

Cannabis Retailer Intake Walkthrough

This document will walk you through applying for an Intake Cannabis Retailer 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

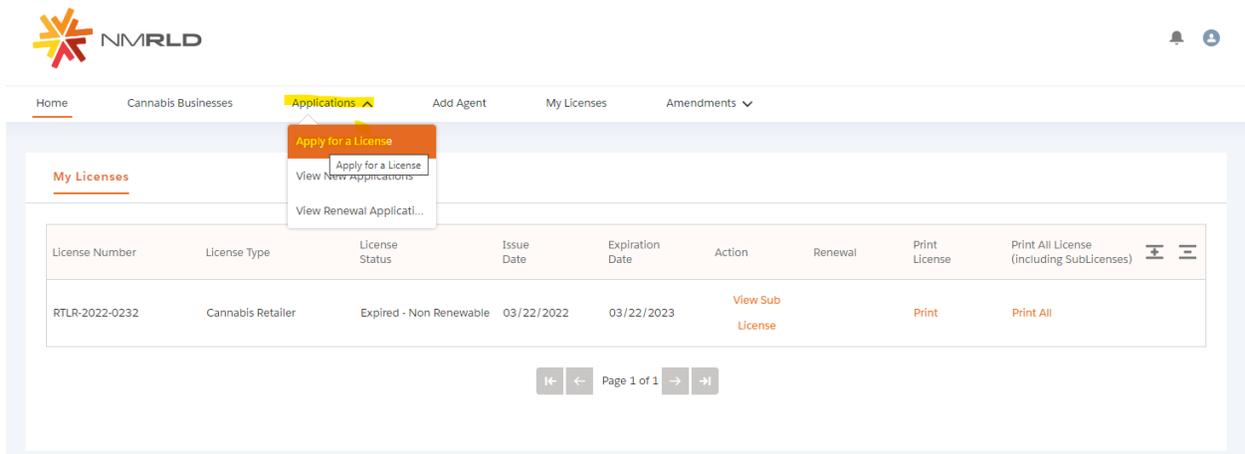
Create your account by clicking on [Self Register](#). If you have already created an account, please log In using your username and password to apply for a new license or renew a license.



[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', showing options: 'Apply for a License' (highlighted), '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'.

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 Retailer as shown below

The screenshot shows the NMRLD (New Mexico Regulatory Licensing Division) website interface. At the top left is the NMRLD logo, and at the top right are notification and user icons. A navigation bar includes links for Home, Cannabis Businesses, Applications (with a dropdown arrow), Add Agent, My Licenses, and Amendments (with a dropdown arrow). The main content area is titled "Select License" and features a "Back" button. Below this is a large instruction box with the following text: "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@rld.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." Below the instructions is a search bar labeled "Search License here...". Two license options are listed: "Cannabis Research Laboratory" and "Cannabis Retailer". The "Cannabis Retailer" option is highlighted in yellow and has a yellow "Select" button next to it. The "Cannabis Research Laboratory" option has a white "Select" button next to it.

Home Cannabis 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@rld.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 Research Laboratory
Person or Business that produces or possesses cannabis products & all parts of the plant genus Cannabis for the purpose of studying cannabis cultivation, characteristics or uses & doesn't test cannabis or cannabis products for wholesale or retail. Select

Cannabis Retailer
A person or business authorized to sell 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 NIMRLD CCD Intake Pre-Screening form for Cannabis Retailers. 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 Retailer:" and features a vertical progress bar on the left with steps: Pre-Screening (highlighted), Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The Pre-Screening section contains several questions with radio button options for Yes and No:

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

Below the questions, there 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, there are two buttons: "Save for later" and "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

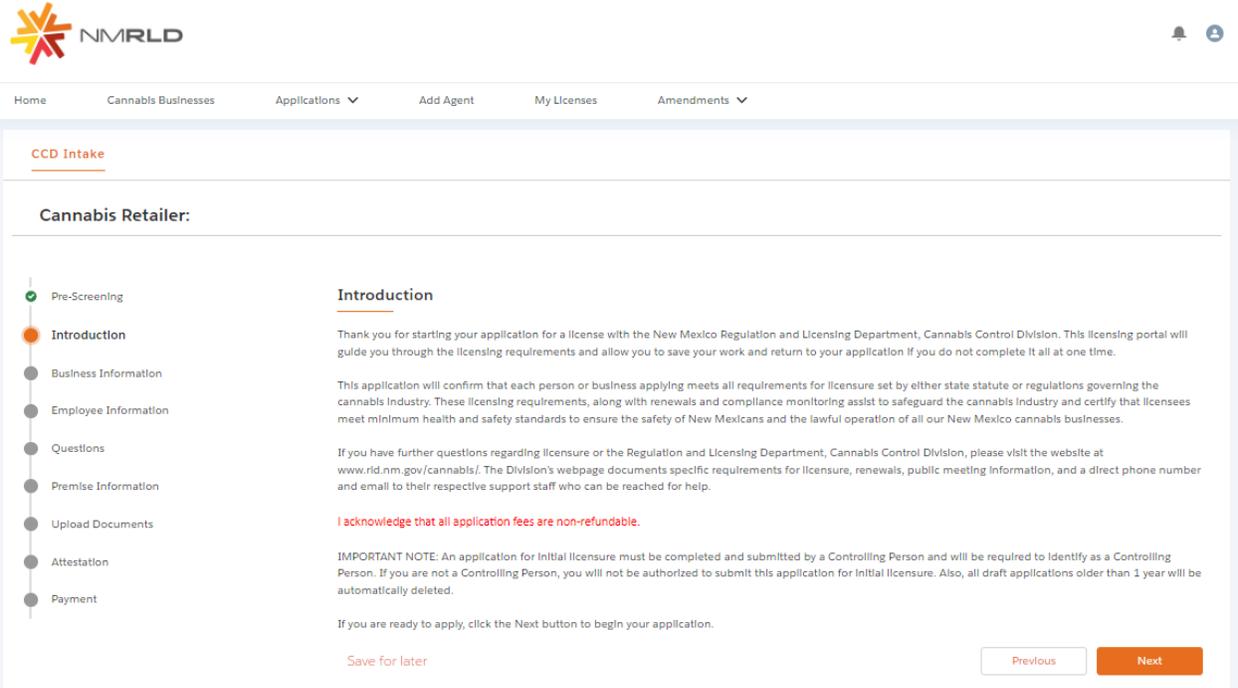
* Does this business currently maintain any active cannabis licenses?

- Yes
- No

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

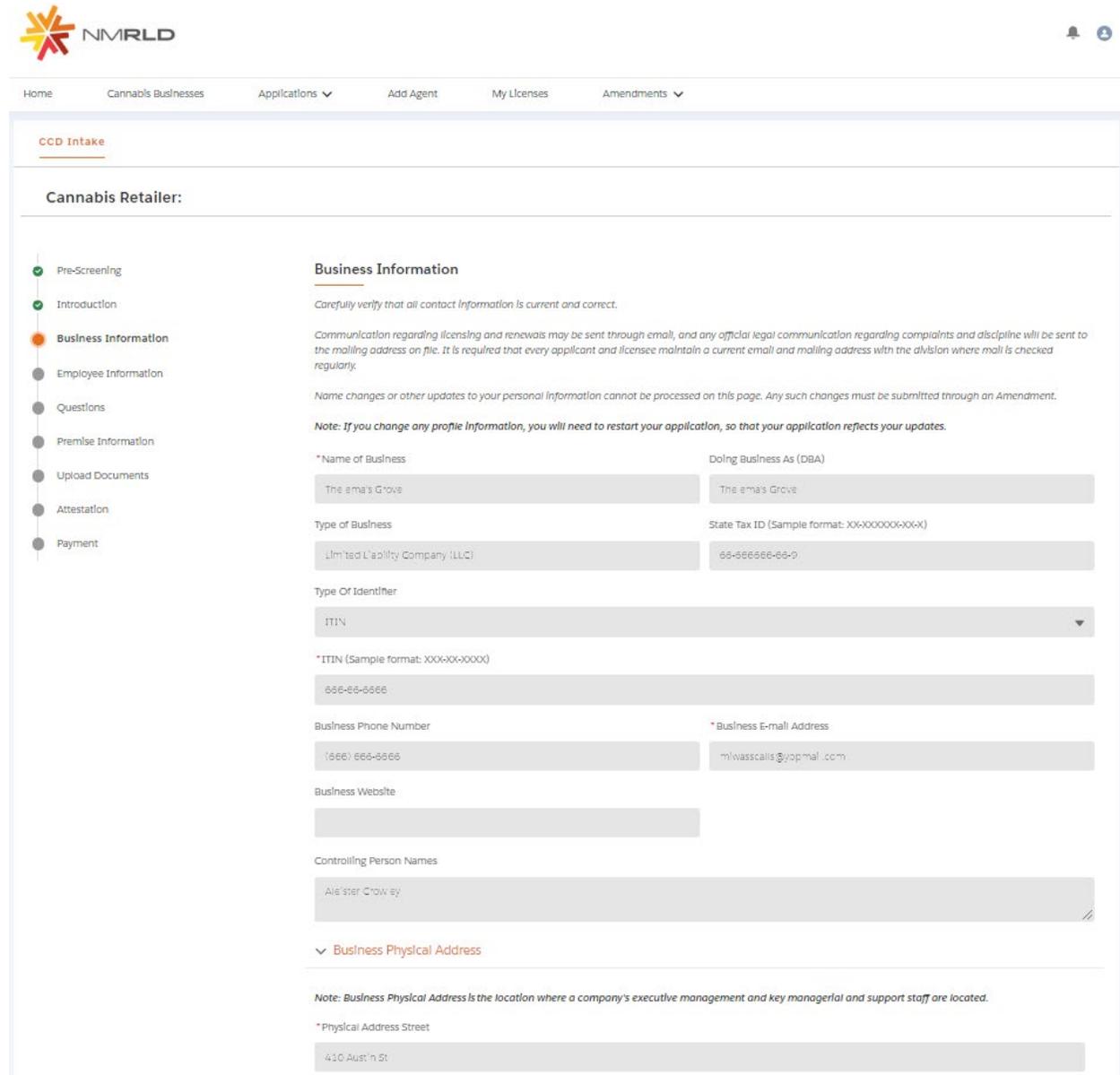
- Integrated Cannabis Microbusiness
- Cannabis Producer Microbusiness
- Cannabis Producer
- Cannabis Manufacturer
- Cannabis Retailer
- Cannabis Courier
- Cannabis Consumption Area with On-Site Retail
- Testing Laboratory
- Research Laboratory
- Vertically Integrated Cannabis Establishment

Step 6: Next is the Introduction Screen. Upon reviewing this screen, click next



The screenshot shows the NIMRLD application interface. At the top left is the NIMRLD 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). On the right side of the navigation bar are a notification bell icon and a user profile icon. Below the navigation bar, the page title is "CCD Intake". The main content area is titled "Cannabis Retailer:". On the left side of the main content area is a vertical progress indicator with steps: Pre-Screening (completed, green dot), Introduction (current step, orange dot), Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The "Introduction" section contains the following text: "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." A red line of text states: "I acknowledge that all application fees are non-refundable." An "IMPORTANT NOTE" follows: "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." At the bottom of the introduction section, it says: "If you are ready to apply, click the Next button to begin your application." At the bottom left of the main content area is a "Save for later" link. At the bottom right are two buttons: "Previous" and "Next".

Step 7: Next is the Business Information Screen



CCD Intake

Cannabis Retailer:

- 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)
The emma's Grove	The emma's Grove
Type of Business	State Tax ID (Sample format: XX-XXXXXX-XX-X)
Limited Liability Company (LLC)	65-666666-66-0
Type Of Identifier	
ITIN	
* ITIN (Sample format: XXX-XX-XXXX)	
666-66-6666	
Business Phone Number	* Business E-mail Address
(666) 666-6666	mivasscallis@yopmail.com
Business Website	
Controlling Person Names	
Alister Crowley	

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
410 Austin St

All Data is pre-populated from Salesforce. If you would like to make any changes, you will have to fill out an Amendment Application.

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

The screenshot shows the NMRLD CCD Intake application process. The user is currently on the 'Employee Information' step, which is highlighted in orange in the progress bar on the left. The progress bar includes steps: Pre-Screening, Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The main content area is titled 'Employee Information' and contains three questions with input fields:

- *How many employees does this business plan to have within the first 90 days of issuance of license? (Text input field)
- *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)? (Text input field)
- *Does this business currently have employees? (Radio buttons for Yes and No)

Below the questions are two more radio button questions:

- *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? (Radio buttons for Yes and No)

At the bottom of the form, there are three buttons: 'Save for later' (text), 'Previous' (white button), and 'Next' (orange button).

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

This detailed view shows the form after the 'Yes' option has been selected for the radio button questions. The 'Yes' options are highlighted in yellow. The form includes the following fields:

- * Does this business currently have employees?
 Yes
 No
- * How many employees does this business have?
(Text input field)
- * 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;
(Text input field)
- * Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American of either Indian or Hispanic origin, regardless of race;
(Text input field)
- * Native American or Alaskan native persons having origins in any of the original peoples of North America;
(Text input field)
- * Asian and Pacific Islander persons having origins in any of the far east countries, Southeast Asia, the Indian subcontinent or the Pacific Islands.
(Text input field)
- * Two (2) or more races
(Text input field)
- * Other
(Text input field)

Please populate all the fields and click Next to proceed

Step 9: Question Screen is next.



CCD Intake

Cannabis Retailer:

- 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

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 NMRLD application interface. At the top, there is a navigation bar with the following items: Home, Cannabis Businesses, Applications (with a dropdown arrow), Add Agent, My Licenses, and Amendments (with a dropdown arrow). Below the navigation bar, the page title is "CCD Intake". The main content area is titled "Cannabis Retailer:". On the left side, there is a vertical progress indicator with the following steps: Pre-Screening, Introduction, Business Information, Employee Information, Questions, Premise Information (highlighted with an orange circle), Upload Documents, Attestation, and Payment. The main content area is titled "Premise Information" and contains the following text: "Add one premise for each location the business intends to conduct cannabis retailer activities. A Cannabis Retailer may have multiple premises. Each premise must meet all the requirements for a cannabis retailer. A Premise Fee in the amount of \$1,000.00 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, there is a button labeled "Add New Premise" with a red arrow pointing to it. To the left of the button, there is a "Save for later" link. Below the button, there is a "Previous" button and a "Next" button. The text "No premises to display." is visible below the main content area.

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

Premise Information

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

Retailer

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
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Retailer

* Does this retail premise intend to conduct cannabis courier services?

- Yes
- No

* Does the business operate a drive-up window?

- Yes
- No
- Plan to Operate a Drive-Up Window in the Future

* 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

Upon clicking Submit, you will be required to upload Premise-based documentation. Click on the Upload button to view the required documents.



CCD Intake

Cannabis Retailer:

- Pre-Screening
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- Upload Documents
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Premise Information

Add one premise for each location the business intends to conduct cannabis retailer activities. A Cannabis Retailer may have multiple premises. Each premise must meet all the requirements for a cannabis retailer. A Premise Fee in the amount of \$1,000.00 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.

File Upload Pending

Add New Premise

S.No.	Name	Physical Address	Functions	Premise Documents	Action
1	PRM-6218	69 Cloud Street, Algodones, New Mexico 07008, United States	Retailer	Pending	  

< Previous Displaying 1 of 1 Page Next >

Save for later

Previous Next

Upload Premise Documents

Upload Documents

Document Name	Document Description	Uploaded Files
* 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 per line item.

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

[Cancel](#) [Submit](#)

Step 12: Next is the Application's Document Upload Screen



Home Cannabis Businesses Applications Add Agent My Licenses Amendments

CCD Intake

Cannabis Retailer:

- 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.	
* Delinquent Tax Status	Please upload any documentation detailing the nature of the tax delinquency including formal charges, tax liens, or any other documentation describing the nature of the tax delinquency.	
* Verification of Limited Liability Company (LLC)	A copy of the Certificate 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 line item.

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

[Cancel](#) [Submit](#)

Step 13: Up next is the attestation screen. You MUST acknowledge the terms by clicking on the checkbox and signing your name. The date is pre-populated with Today's Date.



Home Cannabls Businesses Applications Add Agent My Licenses Amendments

CCD Intake

Cannabis Retailer:

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

Attestation

Application Attestation

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.

I acknowledge that all application fees are non-refundable.

*Applicant Name

Date

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

Click next to proceed.

Step 14: Last screen is the Payment screen. This shows a full breakdown of the Application cost

CCD Intake

Cannabis Retailer:

- 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 Retailer	\$2500
Premises Fee	Number of Unique Premises - 1	\$1000
Total Due		\$3500

*Mode of Payment

The amount to be paid is **\$3500**. 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

There are three modes of Payment:

- Credit Card
- E-Check
- Cashiers Check

Select one of the options and click Pay and Submit

Upon clicking Pay and Submit, CyberSource is launched and asks for 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	\$3,500.00
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Upon clicking Pay, payment processes and below screens are shown upon successful payment.

Congratulations!

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

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](#)