

Tips for Miscellaneous Forms

The Cannabis Regulatory Agency (CRA) is issuing this advisory bulletin to provide applicants and/or licensees with guidance on how to avoid common issues on miscellaneous forms that may delay processing times. It is important that applicants submit all required documentation when submitting a form. Failure to submit all required documentation will result in delayed processing times. Below are the most common deficiencies the CRA has identified while processing forms:

Common Issues Across Miscellaneous Forms

- **Submitting incorrect license numbers, or not providing all license numbers as required.**

Please confirm correct license numbers are provided to ensure updates are made accordingly.

- **An unauthorized person is signing on behalf of the entity.**

Only an individual who has been authorized in writing by the entity can complete these forms.

- **Not providing the full legal entity name.**

For example, if the entity name is Green, LLC, we cannot accept the entity name of Green, or any approved dba or assumed name.

- **Failing to send the form to the correct inbox.**

Forms should not be uploaded to records or submitted as part of an application. Please send forms to CRA-Amendments@michigan.gov.

- **For documents that require a notary, signature dates of the notary and individual do not match.**

The document is to be signed in the presence of a notary which will require the dates to match. Additionally, ensure the notary has dated your document.

Demographic Amendments

- **The “General Information” section is completed for the main applicant entity when the change requested is for an individual.**

The “General Information” section should be completed for the applicant/licensee the change is being requested for.

- **Submitting multiple forms for both medical and adult-use.**

Only one form is needed regardless of if the change is for both.

- **Failing to submit required documentation with the demographic amendment application.**

For example, if the main applicant entity is adding an assumed name, we will also need the certificate of assumed name from LARA CSCL. We cannot accept a screenshot.

Reporting Forms

- **Failing to submit required documentation, such as plan changes, when filing the reporting form.**

Please utilize the checklist on the first page of the reporting form to ensure all required documentation is provided.

- **Listing multiple locations on the same form.**

If the changes being requested are for multiple locations, a separate form is required per location.

- **Submitting documentation with incorrect spelling.**

Please ensure the spelling of the legal entity name and supplemental applicant names are correctly spelled.

- **Not submitting all associated documentation when refiling an amendment.**

If a reporting form is rejected, a new email with all associated documentation must be submitted when refiling.

Request to Close a License Form

- **Failing to select an option of when to close the license.**

Either “Immediately” or “On the license expiration date” must be checked.

Notification of Court-Appointed Representative

- **Submitting the form without both part A and part B being completed.**

The form must be completed in its entirety to be processed.

Authorization of Additional Contact Person Form

- **Failing to provide your Accela User ID if seeking online record access.**

To ensure you are added with access to the Accela record, please provide this information.

Removal of Authorized Contact Person Form

- **Failing to designate a new contact person after the previous one is removed.**

If the individual being removed is the only individual designated as the “Person Completing Application,” an [Authorization of Additional Contact Person form](#) will need to be completed to designate a new contact person.

Questions can be sent to the Cannabis Regulatory Agency, License Maintenance Section via email at CRA-Amendments@michigan.gov. For more information about the Cannabis Regulatory Agency, please visit www.michigan.gov/CRA.