

Cannabis Courier Intake Walkthrough

This document will walk you through applying for an Intake Cannabis Courier License.

Step 1: Route to the CCD Portal Page and login via <https://nmrldpi.my.site.com/ccd/s/login/>

Apply for a New or Renewal License

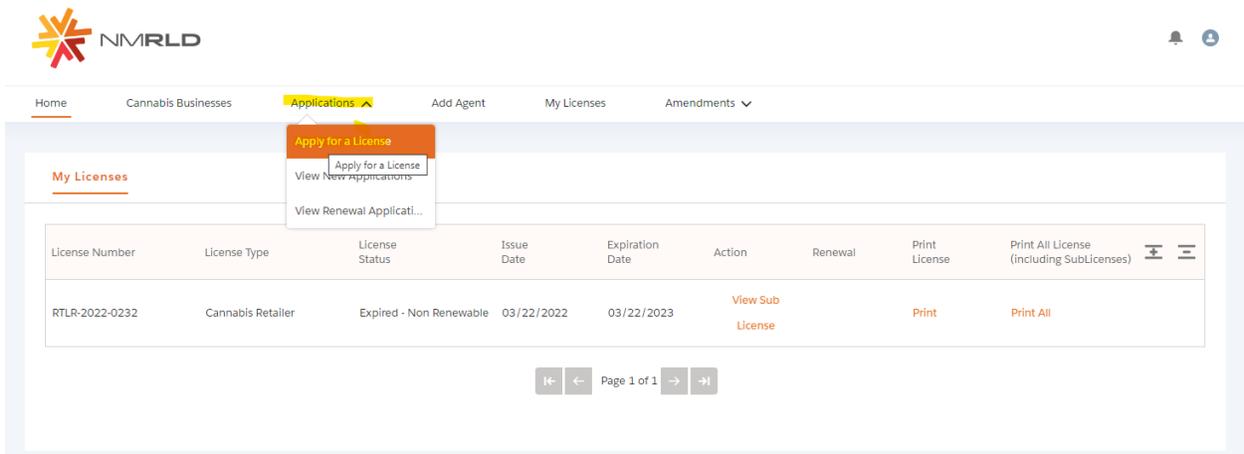
Create your account by clicking on [Self Register](#). If you have already created an account, please log in using your username and password to apply for a new license or renew a license.



[Forgot Password](#) [Forgot Username](#) [Self Register](#)

Step 2: Upon entering your credentials, click Log In to enter the CCD Portal

Step 3: From the Navigation Bar, click on Applications -> Apply for a License, as shown below



The screenshot shows the NMRLD CCD Portal interface. The navigation bar includes: Home, Cannabis Businesses, Applications (highlighted), Add Agent, My Licenses, and Amendments. A dropdown menu is open under 'Applications', with 'Apply for a License' highlighted in orange. Other options in the dropdown are 'View New Applications' and 'View Renewal Applications...'. Below the navigation bar, the 'My Licenses' section is visible, containing a table with the following data:

License Number	License Type	License Status	Issue Date	Expiration Date	Action	Renewal	Print License	Print All License (including SubLicenses)
RTL-2022-0232	Cannabis Retailer	Expired - Non Renewable	03/22/2022	03/22/2023	View Sub License		Print	Print All

At the bottom of the page, there is a pagination control showing 'Page 1 of 1' with navigation arrows.

Step 4: Make sure to read the Instructions on the top of the page in the below screenshot. Upon going over the instructions, click 'Select' next to Cannabis Courier as shown below

NMRLD

Home Cannabls Businesses Applications Add Agent My Licenses Amendments

Select License

[← Back](#)

Instructions:
This online licensing system collects the information necessary to process your cannabis application. Please read each section carefully. If you need additional information while completing the application or if you have any questions, please call the **Cannabis Control Division at 505-476-4995** or email us at RLD.CannabisControl@rid.nm.gov.

All draft applications older than 90 days will be automatically deleted.
All incomplete applications older than 1 year will be automatically voided.

As you complete the application, you'll be able to save the responses you've entered if you click the 'Save & Next' button at the bottom of each screen. You'll be able to come back to resume or complete your application, and your application will not be submitted to CCD until you click the 'Pay & Submit' button on the final screen.

Search License here...

Cannabis Consumption Area
A licensed premise where cannabis products may be served and consumed. Alcohol cannot be sold or consumed in a cannabis consumption area. Local jurisdictions may deny cannabis consumption area licenses. [Select](#)

Cannabis Courier
A person or business licensed to transport cannabis products to qualified patients, primary caregivers, or reciprocal participants, or directly to consumers. [Select](#)

Step 5: Upon clicking Select, you will be routed to the Pre-screening to kick start the intake Application Process

The screenshot shows the NMRLD CCD Intake Pre-Screening form for Cannabis Couriers. The page has a navigation bar with links for Home, Cannabis Businesses, Applications, Add Agent, My Licenses, and Amendments. The main content area is titled "Cannabis Courier:" and features a vertical progress indicator on the left with steps: Pre-Screening (selected), Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The Pre-Screening section contains five questions, each with radio button options for Yes and No. The questions are: 1. Has this business been approved for a business license issued by local jurisdiction? (Yes selected). 2. Will any of the premises of this business be located on tribal land? (No selected). 3. Has this business ever had an application or license in the cannabis industry denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing agency in another state, jurisdiction or territory? (No selected). 4. Does this business currently maintain any active cannabis licenses? (No selected). 5. Is this business registered with the New Mexico Secretary of State and in good standing? (No selected). A sixth question asks if the business is a delinquent taxpayer with the United States Federal government or in any state, territory, county, municipality, country, or any governmental entity which has authority to collect taxes. Below the questions is a note: "Delinquency Includes, but is not limited to, non-payment of owed taxes, the issuance of a tax lien, or an active repayment plan." At the bottom of the form are two buttons: "Save for later" and "Start Application".

Home Cannabis Businesses Applications Add Agent My Licenses Amendments

CCD Intake

Cannabis Courier:

Pre-Screening

Introduction

Business Information

Employee Information

Questions

Premise Information

Upload Documents

Attestation

Payment

Pre-Screening

* Has this business been approved for a business license issued by local jurisdiction?

Yes

No

* Will any of the premises of this business be located on tribal land?

Yes

No

* Has this business ever had an application or license in the cannabis industry denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing agency in another state, jurisdiction or territory?

Yes

No

* Does this business currently maintain any active cannabis licenses?

Yes

No

* Is this business registered with the New Mexico Secretary of State and in good standing?

Yes

No

* Is this business a delinquent taxpayer with the United States Federal government or in any state, territory, county, municipality, country, or any governmental entity which has authority to collect taxes?

Yes

No

Delinquency Includes, but is not limited to, non-payment of owed taxes, the issuance of a tax lien, or an active repayment plan.

[Save for later](#) [Start Application](#)

The screen is user interactive, based on Yes or No responses to certain questions, additional questions will appear on the screen to populate as shown below

* Has this business been approved for a business license issued by local jurisdiction?

- Yes
- No

* Does this business's local jurisdiction issue business licenses and/or zoning approval?

- Yes
- No

* Will this business be conducting functions for medical cannabis only?

- Yes
- No

* Will any of the premises of this business be located on tribal land?

- Yes
- No

* Has this business ever had an application or license in the cannabis industry denied, suspended, revoked, surrendered, or had any primary action by a licensing agency in another state, jurisdiction or territory?

- Yes
- No

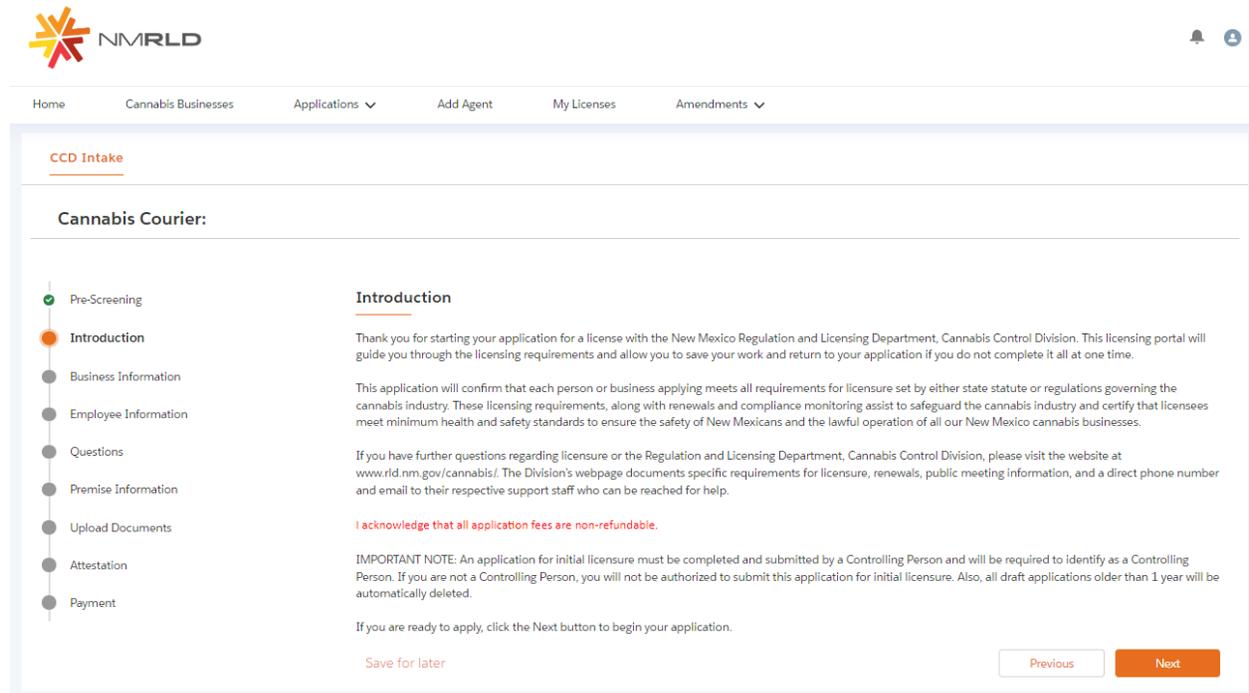
* Does this business currently maintain any active cannabis licenses?

- Yes
- No

* Please indicate which active cannabis license(s) this business maintains.

- Integrated Cannabis Microbusiness
- Cannabis Producer Microbusiness
- Cannabis Producer
- Cannabis Manufacturer
- Cannabis Retailer
- Cannabis Courier
- Cannabis Consumption Area with On-Site Retail
- Testing Laboratory
- Research Laboratory
- Vertically Integrated Cannabis Establishment

Step 6: Next is the Introduction Screen. Upon carefully reviewing the Introduction screen, click 'Next' to proceed



The screenshot shows the NMRLD (New Mexico Regulation and Licensing Department) website interface for the "CCD Intake" process. The navigation bar includes "Home", "Cannabis Businesses", "Applications", "Add Agent", "My Licenses", and "Amendments". The main content area is titled "Cannabis Courier:" and displays a vertical progress bar with steps: Pre-Screening (completed), Introduction (current step), Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The "Introduction" section contains the following text:

Introduction

Thank you for starting your application for a license with the New Mexico Regulation and Licensing Department, Cannabis Control Division. This licensing portal will guide you through the licensing requirements and allow you to save your work and return to your application if you do not complete it all at one time.

This application will confirm that each person or business applying meets all requirements for licensure set by either state statute or regulations governing the cannabis industry. These licensing requirements, along with renewals and compliance monitoring assist to safeguard the cannabis industry and certify that licensees meet minimum health and safety standards to ensure the safety of New Mexicans and the lawful operation of all our New Mexico cannabis businesses.

If you have further questions regarding licensure or the Regulation and Licensing Department, Cannabis Control Division, please visit the website at www.rld.nm.gov/cannabis/. The Division's webpage documents specific requirements for licensure, renewals, public meeting information, and a direct phone number and email to their respective support staff who can be reached for help.

I acknowledge that all application fees are non-refundable.

IMPORTANT NOTE: An application for initial licensure must be completed and submitted by a Controlling Person and will be required to identify as a Controlling Person. If you are not a Controlling Person, you will not be authorized to submit this application for initial licensure. Also, all draft applications older than 1 year will be automatically deleted.

If you are ready to apply, click the Next button to begin your application.

At the bottom of the screen, there is a "Save for later" link and two buttons: "Previous" and "Next".

Step 7: Next is the Business Information Screen. Please keep in mind that you will not be able to make any modifications to this screen directly, to make any changes to Business Information, you will have to fill out an Amendment Form, which can be done directly within the Portal.

Home Cannabis Businesses Applications Add Agent My Licenses Amendments

CCD Intake

Cannabis Courier:

- Pre Screening
- Introduction
- Business Information**
- Employee Information
- Questions
- Premise Information
- Upload Documents
- Attestation
- Payment

Business Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the division where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be submitted through an Amendment.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

* Name of Business Doing Business As (DBA)

Type of Business State Tax ID (Sample format: XXXXXXXXX-XX-XX)

Type Of Identifier

* ITIN (Sample format: XXX-XX-XXXXXX)

Business Phone Number * Business E-mail Address

Business Website

Controlling Person Names

Business Physical Address

Note: Business Physical Address is the location where a company's executive management and key managerial and support staff are located.

* Physical Address Street

* Physical Address City * Physical Address State

* Physical Address Zip * Physical Address Country

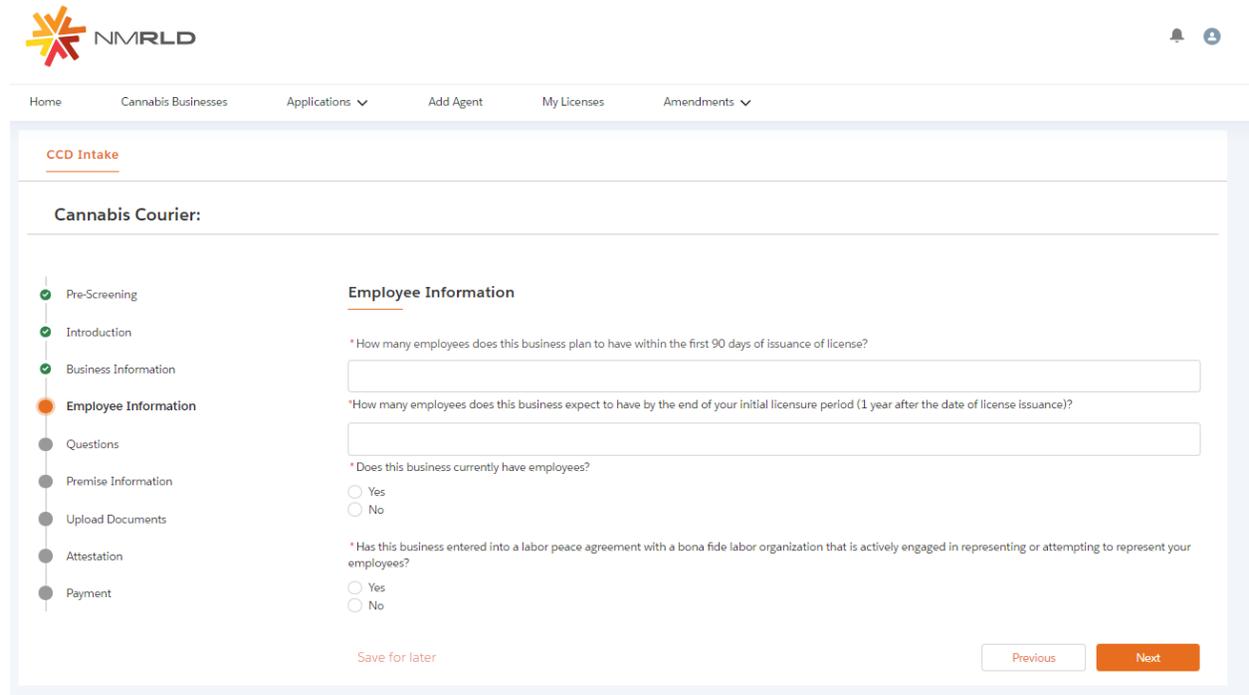
Is the Business Mailing Address same as Business Physical Address?

Business Mailing Address

Note: Business Mailing Address is the address the Division will use to send correspondence associated with the business (i.e. official licenses, legal notices, and other notifications).

* Mailing Street

Step 8: Upon clicking Next, you are routed to the Employee Information Screen



The screenshot displays the NMRLD application interface. At the top left is the NMRLD logo. The navigation bar includes links for Home, Cannabis Businesses, Applications (with a dropdown arrow), Add Agent, My Licenses, and Amendments (with a dropdown arrow). In the top right corner, there are notification and user profile icons.

The main content area is titled "CCD Intake" and "Cannabis Courier:". On the left, a vertical progress bar shows the following steps: Pre-Screening, Introduction, Business Information, **Employee Information** (highlighted with an orange circle), Questions, Premise Information, Upload Documents, Attestation, and Payment.

The "Employee Information" section contains the following questions and input fields:

- * How many employees does this business plan to have within the first 90 days of issuance of license?
- * How many employees does this business expect to have by the end of your initial licensure period (1 year after the date of license issuance)?
- * Does this business currently have employees?
 Yes
 No
- * Has this business entered into a labor peace agreement with a bona fide labor organization that is actively engaged in representing or attempting to represent your employees?
 Yes
 No

At the bottom of the form, there is a "Save for later" link and two buttons: "Previous" and "Next".

If Yes is selected for the radio button questions, additional fields will appear to capture more information

* Does this business currently have employees?

- Yes
 No

* How many employees does this business have?

* Does this business capture demographic information for its employees?

- Yes
 No

Please approximate the number of current employees who each meet the following criteria:

* Black persons having origins in any of the Black African racial groups;

* Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American of either Indian or Hispanic origin, regardless of race;

* Native American or Alaskan native persons having origins in any of the original peoples of North America;

* Asian and Pacific Islander persons having origins in any of the far east countries, Southeast Asia, the Indian subcontinent or the Pacific Islands.

* Two (2) or more races

* Other

Please populate all the fields and click Next to proceed

Step 9: Question Screen is next.

🔔👤

[Home](#) [Cannabis Businesses](#) [Applications](#) [Add Agent](#) [My Licenses](#) [Amendments](#)

CCD Intake

Cannabis Courier:

- Pre Screening
- Introduction
- Business Information
- Employee Information
- Questions**
- Premise Information
- Upload Documents
- Attestation
- Payment

Questions

* Does the business certify it will adhere to cannabis transport requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules, including the transport of unprocessed cannabis or cannabis products to other cannabis establishments?

Yes

* Does the business certify it will adhere to security requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules, including requirements relating to safety and security procedures, security devices to be used, placement of security devices, personal safety, and crime prevention techniques?

Yes

* Does the business certify it will adhere to quality assurance requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules, including requirements relating to routine testing by a licensed testing laboratory, division inspection of licensed premises during normal business hours, and testing of cannabis?

Yes

* Does the business certify it will adhere to applicable federal, state and local laws governing the protection of public health and the environment, including occupational health and safety, food safety, environmental impacts, natural resource protections, air quality, solid and hazardous waste management, and wastewater discharge?

Yes

* Is the Business licensed under the New Mexico Liquor Control Act?

Yes
 No

* Does the business certify that a premises diagram shall be kept at each licensed premises at all times and made available for in person inspection by the Cannabis Control Division or its Representatives upon request. This premises diagram will conform to the requirements set forth in 16.8.2 NMAC?

Yes

* Does the business certify that it will notify the division in writing within seven days of any change of fact that would potentially result in any controlling person, being disqualified from holding a license pursuant to the Cannabis Regulation Act or division rules, including a felony conviction involving fraud, deceit, or embezzlement, a felony conviction for hiring, employing, or otherwise using a person younger than 18 years of age to prepare for sale, transport or carry a controlled substance or sell, give away or offer to sell a controlled substance to any person, or a felony conviction for the possession, use, manufacture, distribution, or dispensing or possession with the intent to manufacture, distribute or dispense a controlled substance, which no longer includes cannabis?

Yes

* Does the business certify it will adhere to retail requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules?

Yes

* Does the business certify it will adhere to courier requirements if it conducts courier services pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, or division rules?

Yes

* Does the business certify it will adhere to quality assurance requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules, including requirements relating to division inspection of licensed premises during normal business hours?

Yes

If you or any other controlling person is convicted of one of these disqualifying convictions, you must immediately alert the division of any change:

1. A felony conviction involving fraud, deceit, or Embezzlement.
2. A felony conviction for hiring, employing, or otherwise using a person younger than eighteen years of age to:
 - Prepare for sale, transport, or carry a substance, or
 - Sell, give away or offer to sell a controlled substance to any person.
3. A felony offense for the possession, use, manufacture, distribution or dispensing or possession with the intent to manufacture, distribute or dispense a controlled substance, which no longer includes cannabis.

Failure to do so may result in disciplinary action, which may include fines, suspension of the license, or revocation of the license.

[Save for Later](#) [Previous](#) [Next](#)

Step 10: Next is the Premise information Screen
You MUST add at least 1 premise to continue with this Application.

The screenshot shows the NIMRLD application interface. At the top, there is a navigation bar with links for Home, Cannabis Businesses, Applications, Add Agent, My Licenses, and Amendments. Below this is a sub-header for 'CCD Intake'. The main content area is titled 'Cannabis Courier:' and features a vertical progress indicator on the left with steps: Pre-Screening, Introduction, Business Information, Employee Information, Questions, Premise Information (highlighted), Upload Documents, Attestation, and Payment. The 'Premise Information' section contains a text box with instructions: 'Add one premise for each location the business intends to conduct cannabis courier activities. A Cannabis Courier may have multiple premises. Each premise must meet all the requirements for a cannabis courier. A Premise Fee in the amount of \$100.00 will be charged for each premise (location). Click the upload icon to view the required premises documents for cannabis production and to upload the documents.' Below this text is a red arrow pointing to an 'Add New Premise' button. To the right of the text box, it says 'No premises to display.' At the bottom of the section, there is a 'Save for later' link and two buttons: 'Previous' and 'Next'.

Upon clicking Add New Premise, you will see the below Prompt

* Please indicate all the functions this business will perform at this Premise:

Courier

Step 11: You will then be routed to the Premise Information Screen where you specify a variety of different information. You can specify the DBA name, Address, Hours of Operation, and type of energy resource business plans on using

Premise Information

Doing Business As

Physical Address Information

*Street

*City

*State

*Zip

*Country

*County

*Phone Number

Business Working Hours

*Days this premise will be open for business:

Monday

*Start of Day

*End of Day

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

*Describe the type of energy resource the business plans on using?

- Drip Irrigation
- Water collection
- Natural or energy efficient lighting
- Renewable energy generation
- Use of hybrid or electric vehicles
- Use of recycled materials
- Use of Green Buildings
- Other

Previous

Submit

Step 12: Upon clicking Submit, you will be routed back to your application. You MUST upload the mandatory documentation to proceed. Upon clicking the Upload Button, a prompt will appear identifying which documents are required to be uploaded

CCD Intake

Cannabis Consumption Area:

Premise Information

Add only one premise for the location the business intends to operate a cannabis consumption area.
Click the upload icon to view the required premises documents for the cannabis consumption area and to upload the documents.

File Upload Pending [Add New Premise](#)

S.No.	Name	Physical Address	Functions	Premise Documents	Action
1	PRM-6210	69 Cloud Street, Albuquerque, New Mexico 07008, United States	Consumption Area	Pending	

< Previous Displaying 1 of 1 Page Next >

[Save for later](#) [Previous](#) [Next](#)

Upload Premise Documents

Upload Documents

Document Name	Document Description	Uploaded Files
* Vehicle Description, Registration & Proof of Insurance	Description of all vehicles used or intended to be used for the transport of cannabis and cannabis products.	
* Plan for Delivery and Security	Detailed plan for delivery and security, including a description of facilities and containers intended for use in storing and transporting of cannabis and cannabis products that demonstrates compliance with the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act and division rules.	
* Business License / Zoning approval	Copy of Current Business License Issued by Local Jurisdiction to Include Zoning Approval and Fire Inspection Report OR Copy of a Confirmation Letter from the Jurisdiction that the Jurisdiction Does Not Issue Business Licenses and/or Zoning Approval.	

[Submit](#)

You have the ability to upload multiple documents if necessary per requirement.

Upload Files

Please attach a copy of the required document.

Note:

1. File size should not exceed 10 MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as Individual files or as a single merged file on the next page.

* Attachment



Upload Files

Or drop files

Complete this field.

Cancel

Submit

Step 13: Upon proceeding further, next is the Application's Document Upload Screen



Home Cannabis Businesses Applications ▾ Add Agent My Licenses Amendments ▾

CCD Intake

Cannabis Courier:

- Pre-Screening
- Introduction
- Business Information
- Employee Information
- Questions
- Premise Information
- Upload Documents**
- Attestation
- Payment

Upload Documents

Document Name	Document Description	Uploaded Files
* Certification of Good Standing	A Certification of Good Standing from the New Mexico Secretary of State.	
* Verification of Limited Liability Company (LLC)	A copy of the Certificate of Organization; OR A filed copy of the Articles of Organization and any amendments thereto; OR A complete and fully executed Operating Agreement listing all members and managers including percentages of interest owned by each and any amendments thereto; OR A copy of the Certificate of Registration for all Foreign Profit Companies (out-of-state).	
* Certification of Registration from the New Mexico Taxation and Revenue Department	A Certificate of Registration issued by the New Mexico Taxation and Revenue Department (TRD) confirming the applicant is registered with the TRD for gross receipts tax.	

Save for Later

Previous

Next

You have the ability to upload multiple documents per requirement if necessary as well

Step 14: Click next to proceed to the Attestation Screen where a Signature and acknowledgement checkbox is required to proceed. The Date will be auto-populated to today's date

The screenshot shows the NMRLD CCD Intake application process. The top navigation bar includes Home, Cannabis Businesses, Applications (with a dropdown arrow), Add Agent, My Licenses, and Amendments (with a dropdown arrow). The main content area is titled "Cannabis Courier:" and features a vertical progress bar on the left with steps: Pre-Screening, Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, **Attestation** (highlighted with an orange circle), and Payment. The main content area is titled "Attestation" and contains a section for "Application Attestation" with a dropdown arrow. Below this, there is a declaration: "I hereby declare that the information contained within and submitted with the application is complete, true and accurate. I understand that a misrepresentation of fact or violation of these rules may result in denial of the license application or revocation of a license issued." This is followed by a red warning: "I acknowledge that all application fees are non-refundable." Below the warning is an unchecked checkbox. There are two input fields: "*Applicant Name" and "Date". The "Date" field is pre-filled with "04/29/2024" and has a calendar icon. At the bottom, there is a "Save for Later" link and two buttons: "Previous" and "Next".

Step 15: Last is the Payment Screen which provides a breakdown of the total amount due

CCD Intake

Cannabis Courier:

- Pre-Screening
- Introduction
- Business Information
- Employee Information
- Questions
- Premise Information
- Upload Documents
- Attestation
- Payment**
- Confirmation Message

Payment

Select your mode of payment and click "Pay and Submit" to input your payment information. Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the RLD. Payments made by e-check will not result in any transaction fee.

Fee Name	Additional Info	Amount
Application Fee	Cannabis Courier	\$250
Premises Fee	Number of Unique Premises - 1	\$100
Total Due		\$350

* Mode of Payment

The amount to be paid is **\$350**. You may not begin to grow cannabis until your application has been approved.

Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#) [Previous](#) [Pay and Submit](#)

Click Pay and Submit upon reviewing the Amount Due and selecting a Mode of Payment:

- Credit Card
- E-Check
- Cashiers Check

CyberSource is then triggered where you will be required to populate your Billing information

Billing Payment Review Receipt

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1

City

Country/Region

State/Province

Zip/Postal Code

Phone Number *

Email *

[Cancel Order](#)

Your Order

Total amount	\$350.00
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You MUST populate all required fields to proceed. Click next to go to the next step.

Payment Details

* Required field

Card Type *

 Visa  Mastercard

Card Number *

Expiration Month * Expiration Year *

Month Year

CVN *
This code is a three or four digit number printed on the back or front of credit cards.

[Cancel Order](#)

Your Order

Total amount	\$350.00
--------------	----------

Review your Order

Payment Details	Your Order
Card Type	Subtotal
Card Number	Service fee
Expiration Date	Total amount
Visa	\$350.00
xxxxxxxxxxxx1111	\$8.75
01-2029	\$358.75

By clicking Pay, I agree to the [Service Fee Terms & Conditions](#)

[Cancel Order](#)

Once you click Pay, a new tab will open for 5 seconds displaying the below message

Congratulations!

Your payment has been processed successfully.
This window will be closed automatically in 5 seconds.

Once the 5 seconds are up, the tab will close and you will be routed back to the portal with a link to route back to the home page.

Thank you! Your application has been submitted successfully.

You may check the status of your application by logging into your Portal at any time. Department staff will contact you if additional information or documentation is needed to complete the review of your application. Once your application is approved, you will receive an email notifying you of the update and how you can access your records and a digital copy of your license on the Portal. If you paid by credit card or E-Check then you will receive a receipt from the payment processor, CyberSource, via email.

[Back to Home](#)
