowed: 16 Mil. Types of this that are allowed: 16 mil.htm:/htm:/htm:/htm:/htm:/htm:/htm:/htm:/	Type License Other Correspondence ate 20100216,115422.pdf from ac	Size 106.47 KB 50.94 KB 93.38 KB pre6aceda.com?	Document Status Uploaded Uploaded Uploaded Copm	Latest Update 02/16/2018 02/16/2018 02/16/2018 02/16/2018	Action Actions - Actions - Act
Upload file information Machinum file size allowed: 16 Mil. Types of this that are allowed: them.them.them.them.exec.tip Name OfficialLicenseCertificate_20180216_115011.pdf COFA_AppFeesDue_20180216_115018.pdf Your cultivator accellention have to 151881061991 Do you want to open or size officialLicenseCertific Corport of the allowed in the accellention of the allowed intervention Statement of the allowed intervention of the allowed intervention Corport of the allowed intervention of the allowed intervention Corport of the allowed intervention of the allowed intervention Corport of the allowed interventinterventinterven	Type License Other Correspondence ate 20100216,115422.pdf from ac	Size 106.47 KB 93.38 KB 93.38 KB pref-saceta.com?	Document Status Uploaded Uploaded Uploaded Open Colife Colife Valid: 0/11/201	Latest Update 02/16/2018 02/16/2018 02/16/2018 02/16/2018	Action Actions - Actions - Act
Upload file information Madmum file size allowed: 16 Mil. Types of this that are allowed: then/hem.mike.mbmt.exec.dpc. Name OfficialLicenseCertificate_20180216_115012.pdf COFA_AppFeesDue_20180216_115018.pdf Your cultivator president iso: hore to 151881061991 Do you want to open or size OfficialLicenseCertific Corport of the allowed iso: hore to Corport of the allowed iso: hore to to you want to open or size OfficialLicenseCertific Corport of the allowed iso: hore to Corport	Type License Other Correspondence ate 20100216,115422.pdf from ac	Size 106.47 KB 50.94 KB 93.38 KB pref-saceta.com?	Document Status Uploaded Uploaded Uploaded Open Calife Calife Valid: 01/11/2011 License Num Califeron	Latest Update 02/16/2018 02/16/2018 02/16/2018 see • c	Action Actions - Actions - Actions - Actions - areat - s *
Upload file information Madmum file size allowed: 16 Mil. Types of lifes that allowed	Type License Other Correspondence ate 20180216,115422,pdf from exa	Size 106.47 KB 50.94 KB 93.38 KB pref.sccds.com?	Document Status Uploaded Uploaded Uploaded Open Calife Calife Valid: 01/11/201 License Num Caliseoo Uicense Type	Latest Update 02/16/2018 02/16/2019 02/16/2019 02/10/2018 02/10/2018 02/10/2018 02/10/2018 02/10/2018 02/10/2018 02/10/10/2018 02/10/10/2018 02/10/10/10/10/10/10/10/10/10/10/10/10/10/	Action Actions - Actions - Act





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: cdfa.ca.gov

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

CalCannabis Cultivation Licensing



Index of Topic

Account Created	. 6
Acknowledge Declarations	39
Acknowledge Disclosures	39
Acknowledge Owner Disclosures	
Section	34
Add your Contact Information	38
Additional Owner Applications	37
Additional Premises Information	
Section	24
Agent for Service of Process	21
Applicant's Owner Application	31
Application Approval	48
Application Review Section	28
Application Type	14
Apply for a License	13
Appointing a Delegate	. 9
Begin Annual License Application	13
Birthdate and SSN/ITIN/NIN	33
Business Contact Information	17
Business Structure	16
Business/People>Owners List	22
Cannabis Financial Interests Section	on
	34
Cannabis Financial Interests	19
Cannabis Licenses Section	19
CDTFA Seller's Permit and SOS	
Registration Number (optional)
	17
Check Review Status	48
Contact Addresses	. 5
Contact Information	32
Contact Information	. 4
Contact Us	51
Cooperatives	15
Correspondence	40

Declarations and Final Affidavit...37 Designated Responsible Party.....20 Download/Create Live Scan

Application	.30
eLearning Resources	.51
eLearning	.11
Email Notice	.37
Employer Identification Number	.16
Foreign Corporation	.16
General Disclaimer	2
General Disclaimer	.31
General Terms	.13
Help Text	3
Home Page	2
Important Note Regarding Email	
Addresses	

uuresses

	1
Index of Topics	.52
Instruction Letter	.41
Invoice	.42
Label your Attachments	.47
License Type	.14
List History of Convictions Section	n
	.35
Local Authorization Section	.26
Log In	6
Log in, General Disclaimer	.38
Login Information	3
Look Up Licenses	.10
My Account	8
My Dashboard	7
My Licenses	8

Overview1 Owner Application Notification ...30

Owner Application Review Section	า
	36
Owner Applications	29
Ownership Information	33
Part I – Create and Manage Your	
Account	.2
Part II – Apply for a License	12
Pay Application Fee	40
Pay Online	43
Pay the Application Fee	42
Pay the License Fee	49
Pay with Bank Account	44
Pay with Credit Card	43
Payment Process	42
Pending Payment Status	49
Post-Submission Next Steps	29
Power Source Section	26
Premises Information Section	23
Print your License Certificate	50
Record Issuance	40
Registration Page	.6
Required Documents Section	27
Required Documents Section	35
Review	39
Save and Resume Later	16
Security Question	.4
Select an Application Type	38
Select the Owner Application	32
Submit Additional Documents	46
Temporary License Number	15
Upload Additional Documents	46
Water Supply Section	25