CANNABIS
REGULATORY AGENCY

Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

Cannabis Regulatory Agency
517-284-8599
mi.gov/cra
CRA-AdultUseRenewals@michigan.gov

CANNABIS REGULATORY AGENCY

Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

*There is NO LATE RENEWAL PERIOD for adult-use marijuana establishment state licenses; late renewal applications will not be accepted by the CRA.
*Applications for renewal WILL NOT BE PROCESSED UNTIL THE APPLICATION FOR RENEWAL IS SUBMITTED AND THE RENEWAL FEE IS PAID IN ITS ENTIRETY.
*Please allow for 30 days processing time by the CRA.

*The application for renewal must be completed in its entirety upon submission. If the CRA identifies a deficiency, the CRA will notify the licensee. The licensee 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 licensee received the notice of deficiency. Failure of a licensee to completely correct a deficiency within 5 days of notification by the CRA may result in the denial of the application for renewal.

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Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

- 120 days from the date of license expiration, the licensee will receive the following email notification:

Dear

The state license for your adult-use marijuana establishment is due to expire on 8/26/2022. The below license is eligible to be renewed in 30 days. A reminder to renew the license will be sent at that time and will contain the renewal fee and further instructions.

License Name:
License Number: AU-R-

Click here to view the renewal instructions, checklist, and attestations.

Please note that adult-use licensees are not permitted to continue operating after the license expiration date; there is no late renewal period for adult-use licensees. Any licensee who has not completed renewal by the license expiration date must start the licensing process over.

If there are any questions regarding this license renewal, please contact the Cannabis Regulatory Agency via telephone at (517) 284-8599 or via e-mail at CRA-AdultUseRenewals@michigan.gov.

Thank you,

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

- Once this email is received, licensees should follow the link as indicated above and begin compiling the required documents listed on the next page of these instructions.

CANNABIS REGULATORY AGENCY

Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

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

Attestations

- Attestation R-A – Confirmation of MRTMA and Rule Compliance
- Attestation R-B – Confirmation of Section 6 Compliance *(not applicable for marijuana event organizer licensees)*
- Attestation R-C – Confirmation of Insurance *(not applicable for marijuana event organizer licensees)*
- Attestation R-D – Confirmation of Tax Compliance

Supporting Documents

- Copy of proof of financial responsibility (e.g., insurance policy, constant value bond) *(not applicable for marijuana event organizer licensees)*

*Additional supporting document for **Marijuana Retailer** and **Marijuana Microbusiness** licensees only*

- *Copy of Marijuana Liability Insurance Policy*

*Additional supporting documents required for **Marijuana Secure Transporter** licensees only*

- Proof of auto insurance *(for any vehicles used to transport marijuana product)*
- Vehicle registration *(for any vehicles used to transport marijuana product)*
- Registration as a commercial motor vehicle *(for any vehicles used to transport marijuana product)*

Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

- 90 days from the date of license expiration, the licensee will receive the following email notification:

Dear [redacted],

The following state license is now eligible to be renewed:

License Name: [redacted]
License Number: [redacted]
License Type: Marihuana Processor
Address: [redacted]
Account Code: 51968

The renewal instructions, checklist, attestations, and online portal can be viewed here.

The renewal fee for this license is: $[redacted].

The Cannabis Regulatory Agency will begin to process your renewal after the renewal application and payment have been received.

Please note that adult-use licensees are not permitted to continue operating after the license expiration date; there is no late renewal period for adult-use licenses. If you do not complete the renewal of the above license by **8/16/2022**, the above license will expire and you must start the licensing process over.

Please allow for 30 days processing time when submitting your renewal application.

If there are any questions regarding this license renewal, please contact the Cannabis Regulatory Agency via telephone at (517) 284-8599 or via email at CRA-AdultUseRenewals@michigan.gov.

Thank you,

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

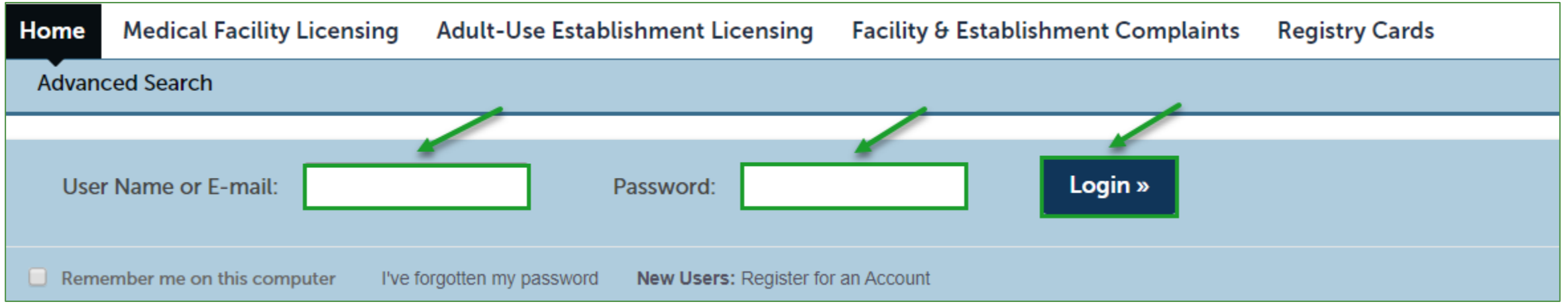
- Once this email notification is received, the licensee can submit their application for renewal online. Link to Online Portal
- This email will notify the licensee of the renewal fee dollar amount that is required to be paid upon submission.
- Licensees will receive a similar email 60 days prior to the expiration date of the license (and again 30 days prior to the expiration date of the license) if the renewal application and required fee have not been submitted and paid.

Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

To begin the license renewal application process, go to the online portal. Link to Online Portal

- Enter ***User Name or E-mail*** of an account that has access to the license record you are seeking to renew.
  - If you do not have an online account or are unable to access the license record you are seeking to renew, please contact CRA-AdultUseRenewals@michigan.gov to request assistance gaining online access.
- Enter ***Password***.
- Select ***Login***.



CANNABIS REGULATORY AGENCY

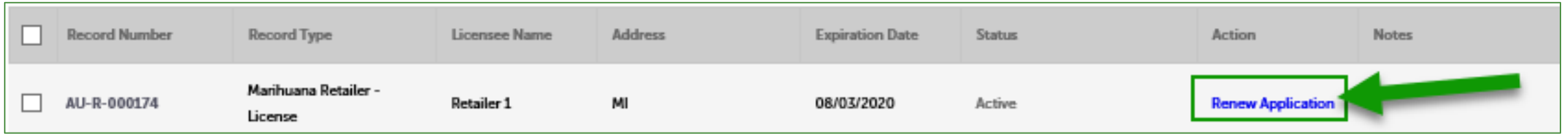
Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

- Select ***Adult-Use Establishment Licensing***.

- Utilize the Record Number and Licensee Name columns to Identify the license you are seeking to renew.

- Select ***Renew Application*** in the action column of the license you are seeking to renew.

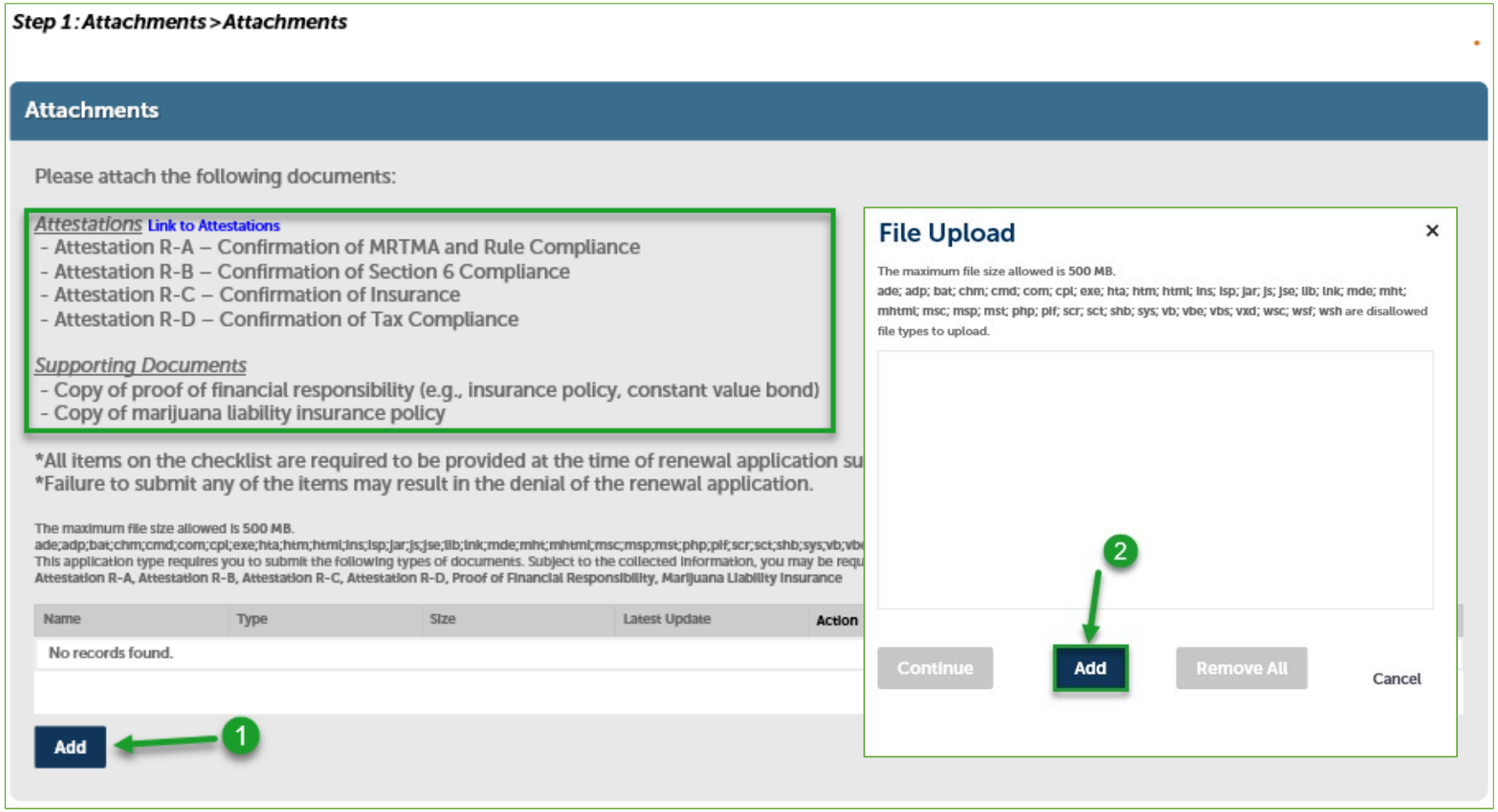


Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

- **All applicable items on the checklist are required to be provided at the time of renewal application submission**.
- **Failure to submit any of the applicable checklist items may result in the denial of your application for renewal.**
- Each document in the checklist must be uploaded individually; documents cannot be combined and uploaded as a single PDF.
    - For example, each attestation must be uploaded individually. Instead of uploading a single document containing all attestations, you must upload "Attestation R-A", "Attestation R-B", "Attestation R-C", etc.

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



Note:

- Copy of marijuana liability insurance policy is required only for marijuana retailer and marijuana microbusiness licensees
- Safety compliance facility renewal applications require an additional attestation not shown above.
- Marijuana secure transporter renewal applications require additional supporting documents not shown above.
- Marijuana event organizer renewal applications require fewer documents than shown above.

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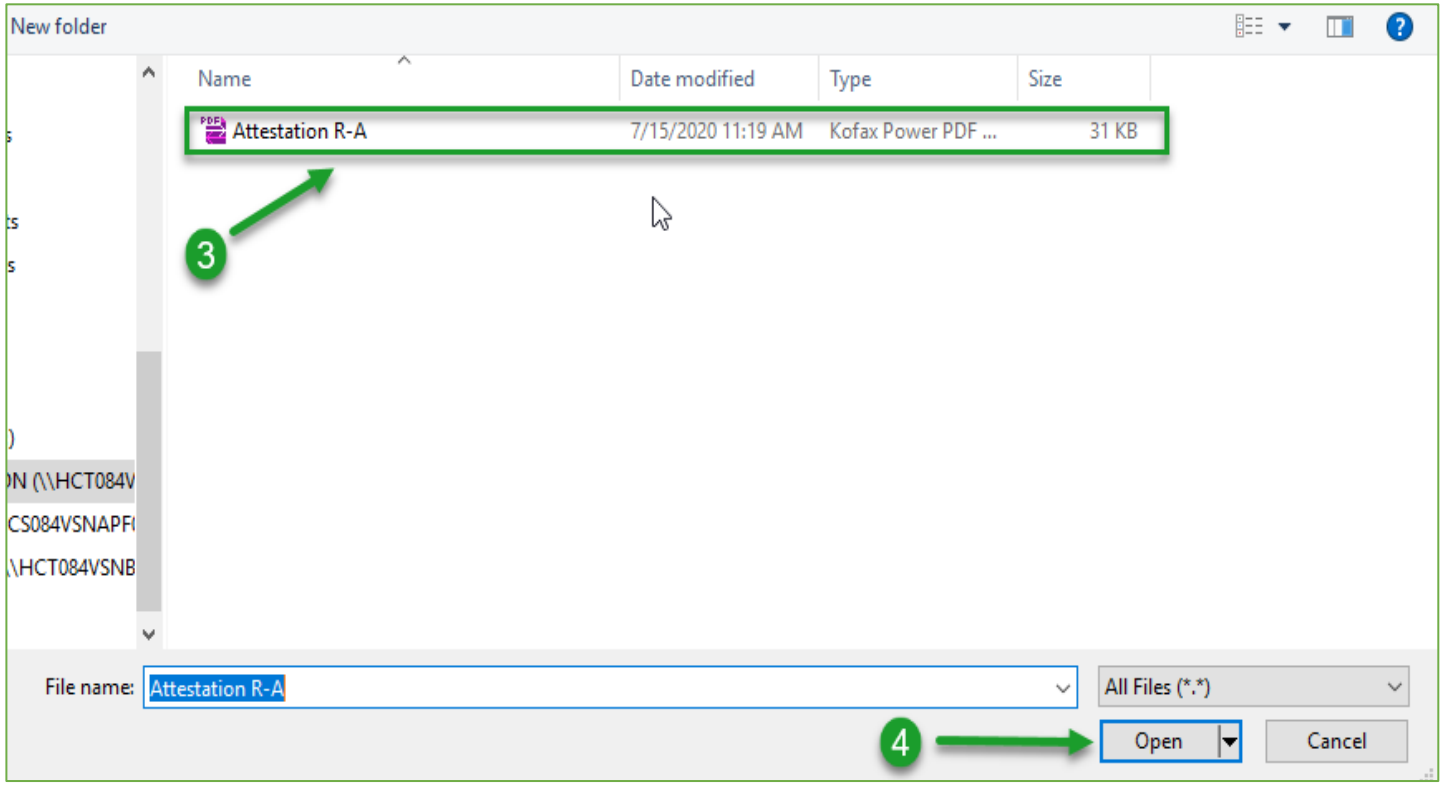
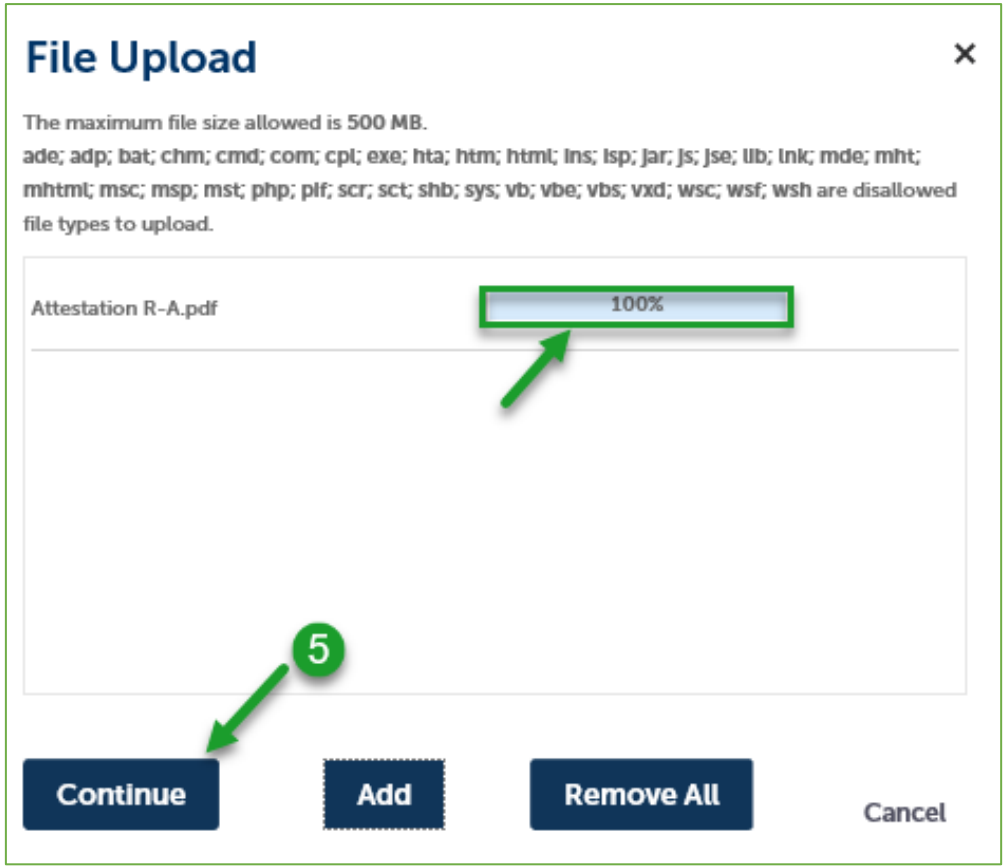
Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal 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 Attestation R-A PDF should be named “Attestation R-A”.



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



Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

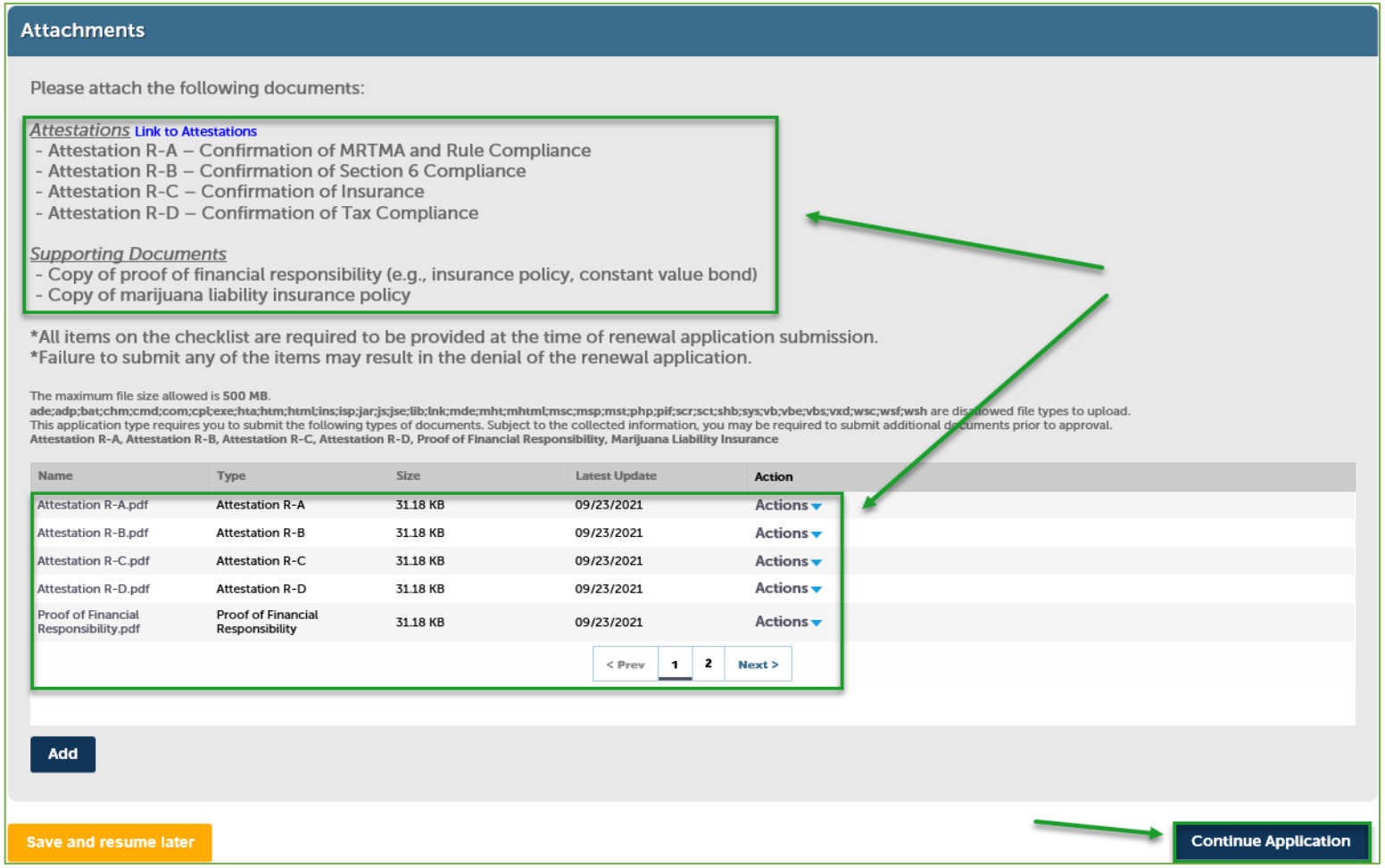
- Select document ***Type.***
  - All documents on the checklist have a corresponding type. You must choose the corresponding document type for each document that is uploaded. For example, when uploading Attestation R-A, you must select the “Attestation R-A” type.
- Select ***Save***.
- ***You must repeat the process depicted for Attestation R-A for all applicable documents on the checklist.***

CANNABIS REGULATORY AGENCY

Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

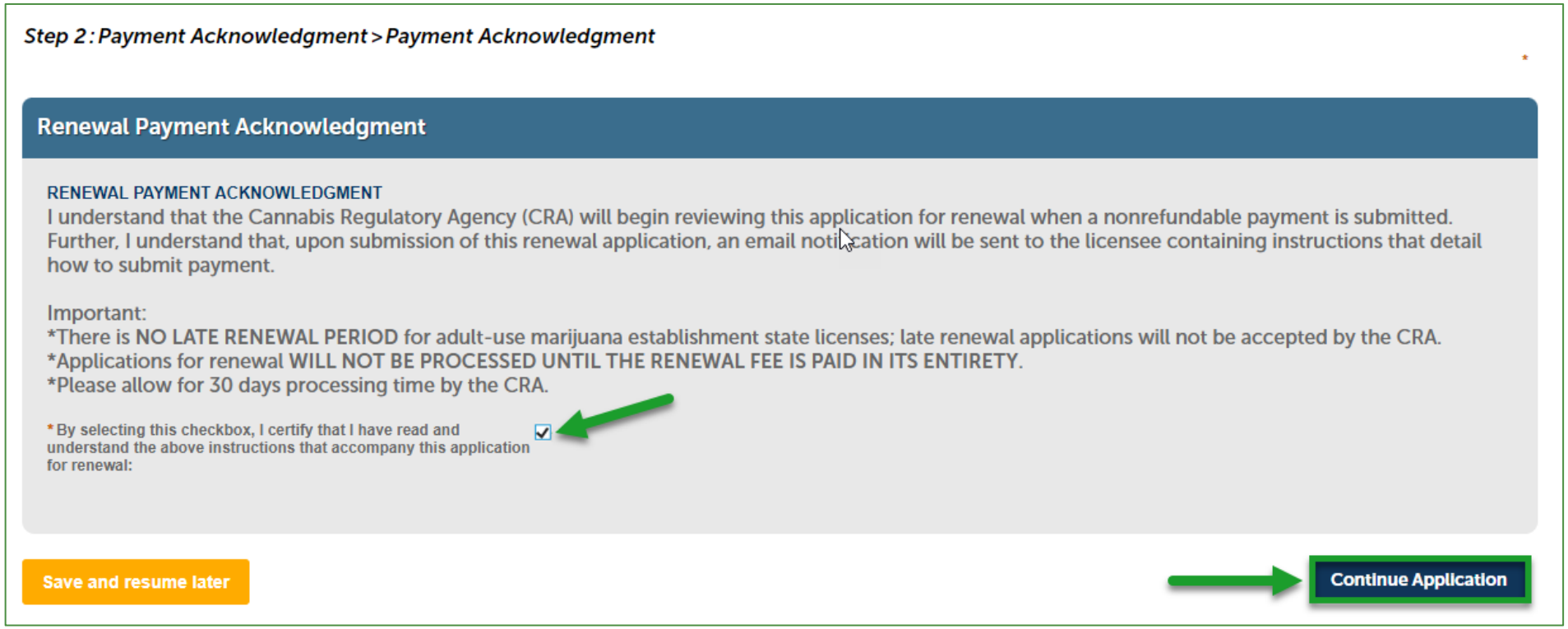
- After all applicable documents have been uploaded and **their corresponding document types have been selected and saved,** select ***Continue Application.***



Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

- ***Check*** the box certifying that you understand:
  - The Cannabis Regulatory Agency will begin reviewing your application for renewal when a nonrefundable payment is submitted.
  - Upon submission of the application for renewal, an email notification will be sent to the licensee containing instructions that detail how to submit payment.
- Select ***Continue Application.***

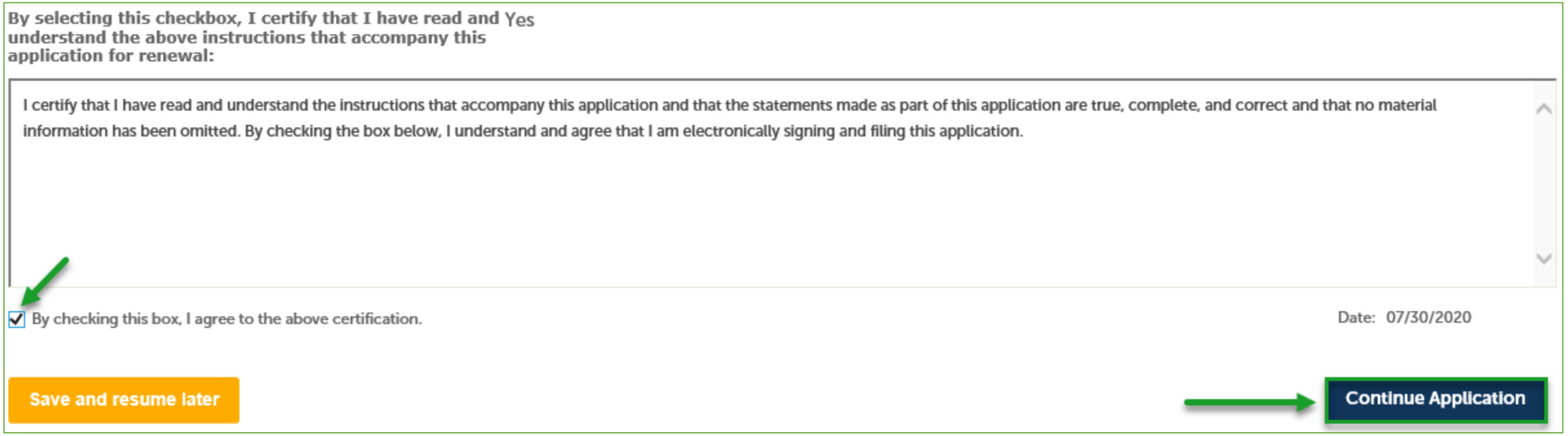


CANNABIS REGULATORY AGENCY

Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

- After reviewing the application for license renewal, ***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.



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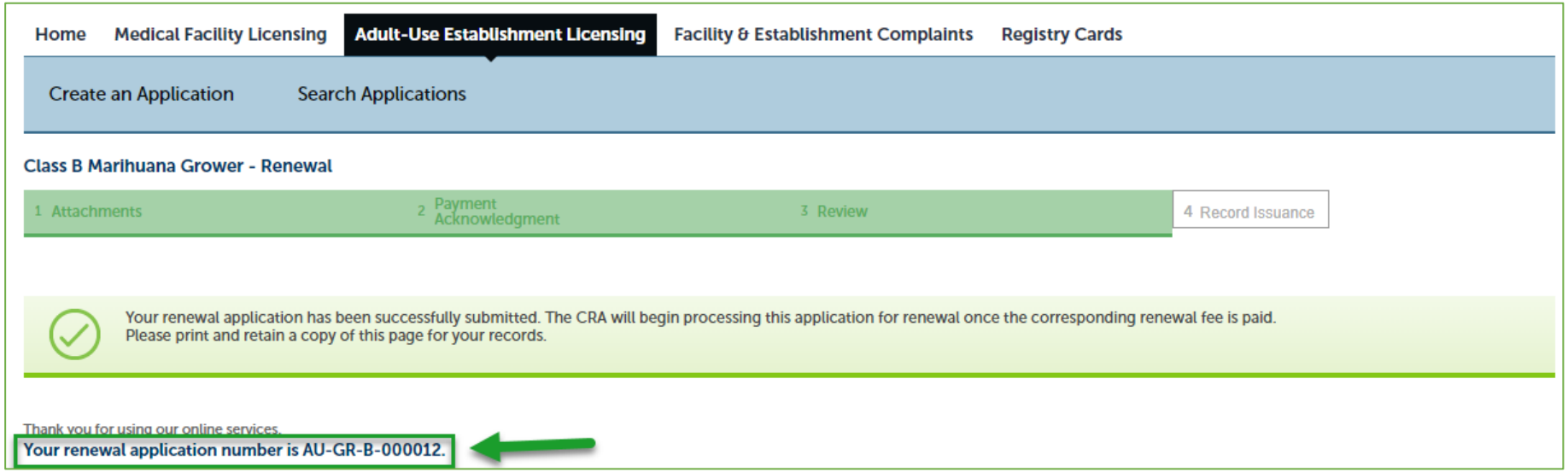
Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

- The license renewal application has now been submitted. **Retain a copy of the record number.**



CANNABIS REGULATORY AGENCY

Adult-Use Establishment License Renewal Instructions

Adult-Use Marijuana Establishment License Renewal Process

- Upon submission of the renewal application, the licensee will receive the below email containing a link to payment instructions. These payment instructions are also included as the remaining pages of this instructional PDF. Please note: **APPLICATIONS FOR RENEWAL WILL NOT BE PROCESSED UNTIL THE RENEWAL FEE IS PAID IN ITS ENTIRETY.**

Dear [redacted]

You have submitted an application to renew [redacted]. The renewal application information is below.

Renewal Name: [redacted]
Renewal Number: [redacted]
Renewal Type: Class C Marihuana Grower
Address: [redacted]
Account Code: 51468

The renewal fee for this license is: **$**[redacted]

The Cannabis Regulatory Agency will begin to process your application once the renewal fee payment is received. Online payment is the recommended option. However, if submitting a physical payment (cash, check, money order), please print and include a copy of this email with the payment. Payment Instructions

Please allow for 30 days processing time after payment of the renewal fee. A letter will be sent via email once a license renewal determination has been made.

If there are any questions regarding this license renewal, please contact the Cannabis Regulatory Agency via telephone at (517) 284-8599 or via email at CRA-AdultUseRenewals@michigan.gov.

Thank you,

Cannabis Regulatory Agency
Adult-Use Licensing
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CRA-AdultUseRenewals@michigan.gov
www.michigan.gov/cra

CANNABIS
REGULATORY AGENCY

Payment of Renewal Fee

Adult-Use Marijuana Establishment License Renewal Process

Cannabis Regulatory Agency
517-284-8599
mi.gov/cra
CRA-AdultUseRenewals@michigan.gov

CANNABIS REGULATORY AGENCY

Payment of Renewal Fee

Adult-Use Marijuana Establishment License Renewal Process

Options for Payment of the Renewal Fee:

Online Payment (Preferred Option)	Postal Mail Payment	In-Person Payment*
Online Payment Options Include: • Credit Card • Electronic Check	Postal Mail Payment Options Include: • Check • Money Order	In-Person Payment Options Include: • Cash • Check • Money Order
For online payment instructions, refer to pages 18-20 of this instructional PDF.	For postal mail payment instructions, refer to page 21 of this instructional PDF.	For in-person payment instructions, refer to page 22 of this instructional PDF.

*Due to the COVID-19 pandemic, LARA lobbies are currently closed. Consequently, the in-person payment option is not currently available.

CANNABIS REGULATORY AGENCY

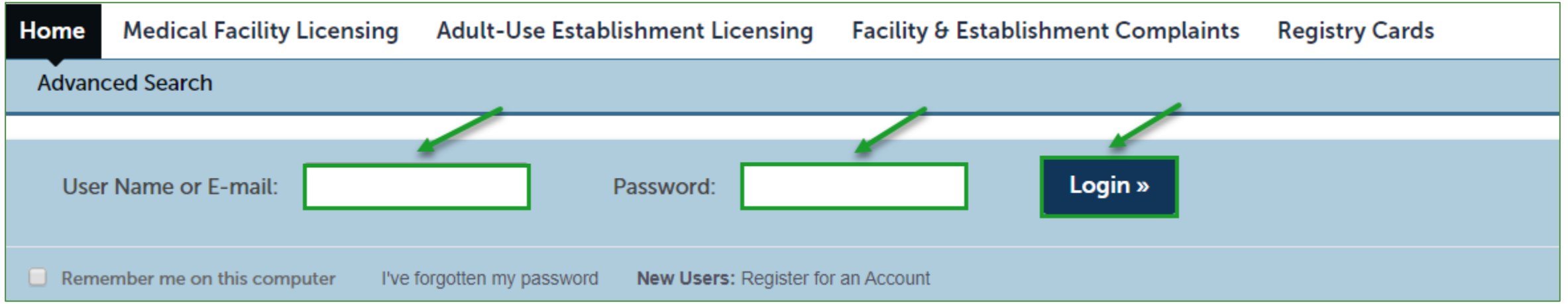
Online Payment Instructions

Adult-Use Marijuana Establishment License Renewal Process

Online Payment Instructions:

Log in to the Accela Citizen Access (ACA) account that was used to submit the application for renewal by entering:

- ***User Name or E-mail.***
- ***Password***.

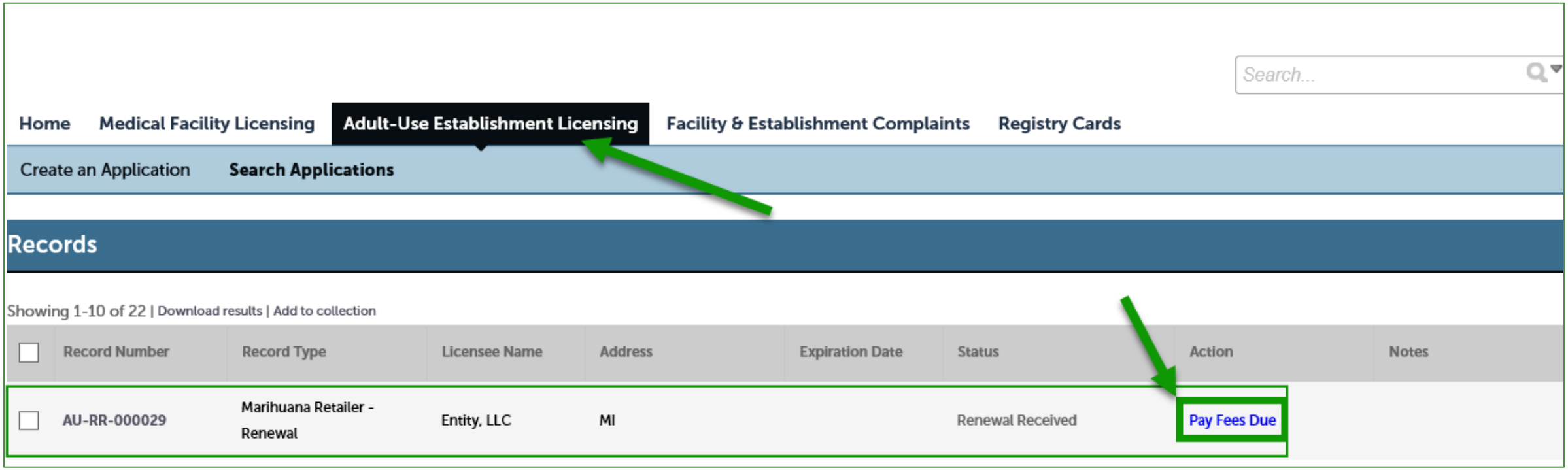


CANNABIS REGULATORY AGENCY

Online Payment Instructions

Adult-Use Marijuana Establishment License Renewal Process

- Select ***Adult-Use Establishment Licensing.***
- Identify the application for renewal that requires payment; select ***Pay Fees Due*** in the action column.



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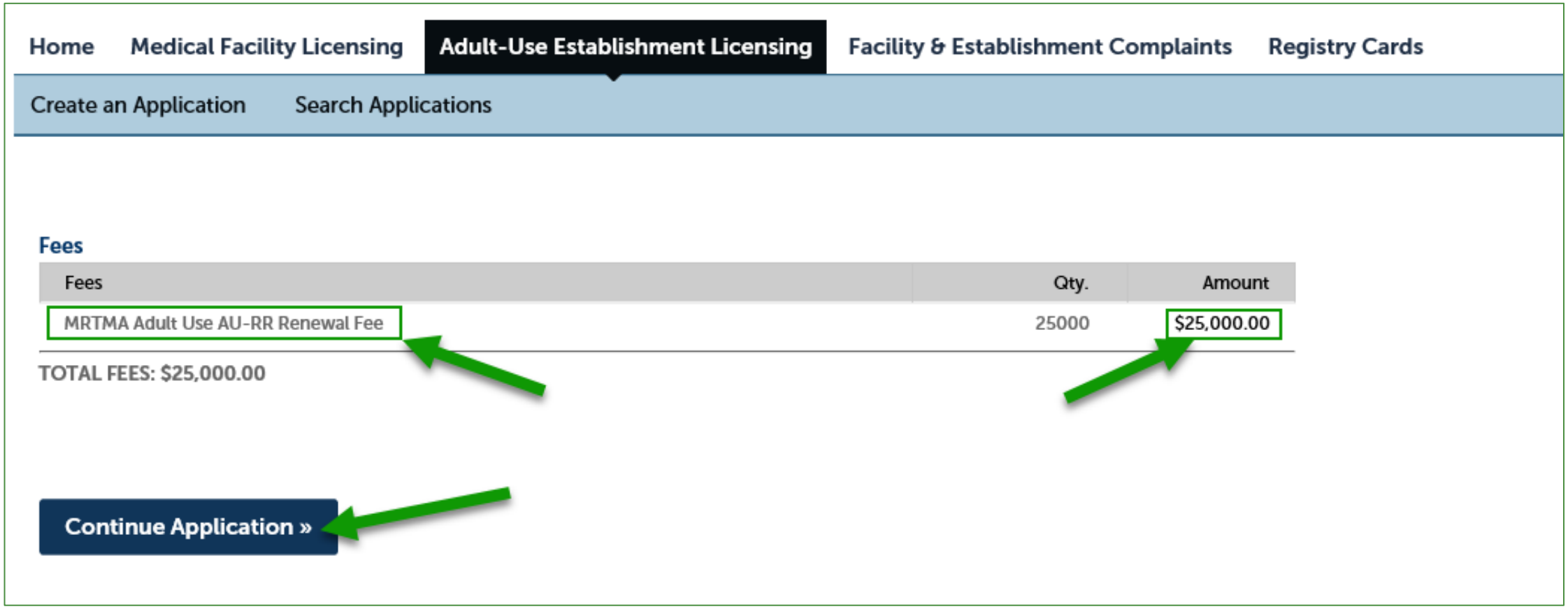
Online Payment Instructions

Adult-Use Marijuana Establishment License Renewal Process

- Confirm the fee being assessed is an ***Adult-Use Renewal Fee*** for the correct dollar amount.
- Select ***Continue Application***; you will be directed to the State of Michigan payment processor where you will have the option to pay the application fee via electronic check or credit card.



CANNABIS REGULATORY AGENCY

Postal Mail Payment Instructions

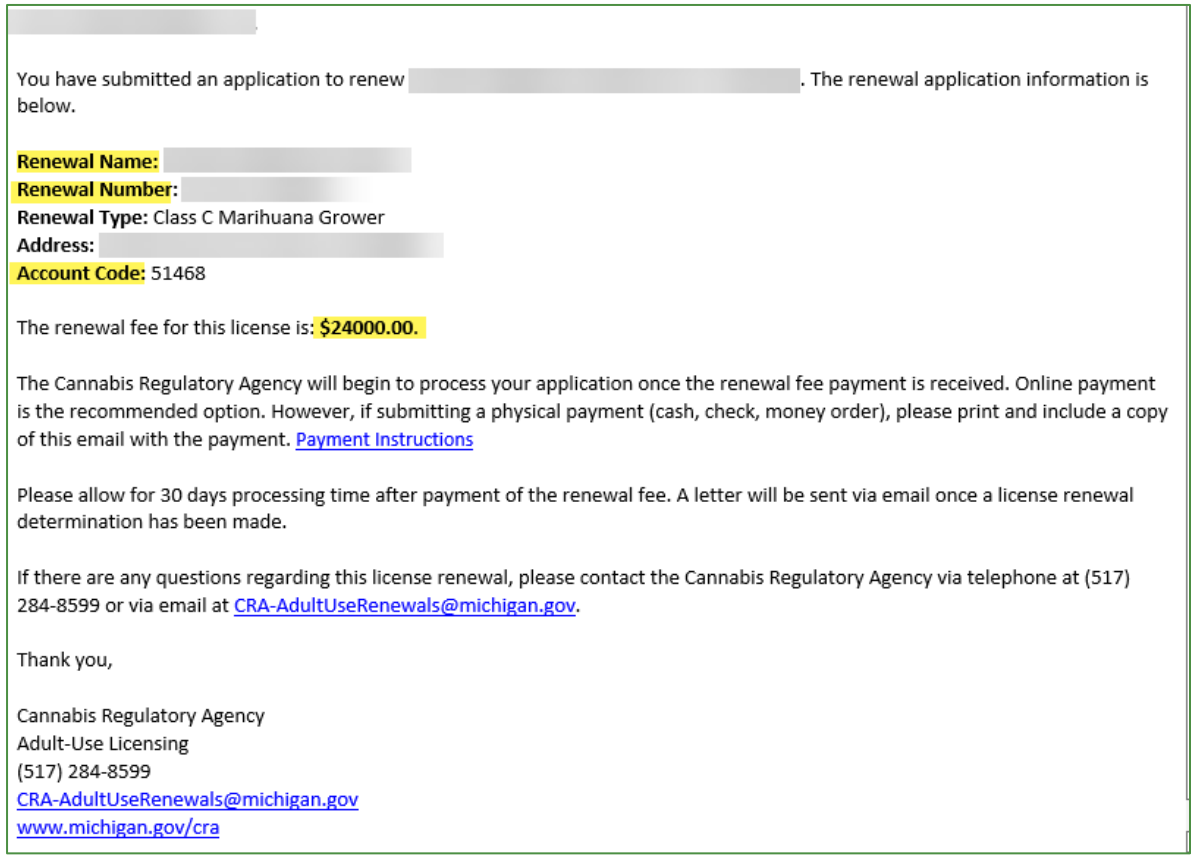
Adult-Use Marijuana Establishment License Renewal Process

Postal Mail Payment Instructions:

- Check or money order should be made payable to: State of Michigan
- Check or money order should be sent via postal mail to: Cannabis Regulatory Agency
  License Maintenance Section
  P.O. Box 30205
  Lansing, MI 48909

Important:

- Upon submission of your application for renewal, you were sent an email with the following subject: "Renewal Application Submitted: Licensee Legal Name - AU-X-XXXXXX – Licensee Assumed Name". A copy of this email is depicted to the right.
- If submitting a renewal payment via postal mail, YOU MUST PRINT AND MAIL A COPY OF THIS EMAIL WITH YOUR PAYMENT. The information highlighted in the example to the right is vital to ensuring your payment is applied to the correct record in a timely manner.
- If you no longer have access to this submission email, please email CRA-AdultUseRenewals@michigan.gov to request an additional copy.



[redacted]

You have submitted an application to renew [redacted]. The renewal application information is below.

Renewal Name: [redacted]
Renewal Number: [redacted]
Renewal Type: Class C Marihuana Grower
Address: [redacted]
Account Code: 51468

The renewal fee for this license is: **$24000.00.**

The Cannabis Regulatory Agency will begin to process your application once the renewal fee payment is received. Online payment is the recommended option. However, if submitting a physical payment (cash, check, money order), please print and include a copy of this email with the payment. Payment Instructions

Please allow for 30 days processing time after payment of the renewal fee. A letter will be sent via email once a license renewal determination has been made.

If there are any questions regarding this license renewal, please contact the Cannabis Regulatory Agency via telephone at (517) 284-8599 or via email at CRA-AdultUseRenewals@michigan.gov.

Thank you,

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www.michigan.gov/cra

CANNABIS REGULATORY AGENCY

In-Person Payment Instructions

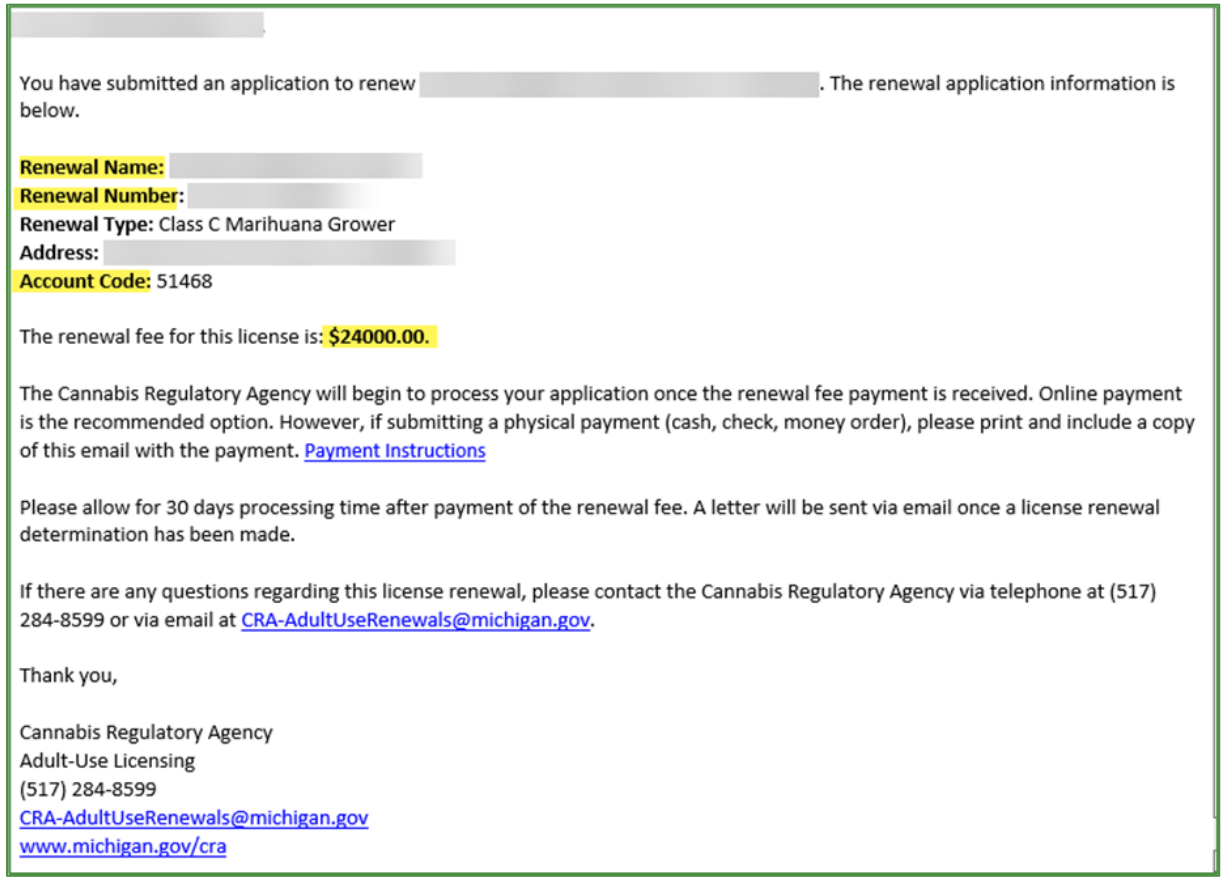
Adult-Use Marijuana Establishment License Renewal Process

In-Person Payment Instructions:

- Check or money order should be made payable to: State of Michigan
- Cash, check, or money order should be submitted in-person at: 2407 North Grand River Ave
  Lansing, MI 48906

Important:

- Upon submission of your application for renewal, you were sent an email with the following subject: “Renewal Application Submitted: Licensee Legal Name - AU-X-XXXXXX – Licensee Assumed Name”. A copy of this email is depicted to the right.
- If submitting a renewal payment in-person, YOU MUST PRINT AND INCLUDE A COPY OF THIS EMAIL WITH YOUR PAYMENT. The information highlighted in the example to the right is vital to ensuring your payment is applied to the correct record in a timely manner.
- If you no longer have access to this submission email, please email CRA-AdultUseRenewals@michigan.gov to request an additional copy.



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Renewal Name: [redacted]
Renewal Number: [redacted]
Renewal Type: Class C Marihuana Grower
Address: [redacted]
Account Code: 51468

The renewal fee for this license is: **$24000.00.**

The Cannabis Regulatory Agency will begin to process your application once the renewal fee payment is received. Online payment is the recommended option. However, if submitting a physical payment (cash, check, money order), please print and include a copy of this email with the payment. Payment Instructions

Please allow for 30 days processing time after payment of the renewal fee. A letter will be sent via email once a license renewal determination has been made.

If there are any questions regarding this license renewal, please contact the Cannabis Regulatory Agency via telephone at (517) 284-8599 or via email at CRA-AdultUseRenewals@michigan.gov.

Thank you,

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mi.gov/cra