

**Adult-Use Marijuana Establishment Licensing Application Process** 

**DO NOT** SUBMIT THIS MARIJUANA ESTABLISHMENT LICENSE APPLICATION UNLESS YOUR MARIJUANA ESTABLISHMENT WILL BE READY TO PASS ALL PRE-LICENSURE INSPECTIONS WITHIN 60 DAYS OF SUBMISSION.

Failure to pass all pre-licensure inspections within 60 days may result in the denial of the license application.

This application must be completed in its entirety upon submission. If the Cannabis Regulatory Agency (CRA) identifies a deficiency in an application, the CRA will notify the applicant. The applicant must submit all missing information or proof that the deficiency has been corrected in its entirety to the CRA within 5 calendar days of the date the applicant received the notice of deficiency. The failure of an applicant to completely correct a deficiency within 5 days of notification by the CRA may result in the denial of the application.

Cannabis Regulatory Agency Phone:(517) 284-8599 Website: www.michigan.gov/cra

Email: CRA-Adult-Use-Marijuana@Michigan.gov



**Adult-Use Marijuana Establishment Licensing Application Process** 

### Before initiating the application process, be advised the following documents are due at the time of application submission:

#### Marijuana Educational Research License Application Link to Attestations

- Attestation 6-A Acknowledgment & Consent to Investigations, Statute & Rule Compliance
- Attestation 6-B Confirmation of Section 6 Compliance
- Acknowledgment of Attestations

#### **Business Specifications**

- Research plan, including but not limited to:
  - Brief description of the research that will be conducted
  - Documentation of affiliation with a degree or certificate program offered by an institute of higher learning accredited by the Higher Learning Commission
  - Plan for documenting all individuals who will have access to the location and the marijuana or marijuana products
  - Plan to ensure secure delivery and receipt of marijuana at the licensed location
  - Plan to ensure the safe storage of marijuana at the licensed location
  - Plan for the tracking of marijuana quantities at the licensed location
  - Plan for the disposal of marijuana after research
  - Partnerships with other licensees
- Floor plan of the location
- Copy of Certificate of Use and Occupancy
- DBA documentation (if applicable) (obtained at county-level)
- Certificate of Assumed Name (if applicable) (obtained from LARA Corporations Division)

<sup>\*</sup>All applicable items on the checklist are required to be provided at the time of application submission.

<sup>\*</sup>Failure to submit any of the items may result in the denial of your application.



- Enter User Name or E-mail.
- Enter Password.
- Select Login.





**Adult-Use Marijuana Establishment Licensing Application Process** 

• Select Adult-Use Establishment Licensing.

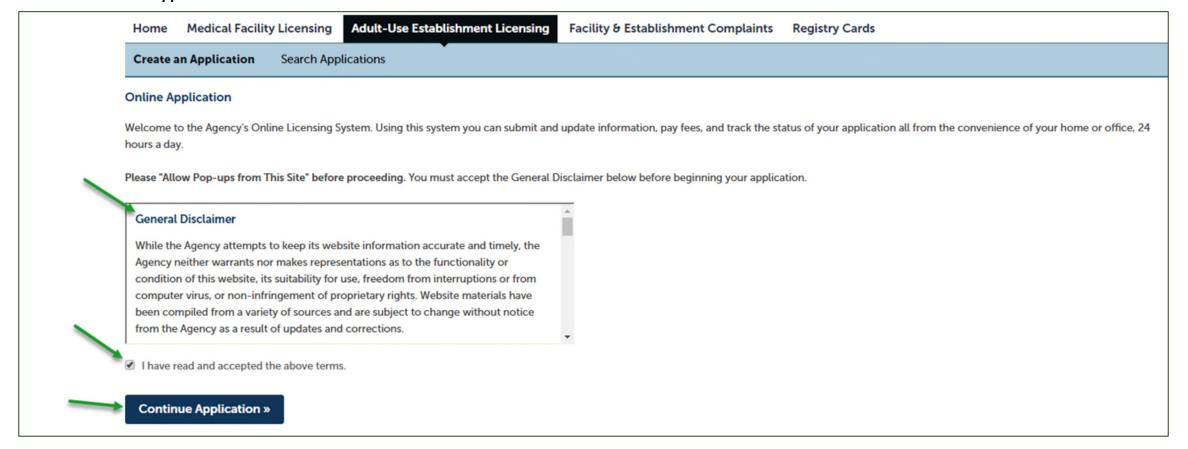
Home	Med	dical Facility Lic	ensing	Adult	-Use Establishment Licensing	g Facilit	y & Establishment Complaints	Registry Cards		
Dashboa	ırd	My Records	Му Ас	count	Advanced Search					
Welcome										
You are no	You are now logged in.									

• Select Create an Application.

Home	Medical Facility Licensing	Adult-Use Establishment Licensing	Facility & Establishment Complaints	Registry Cards						
Create	Create an Application Search Applications									

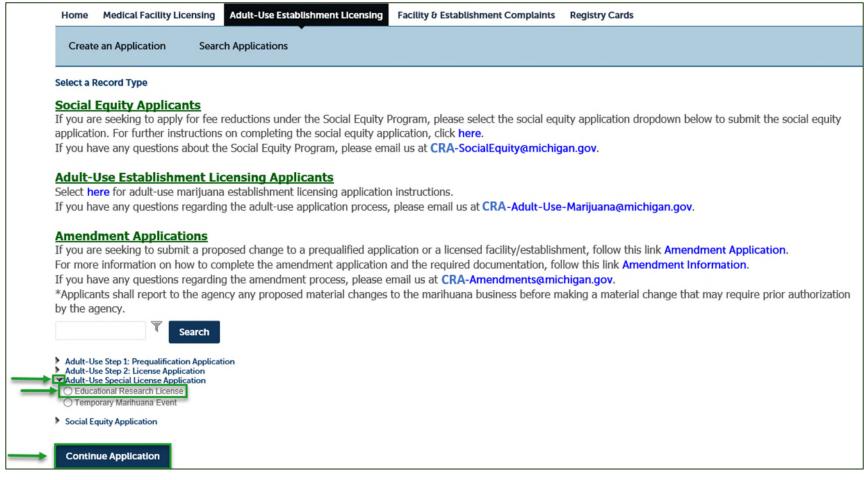


- Read the General Disclaimer.
- Check the box stating I have read and accepted the above terms.
- Select Continue Application.





- Select the arrow next to **Adult-Use Special License Application**.
- Select Marijuana Educational Research.
- Select Continue Application.

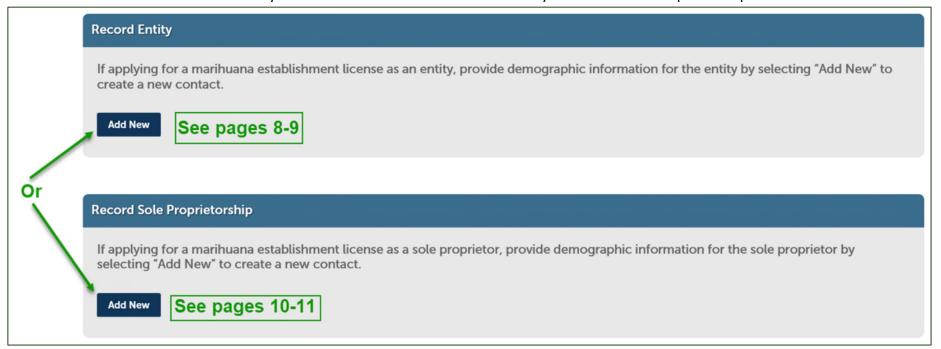




#### **Adult-Use Marijuana Establishment Licensing Application Process**

- For a main applicant entity seeking to hold a marijuana establishment state license, provide demographic information for the main applicant entity by selecting **Add New**.
  - See pages 8-9 for a main applicant entity.
- For a main applicant individual (sole proprietor) seeking to hold a marijuana establishment state license, provide demographic information for the main applicant individual (sole proprietor) by selecting **Add New.** 
  - See pages 10-11 for a main applicant individual (sole proprietor).

Note: you must **Add New** for either Record Entity OR Record Sole Proprietorship.



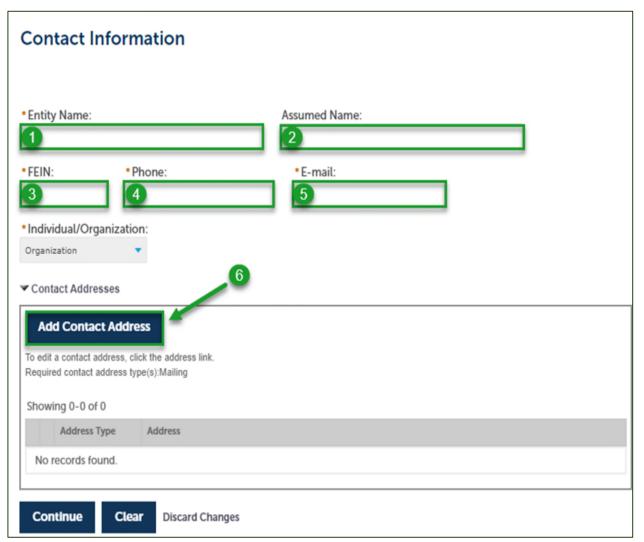


**Adult-Use Marijuana Establishment Licensing Application Process** 

### For a main applicant entity:

Main applicant individuals (sole proprietors) skip to page 10.

- Enter Main Applicant Entity name.
- Enter **Assumed Name** if operating publicly with a name other than the main applicant entity name. Separate multiple assumed names with commas.
- Enter Federal Employer Identification Number (FEIN).
- Enter Phone Number.
- Enter E-mail Address.
- Select Add Contact Address. Another window will open. Please see next page to continue.

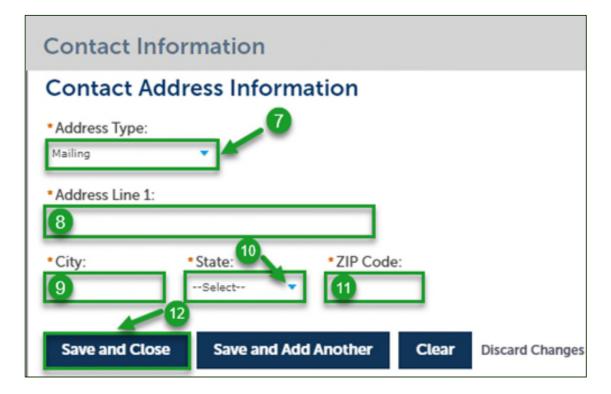




#### **Adult-Use Marijuana Establishment Licensing Application Process**

### For a main applicant entity:

- Mailing Address type is required. Please note: the physical license will be sent to this address.
- Enter Street Address.
- Enter *City*.
- Select to add State.
- Enter ZIP Code.
- Select Save and Close.



- Contact Address Added Successfully message will appear.
- Select Continue.



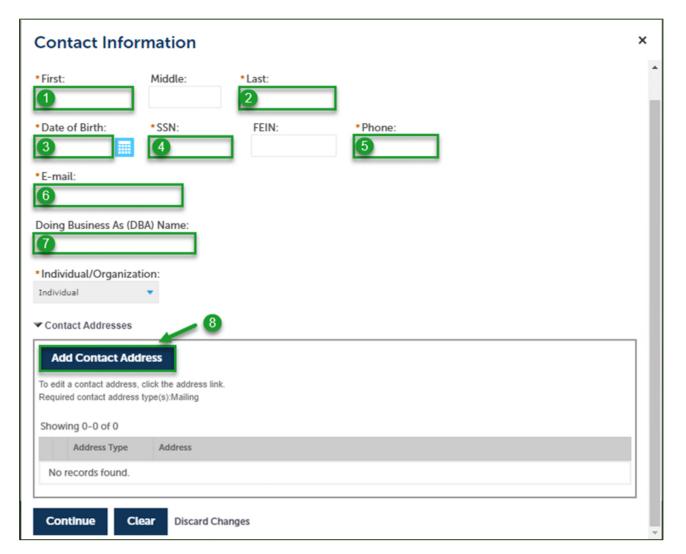


**Adult-Use Marijuana Establishment Licensing Application Process** 

### For a main applicant individual (sole proprietor):

Main applicant entities skip to page 12.

- Enter Sole Proprietor's First Name.
- Enter Sole Proprietor's Last Name.
- Enter Sole Proprietor's **Date of Birth (DOB)**.
- Enter Sole Proprietor's Social Security Number (SSN).
- Enter Sole Proprietor's **Phone Number**.
- Enter Sole Proprietor's *E-mail Address*.
- Enter Sole Proprietor's *Doing Business As (DBA)*, if applicable.
- Select *Add Contact Address*. Another window will open. **Please see next** page to continue.

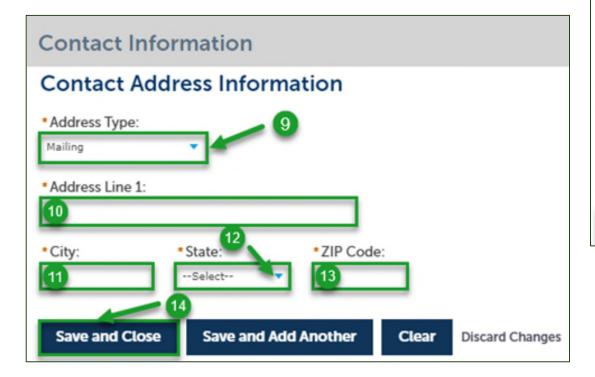




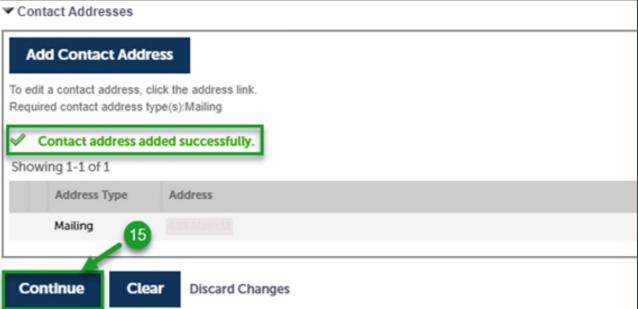
**Adult-Use Marijuana Establishment Licensing Application Process** 

### For a main applicant individual (sole proprietor):

- Mailing Address type is required. Please note: the physical license will be sent to this address.
- Enter Street Address.
- Enter City.
- Select to add State.
- Enter ZIP Code.
- Select Save and Close.



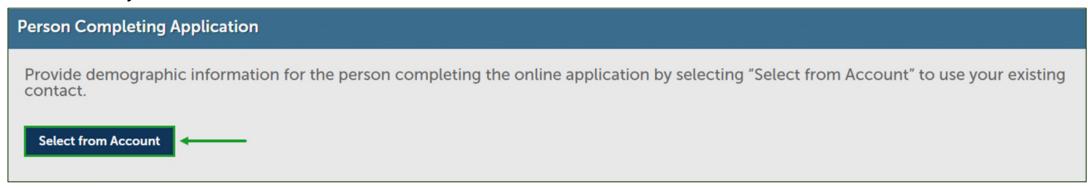
- Contact Address Added Successfully message will appear.
- Select Continue.





**Adult-Use Marijuana Establishment Licensing Application Process** 

• Choose Select from Account.



- Select the box for Mailing Address.
- Select Continue.



 After entering the demographic information for the main applicant and the person completing the application, select *Continue Application*.



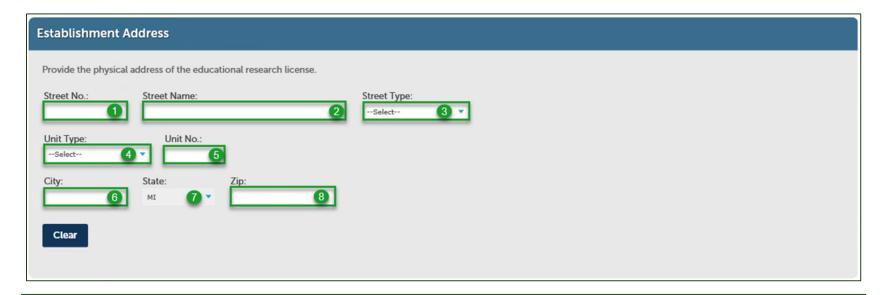


#### **Adult-Use Marijuana Establishment Licensing Application Process**

Provide the physical address of the proposed marijuana educational research license.

- Enter establishment Street Number.
- Enter establishment Street Name.
- Select establishment Street Type.
- Select *Unit Type*, if applicable.
- Enter *Unit Number*, if applicable.
- Enter establishment City.
- MI is required for *State*
- Enter establishment **ZIP Code**.

- Enter establishment Location Zoning Category.
- Select Continue Application.

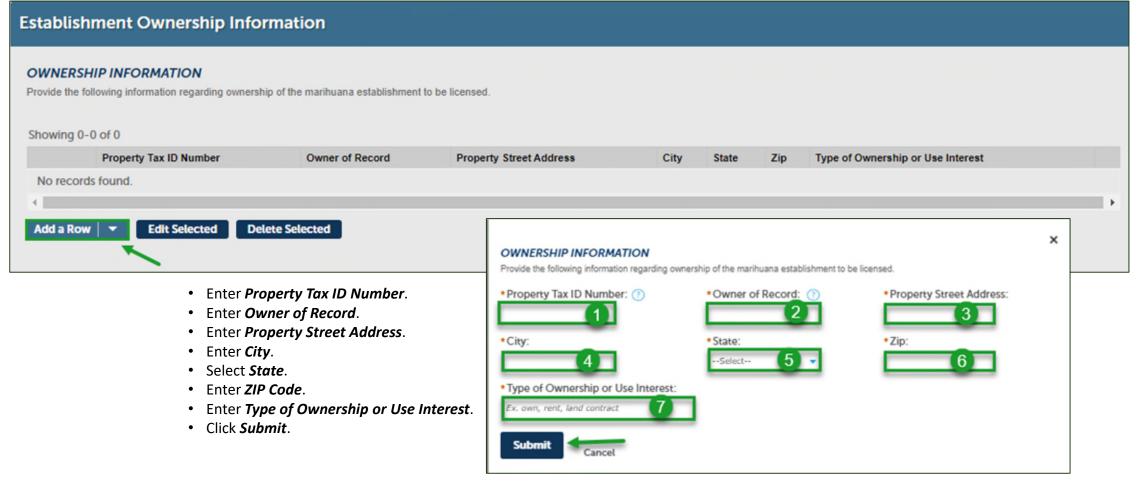






#### **Adult-Use Marijuana Establishment Licensing Application Process**

• Select **Add a Row** to provide information regarding the ownership of the marijuana establishment to be licensed. Please note, this table pertains to the ownership of the physical marijuana establishment as opposed to the ownership of the main applicant.



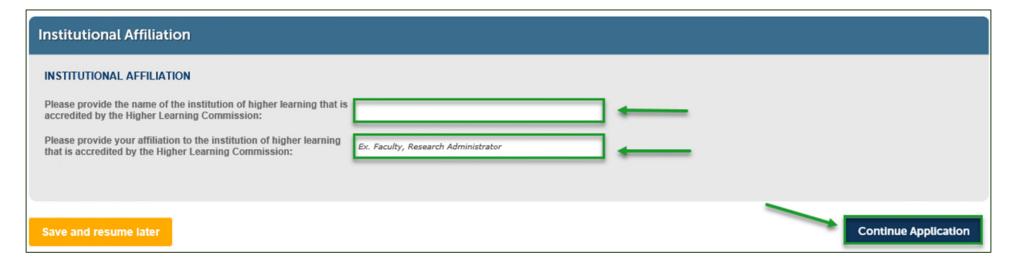


- Enter Name of municipality in which the marijuana establishment will be located.
- Enter City of Municipality.
- Select State of Municipality.
- Enter Zip Code of Municipality.
- Select County of Municipality.
- Select Continue Application.





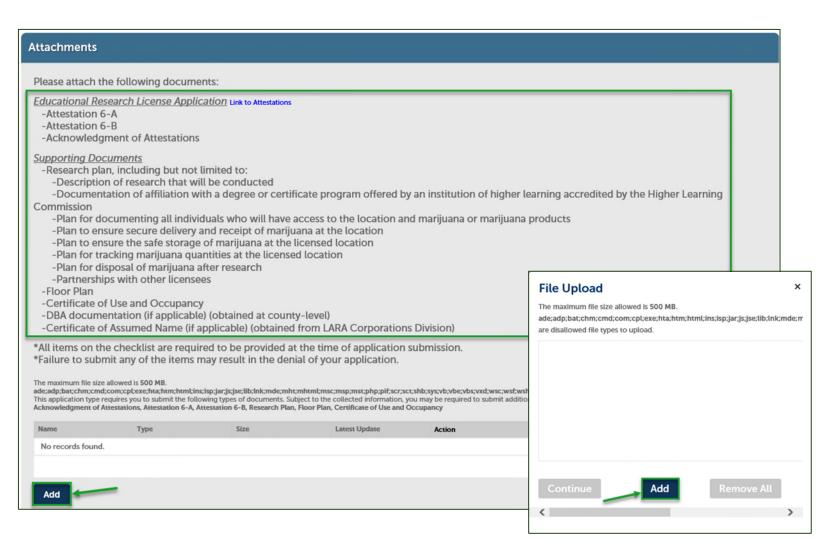
- Enter the name of the institution of higher learning that is accredited by the Higher Learning Commission.
- Enter the applicant affiliation to the institution of higher learning that is accredited by the Higher Learning Commission.
- Select **Continue Application**.





- All applicable items on the checklist are required to be provided at the time of application submission.
- Failure to submit any of the applicable checklist items may result in the denial of your application.
- Each document in the checklist must be uploaded individually; documents cannot be combined and uploaded as a single PDF.

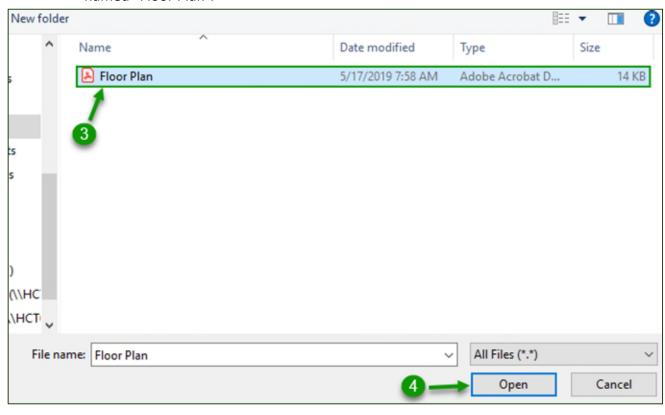
- To attach documents, Select Add on the attachments page.
- Select Add on the file upload pop out window. Please see next page to continue.



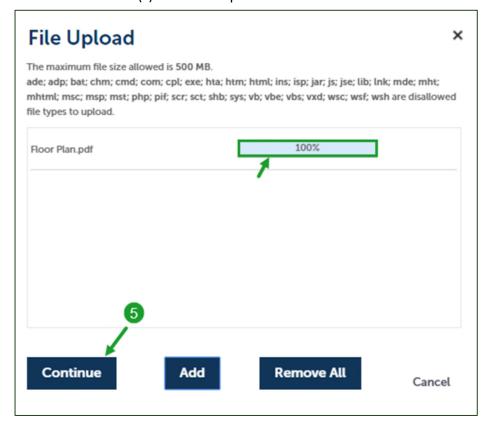


### **Adult-Use Marijuana Establishment Licensing Application Process**

- Select and Open the file(s) you wish to upload.
  - · Attachments should be uploaded in PDF format.
  - Files should be named according to their document type. For example, the Floor Plan PDF should be named "Floor Plan".

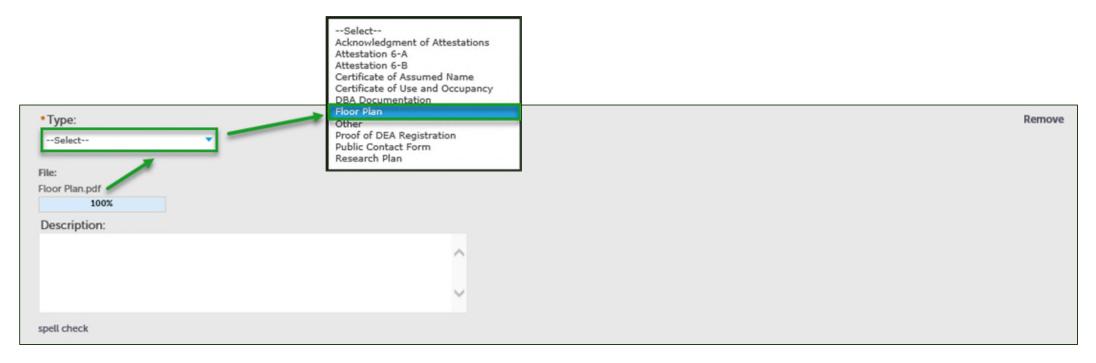


• Confirm the file(s) are 100% uploaded and select Continue.





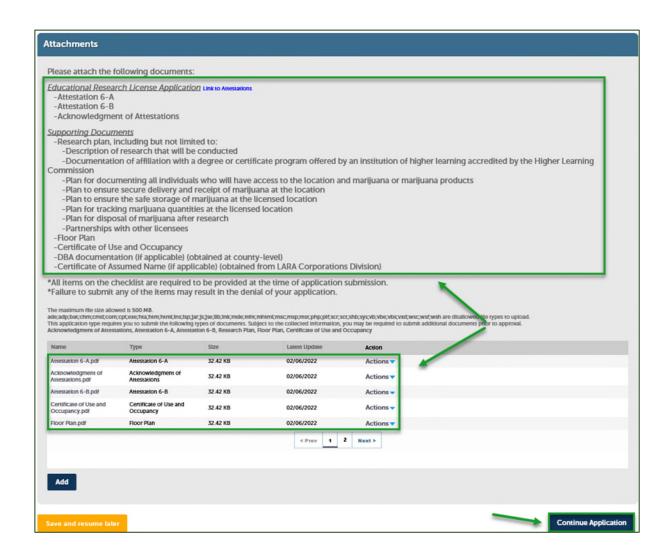
- Select document Type.
  - All documents on the checklist have a corresponding type. You must choose the corresponding document type for each document that is uploaded. For example, when uploading the Floor Plan, you must select the "Floor Plan" type.
- Select Save.
- You must repeat the process depicted for the Floor Plan for all applicable documents on the checklist.





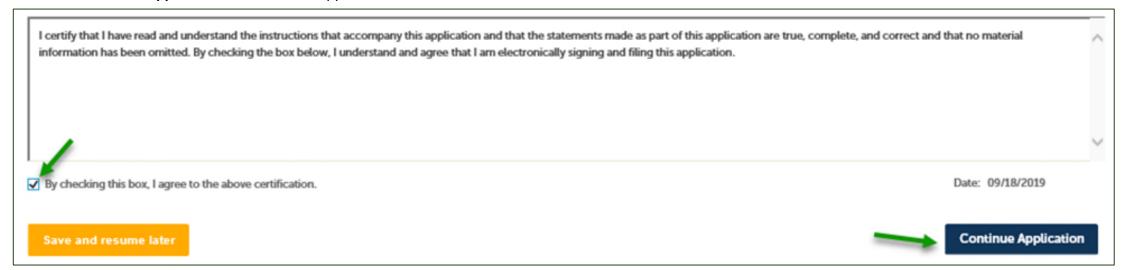
### **Adult-Use Marijuana Establishment Licensing Application Process**

 After all applicable documents have been uploaded and their corresponding document types have been selected and saved, select Continue Application.





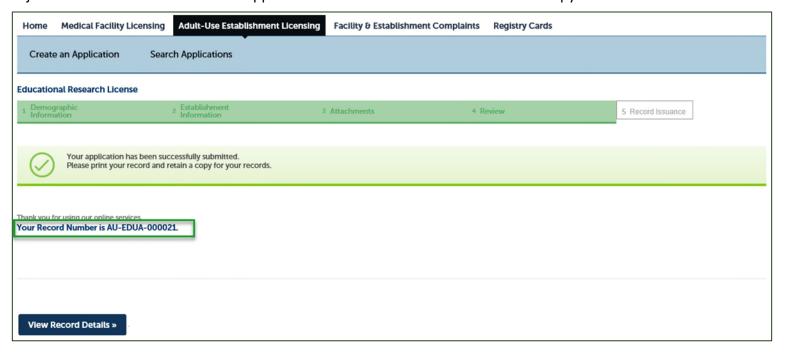
- After reviewing the marijuana establishment state license application, *Check* the box to electronically sign and file the application thus certifying that the application is true, complete, correct, and that no material information has been omitted.
- Select *Continue Application* to submit the application.





### **Adult-Use Marijuana Establishment Licensing Application Process**

• The marijuana establishment state license application has now been submitted. Retain a copy of the record number.





#### **Adult-Use Marijuana Establishment Licensing Application Process**

- The person completing the application and the main applicant will receive the below email containing:
  - The license application number.
  - The application name.

Dear Applicant,

You have successfully submitted your application for licensure. Below is the application record number and name. Make sure to retain this number for your records.

License Application Number: AU-EDUA-000021 Application Name: Educational Research

You can also view the application for licensure status under the MY RECORDS tab on the citizen portal.

Thank you,
Cannabis Regulatory Agency
Adult-Use Licensing
(517) 284-8599
CRA-AdultUseLicensing@michigan.gov
www.michigan.gov/cra



**Adult-Use Marijuana Establishment Licensing Application Process** 

Cannabis Regulatory Agency Phone: (517) 284-8599

Website: www.michigan.gov/cra

Email: CRA-Adult-Use-Marijuana@Michigan.gov