



Medical Facilities License Renewal Instructions

Medical Marijuana Facility License Renewal Process

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

Medical Facility License Renewal Instructions

Medical Marijuana Facility License Renewal Process

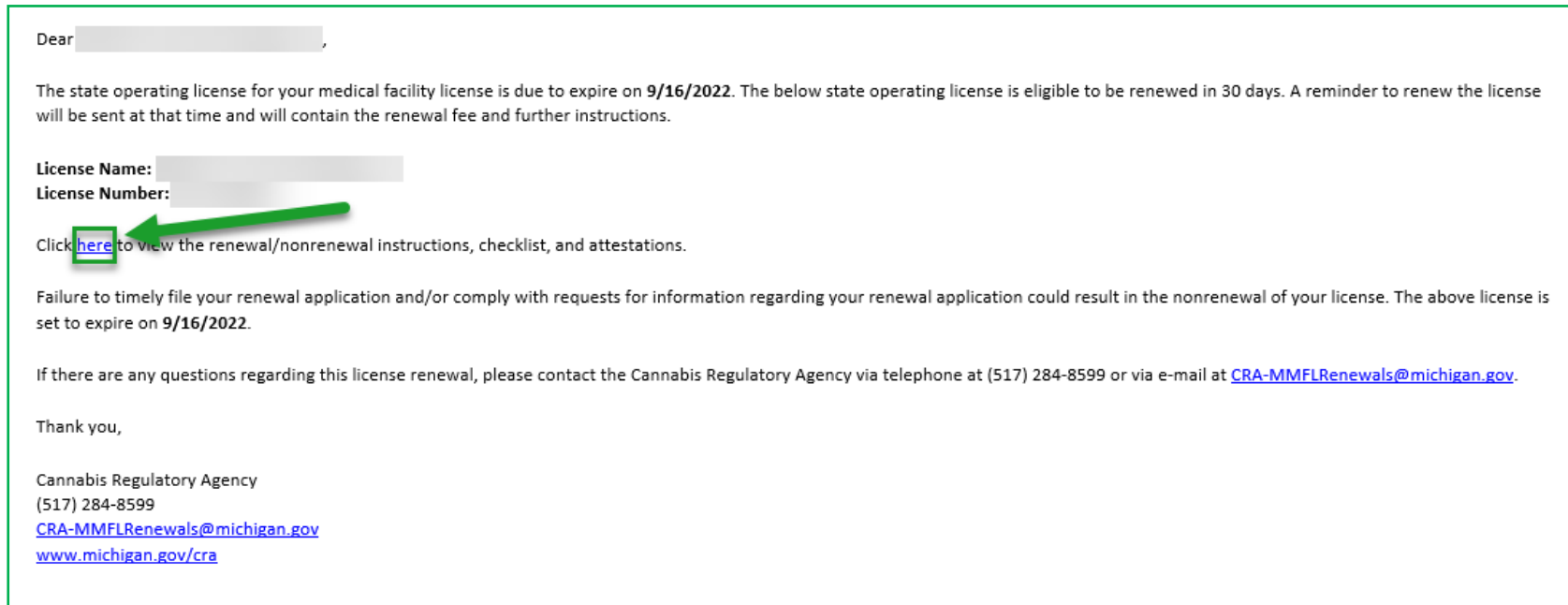
- *Applications for renewal WILL NOT BE PROCESSED UNTIL THE APPLICATION FOR RENEWAL IS SUBMITTED AND THE RENEWAL FEE IS PAID IN ITS ENTIRETY.
- *Please allow for 30 days processing time by the CRA.
- *Safety compliance facilities do not require a renewal fee.

- *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.

Medical Facility License Renewal Instructions

Medical Marijuana Facility License Renewal Process

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



- 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.

Medical Facility License Renewal Instructions

Medical Marijuana Facility License Renewal Process

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

Attestations

- Attestation I – Confirmation of Section 205 Compliance
- Attestation J – Confirmation of Section 408 Compliance
- Attestation K – Confirmation of MMFLA and Rule Compliance
- Attestation L – Confirmation of Tax Compliance

Supporting Documents

- Copy of 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*)

Medical Facility License Renewal Instructions

Medical Marijuana Facility License Renewal Process

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

Dear [REDACTED],

The following state operating license is now eligible to be renewed:

License Name: [REDACTED]
License Number: [REDACTED]
License Type: Grower License C
Address: [REDACTED]
Account Code: 50528

The renewal/nonrenewal 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.

Failure to timely file your renewal application and/or comply with requests for information regarding your renewal application could result in the nonrenewal of your license. The above license is set to expire on **5/28/2022**. Please note medical state operating licensees have a 60-day late renewal period in which they may complete their renewal after license expiration.

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-MMFLRenewals@michigan.gov.

Thank you,

Cannabis Regulatory Agency
(517) 284-8599
CRA-MMFLRenewals@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.
- Safety compliance facilities do not require a renewal fee.

Medical Facility License Renewal Instructions

Medical Marijuana Facility 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-MMFLRenewals@michigan.gov to request assistance gaining online access.
- Enter **Password**.
- Select **Login**.

Home Medical Facility Licensing Adult-Use Establishment Licensing Facility & Establishment Complaints Registry Cards

Advanced Search

User Name or E-mail:

Password:

Login »

Remember me on this computer I've forgotten my password **New Users:** Register for an Account

Medical Facility License Renewal Instructions

Medical Marijuana Facility License Renewal Process

- Select *Medical Facility Licensing*.

Home **Medical Facility Licensing** Adult-Use Establishment Licensing Facility & Establishment Complaints Registry Cards

Apply for License or Prequalification **Search & Renew License or Prequalification**

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

<input type="checkbox"/>	Record Number	Record Type	Licensee Name	Address	Expiration Date	Status	Action
<input type="checkbox"/>	GR-B-000556	Class B Grower – License	Green Tree Test, LLC	123 Green ST, Lansing MI 48906	03/21/2022	Active	Renew License

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

<input type="checkbox"/>	Record Number	Record Type	Licensee Name	Address	Expiration Date	Status	Action
<input type="checkbox"/>	GR-B-000556	Class B Grower – License	Green Tree Test, LLC	123 Green ST, Lansing MI 48906	03/21/2022	Active	Renew License

Medical Facility License Renewal Instructions

Medical Marijuana Facility 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 I”, “Attestation J”, “Attestation K”, 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.*

Step 1: Attachments > Attachments

Attachments

Please attach the following documents:

Attestations [Link to Attestations](#)

- Attestation I – Confirmation of Section 205 Compliance
- Attestation J – Confirmation of Section 408 Compliance
- Attestation K – Confirmation of MMFL and Rule Compliance
- Attestation L – Confirmation of Tax Compliance

Supporting Documents

- Copy of Insurance Policy

**All items on the checklist are required to be provided at the time of renewal application submission.
Failure to submit any of the items may result in the denial of the renewal application.

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;m...
This application type requires you to submit the following types of documents. Subject to the collection of documents, the following file types are disallowed file types to upload.

Name	Type	Size	Latest U
No records found.			

Add ← 1

File Upload

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;n...
are disallowed file types to upload.

Add 2

Continue Remove All

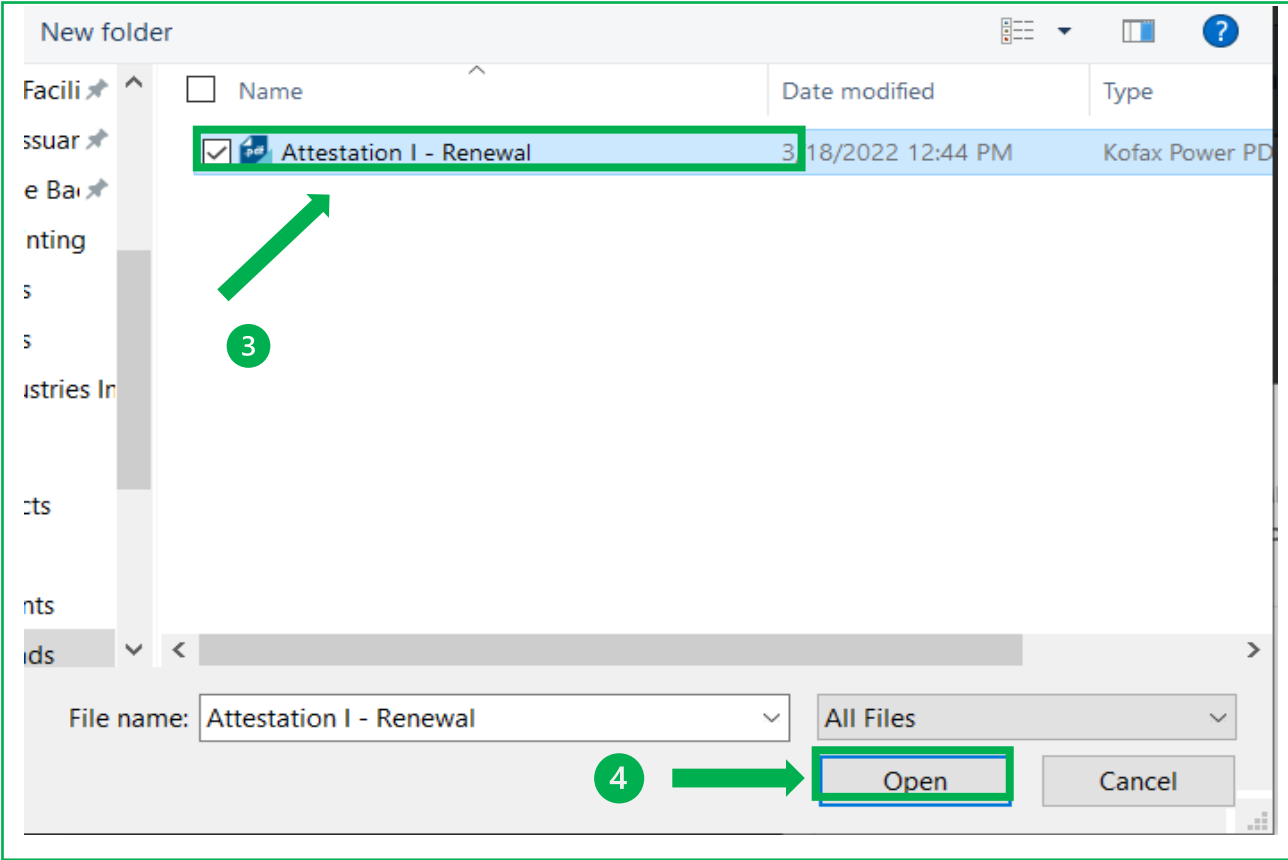
Note:

- Marijuana secure transporter renewal applications require additional supporting documents not shown above.

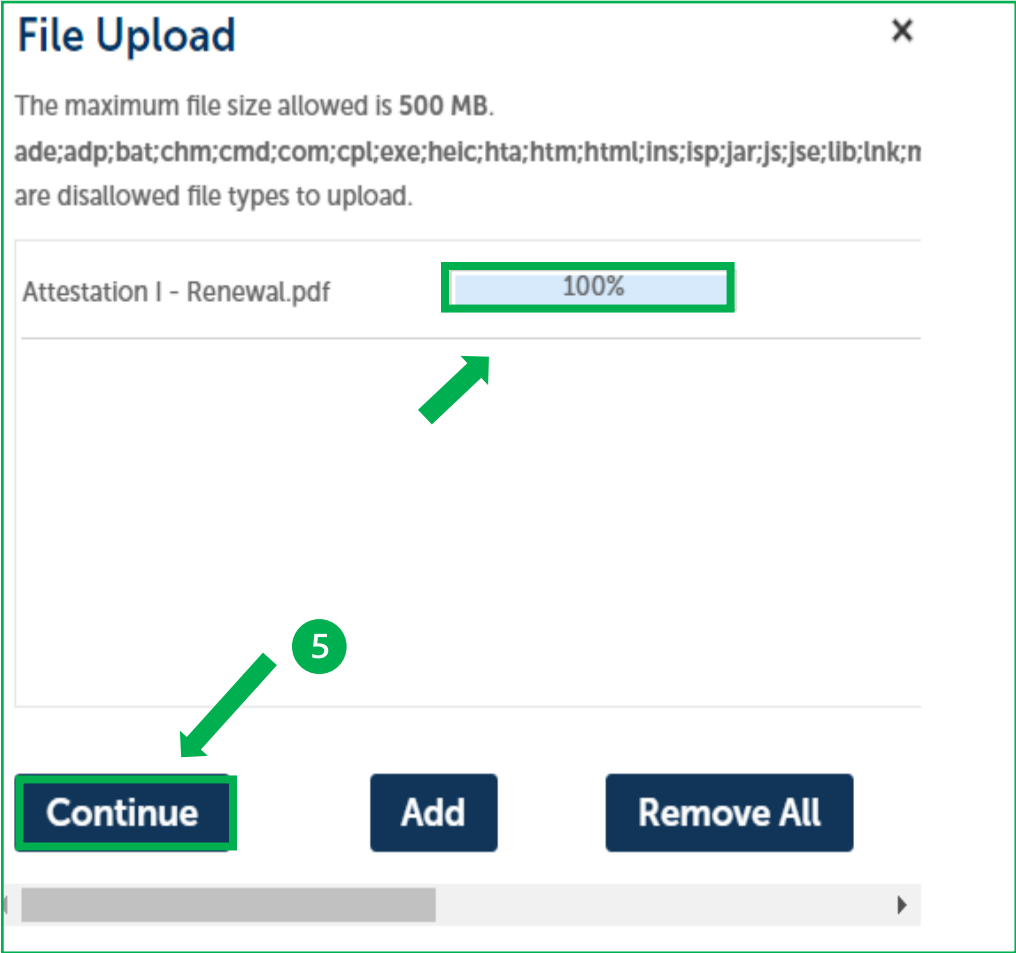
Medical Facility License Renewal Instructions

Medical Marijuana Facility 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 I PDF should be named "Attestation I".



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



Medical Facility License Renewal Instructions

Medical Marijuana Facility 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 I, you must select the “Attestation I” type.
- Select **Save**.
- **You must repeat the process depicted for Attestation I for all applicable documents on the checklist.**

The screenshot shows a web form interface. At the top, there is a label '* Type:' followed by a dropdown menu. The dropdown menu is open, showing a list of options: '--Select--', 'Attestation I', 'Attestation J', 'Attestation K', 'Attestation L', 'Certificate of Assumed Name', 'DBA Documentation', 'Insurance Policy', and 'Other'. A green arrow labeled '6' points to the 'Attestation I' option. Below the dropdown menu, there is a 'spell check' label and three buttons: 'Save', 'Add', and 'Remove All'. A green arrow labeled '7' points to the 'Save' button.

Medical Facility License Renewal Instructions

Medical Marijuana Facility License Renewal Process

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

Attachments

Please attach the following documents:

Attestations [Link to Attestations](#)

- Attestation I – Confirmation of Section 205 Compliance
- Attestation J – Confirmation of Section 408 Compliance
- Attestation K – Confirmation of MMFL and Rule Compliance
- Attestation L – Confirmation of Tax Compliance

Supporting Documents

- Copy of Insurance Policy

*All items on the checklist are required to be provided at the time of renewal application submission.
*Failure to submit any of the items may result in the denial of the renewal application.

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;mst;pages;php;pif;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;... are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Insurance Policy, Attestation L, Attestation K, Attestation J, Attestation I

Name	Type	Size	Latest Update	Action
Attestation J - Renewal.pdf	Attestation J	31.76 KB	03/21/2022	Actions ▾
Attestation K - Renewal.pdf	Attestation K	695.18 KB	03/21/2022	Actions ▾
Attestation L - Renewal.pdf	Attestation L	386.15 KB	03/21/2022	Actions ▾
Copy of Insurance Policy.pdf	Insurance Policy	515.52 KB	03/21/2022	Actions ▾

Add

Save and resume later **Continue Application »**

Medical Facility License Renewal Instructions

Medical Marijuana Facility 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.
 - Safety compliance facilities do not require a renewal fee.
- Select **Continue Application**.

Step 2: Payment Acknowledgment > Payment Acknowledgment * indicates a required field.

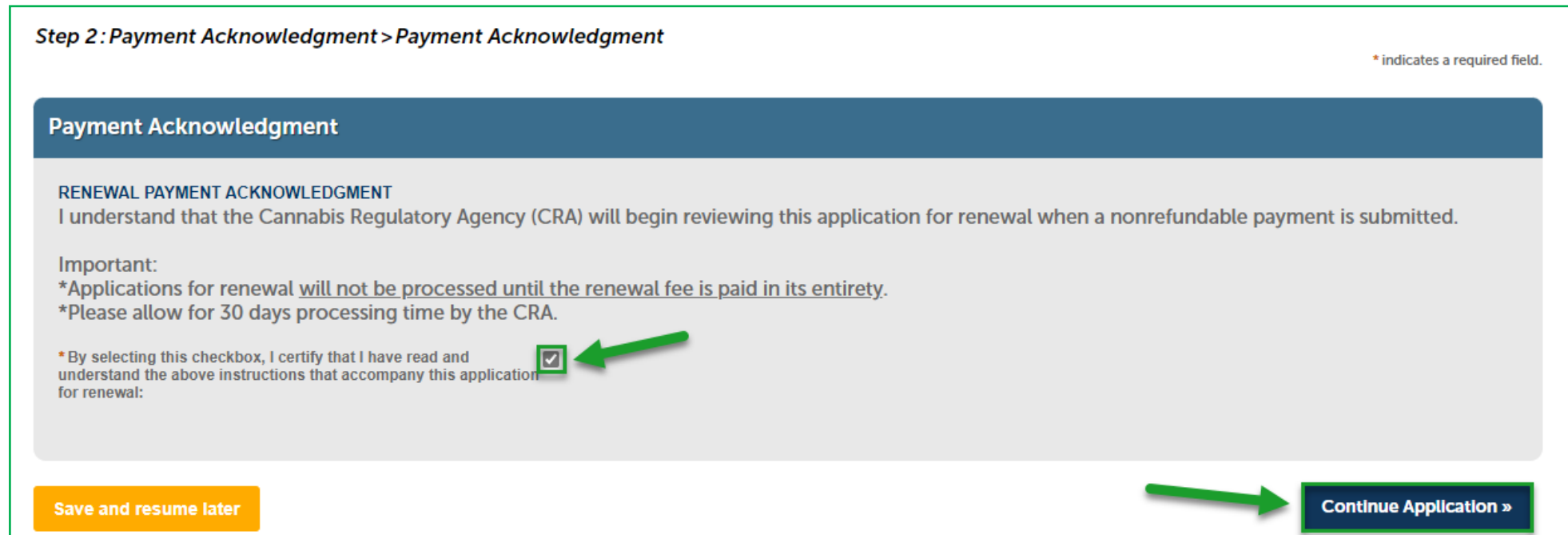
Payment Acknowledgment

RENEWAL PAYMENT ACKNOWLEDGMENT
I understand that the Cannabis Regulatory Agency (CRA) will begin reviewing this application for renewal when a nonrefundable payment is submitted.

Important:
*Applications for renewal will not be processed until the renewal fee is paid in its entirety.
*Please allow for 30 days processing time by the CRA.

*By selecting this checkbox, I certify that I have read and understand the above instructions that accompany this application for renewal:

[Save and resume later](#) [Continue Application »](#)



Medical Facility License Renewal Instructions

Medical Marijuana Facility 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.

By selecting this checkbox, I certify that I have read and understand Yes
the above instructions that accompany this application for renewal:

I certify that this renewal application is true, complete, and correct and that no material has been omitted. By checking the box below, I understand that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 03/21/2022

Save and resume later

Continue Application »

Medical Facility License Renewal Instructions

Medical Marijuana Facility License Renewal Process

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

The screenshot shows a navigation menu with 'Medical Facility Licensing' selected. Below it are two main options: 'Apply for License or Prequalification' and 'Search & Renew License or Prequalification'. The 'Class B Grower – Renewal' section features a progress bar with four steps: 1 Attachments, 2 Payment Acknowledgment, 3 Review, and 4 Record Issuance. A green checkmark icon is next to the text: 'Your application has been successfully submitted. Payment must be received before your renewal application can be considered.' At the bottom, a green-bordered box contains the text 'Your renewal application record is GRR-B-22-000012.' with a green arrow pointing to it from the right.

Medical Facility License Renewal Instructions

Medical Marijuana Facility 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.**
- Safety compliance facilities do not require a renewal fee.

Dear [REDACTED],

You have submitted an application to renew [REDACTED] (GR-C-[REDACTED]). The renewal application information is below.

Renewal Name: [REDACTED]
Renewal Number: GRR-C-22-[REDACTED]
Renewal Type: Grower License C
Address: [REDACTED]
Account Code: 50528

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.

Please allow for 30 days processing time. 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-MMFLRenewals@michigan.gov.

Thank you,

Cannabis Regulatory Agency
(517) 284-8599
CRA-MMFLRenewals@michigan.gov
www.michigan.gov/cra



Payment of Renewal Fee

Medical Marijuana Facility License Renewal Process

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

Payment of Renewal Fee

Medical Marijuana Facility License Renewal Process

Options for Payment of the Renewal Fee:

Online Payment (Preferred Option)	Postal Mail Payment	In-Person Payment*
Online Payment Options Include: <ul style="list-style-type: none"> • Credit Card • Electronic Check 	Postal Mail Payment Options Include: <ul style="list-style-type: none"> • Check • Money Order 	In-Person Payment Options Include: <ul style="list-style-type: none"> • 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.

Online Payment Instructions

Medical Marijuana Facility 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.**

Home Medical Facility Licensing Adult-Use Establishment Licensing Facility & Establishment Complaints Registry Cards

Advanced Search

User Name or E-mail: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) **New Users:** [Register for an Account](#)

Online Payment Instructions

Medical Marijuana Facility License Renewal Process

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

Home **Medical Facility Licensing** Adult-Use Establishment Licensing Facility & Establishment Complaints Registry Cards

Apply for License or Prequalification **Search & Renew License or Prequalification**

Records

Showing 1-20 of 119 | Download results | Add to collection

<input type="checkbox"/>	Record Number	Record Type	Licensee Name	Address	Expiration Date	Status	Action
<input type="checkbox"/>	GRR-B-22-000012	Class B Grower – Renewal	Green Tree Test, LLC	123 Green ST, Lansing MI 48906		Renewal Received	Pay Fees Due

Online Payment Instructions

Medical Marijuana Facility License Renewal Process

- Confirm the fee being assessed is a **Medical Facility 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.

Home **Medical Facility Licensing** Adult-Use Establishment Licensing Facility & Establishment Complaints Registry Cards

Apply for License or Prequalification Search & Renew License or Prequalification

Listed below are the license application fees based upon the information you've entered.

At this time you may choose to submit the required application fee. You may also submit your application without the fee by clicking CHECK OUT below.

Application/Renewal Fees

Fees	Qty.	Amount
MMFL GRR-B Renewal Fee	1	\$8,000.00

TOTAL FEES: \$8,000.00

Continue Application »

Postal Mail Payment Instructions

Medical Marijuana Facility 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
Medical Facilities Licensing
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 – License Number – 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-MMFLRenewals@michigan.gov to request an additional copy.

Dear [REDACTED],

You have submitted an application to renew [REDACTED] (GR-C-[REDACTED]). The renewal application information is below.

Renewal Name: [REDACTED]
Renewal Number: GRR-C-22-[REDACTED]
Renewal Type: Grower License C
Address: [REDACTED]
Account Code: 50528

The renewal fee for this license is: **\$12000.**

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.

Please allow for 30 days processing time. 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-MMFLRenewals@michigan.gov.

Thank you,

Cannabis Regulatory Agency
(517) 284-8599
CRA-MMFLRenewals@michigan.gov
www.michigan.gov/cra

In-Person Payment Instructions

Medical Marijuana Facility 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 Avenue
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 - PC-XX-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-MMFLRenewals@michigan.gov to request an additional copy.

Dear [REDACTED],

You have submitted an application to renew [REDACTED] (GR-C-[REDACTED]). The renewal application information is below.

Renewal Name: [REDACTED]
Renewal Number: GRR-C-22-[REDACTED]
Renewal Type: Grower License C
Address: [REDACTED]
Account Code: 50528

The renewal fee for this license is: **\$12000.**

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.

Please allow for 30 days processing time. 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-MMFLRenewals@michigan.gov.

Thank you,

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mi.gov/cra