

## REQUEST TO CLOSE MARIJUANA LICENSE

Do not sign until notary is present

On behalf of \_\_\_\_\_, I \_\_\_\_\_  
Legal Name of Licensee Name & Title of Individual Authorized to Submit this Request

request that the following license record(s) be closed:

License Name:	License Number(s):
Forwarding Mailing Address:	

Closure Circumstance:	
Active License(s)	Nonrenewed License(s) Pending Contested Case Hearing
I request the above license be closed: <input type="checkbox"/> Immediately <input type="checkbox"/> On the license expiration date	<input type="checkbox"/> I understand that by closing my marijuana license(s), I am also withdrawing any request(s) for a contested case hearing (CCH) due to a notice of nonrenewal being issued. I understand that the allegations in the notice of nonrenewal will be deemed established.
Reason for Closure (Optional):	

If there are any questions with this request, please contact me at:

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Authorized Individual Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Individual Printed Name

Subscribed and sworn to by \_\_\_\_\_ before me on \_\_\_\_\_  
(Authorized Individual Name) (Date)

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(Notary Public Printed Name)

State of \_\_\_\_\_, County of \_\_\_\_\_, Acting in the county of \_\_\_\_\_  
(county) (state)

My commission expires: \_\_\_\_\_

### **Please note the following for licenses with inventory in METRC:**

A licensee must complete all METRC related tasks before requesting to close a license. For further instructions on how to complete all METRC related tasks before requesting to close a license, please review the [Closing a Licensed Marijuana Business](#) webpage.