



Frequently Asked Questions Cannabis Renewals

1. How do I renew my cannabis license?

The online renewal portal has been disabled and cannot process online renewals for any license type. However, we are accepting paper renewal applications that can be obtained from the CCD website through the following link: [Apply/Renew a Cannabis License - NM RLD](#). Upon completion of the application, please return it with the required fee through either of the following options:

1. Mail to P.O. Box 25101, Santa Fe, NM 87504; or
2. Hand Deliver to 1209 Camino Carlos Rey, Santa Fe, NM 87507

2. Which Renewal Application and Forms should I submit for my renewal?

If you are renewing an Integrated Cannabis Microbusiness (ICMB) or Vertically Integrated (VICE) License you must complete the Cannabis Integrated Renewal Application. If you are renewing a Retail, Manufacturer, Producer or Producer Microbusiness License you must complete the Cannabis License Renewal Application. The Producer Premises Form must be attached to the Renewal Application for all Producer Licenses being renewed. The Plant Count Increase or Decrease Form must be attached to the Renewal Application if you are increasing or decreasing your mature plant count.

3. What changes can I make to my license during the renewal process?

Changes cannot be made through the renewal process, except for a change in plant count. Any other changes that need to be made should be submitted before or after the license is renewed.

4. How can I add or remove a function or premise to my license?

Vertically Integrated Cannabis Establishment (VICE) licensees can add a premise by logging in to their account in the online licensing portal and selecting the “Add a Function” or “Add a Premise” option. All other licensees may obtain an Amendment Application or Additional Premise Form from the CCD website to be completed and mailed or hand delivered to the CCD office.

5. How do I increase or decrease mature plant count at time of renewal?

If you intend to increase or decrease your current plant count upon renewal, please complete the Plant Count Increase or Decrease Form that can be obtained from the CCD website through the following link: [Apply/Renew a Cannabis License - NM RLD](#). The form should be returned with the Renewal Application. You may contact the CCD Office to verify the correct Plant Count Fee before you submit your renewal.

6. If I just increased my plant count 3 months ago, do I have to pay plant fees for those plants again?

Yes, mature plant fees are due at renewal regardless of whether there was an increase approved and paid for during the 12-month period of the license you are renewing.

7. How much will my Renewal Fee cost?

Refer to the Fees Section on the Renewal Application. Generally, the fee will be the Annual Fee, plus the Premises Fee and the Mature Plant Count Fee (if applicable). The Premises Fee is \$1,000.00 for each unique premise. You may contact the CCD office to verify your total number of unique premises.

8. What forms of payment will CCD accept for my renewal fee?

The CCD will only accept a Cashier’s Check. Other forms of payment including cash, personal or business check, credit card will not be accepted.

9. Can I submit my renewal application without payment?

No, applications must be accompanied by full payment. Applications received without payment will be deemed incomplete and returned to the licensee.

10. What if I miss my renewal window?

Cannabis licenses not renewed by the expiration date will require licensees to apply for a new license and cease operations until a new cannabis license is obtained.

11. Will my renewal application affect my account in BioTrack?

No, your account in BioTrack will not be affected. However, if your license is not renewed your BioTrack account will be deactivated on the expiration date.

12. How long will it take for the CCD to renew my license?

From the date the CCD office receives the renewal application and renewal fees, it will take approximately 5-10 days to review. If the application and fees are deemed complete the license will be renewed immediately. If not, the application will be mailed back to the licensee. Please note that this time frame is an estimate and will vary depending on the volume of renewal applications received.