

Cannabis Producer Intake Walkthrough

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



Log in

[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



Home Cannabis Businesses Applications Add Agent My Licenses Amendments

Apply for a License

Apply for a License

View New Applications

View Renewal Applications

My Licenses

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

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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 Producer as shown below

The screenshot shows the NMRLD (New Mexico Regulatory Licensing and Development) website's application interface. At the top, there is a navigation bar with links: Home, Cannabis Businesses, Applications (selected), Add Agent, My Licenses, and Amendments. The main heading is "Select License". Below this is a "Back" button. A large orange-bordered box contains "Instructions" for users, detailing the online licensing process and contact information for the Cannabis Control Division. Below the instructions is a search bar labeled "Search License here...". The main content area lists four license types, each with a description and a "Select" button:

- 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 button)
- Cannabis Courier**: A person or business licensed to transport cannabis products to qualified patients, primary caregivers, or reciprocal participants, or directly to consumers. (Select button)
- Cannabis Manufacturer**: A person or business authorized to manufacture and package cannabis products; has cannabis products to be tested by a cannabis testing lab; or purchase, acquire, sell or transport wholesale cannabis products to other cannabis establishments. (Select button)
- Cannabis Producer**: A person or business authorized to cultivate cannabis plants; has unprocessed cannabis products to be tested by a cannabis testing lab; transport unprocessed cannabis products to other cannabis establishments; or sell cannabis products wholesale. (Select button)

The "Cannabis Producer" option is highlighted with a yellow background, and its "Select" button is also yellow.

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



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CCD Intake

Cannabis Producer:

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Pre-Screening

* 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

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 Manufacture
☐ 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





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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.

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





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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.

None 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)

Thomas Grove

Thomas Grove

Type of Business

State Tax ID (Sample format: XX-XXXXXX-XX-X)

Limited Liability Company (LLC)

66-666666-66-0

Type Of Identifier

ITIN

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

666-66-6666

Business Phone Number

* Business E-mail Address

666666-666-6666

mybusiness@domain.com

Business Website

Controlling Person Names

Alexis 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

* Physical Address City

* Physical Address State

Trust or Consequences

NM

* Physical Address Zip

* Physical Address Country

87701

US

Is the Business Mailing Address same as Business Physical Address?

Yes

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

410 Austin St

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



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Employee Information

* 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

Save for later

Previous

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

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*Number of mature cannabis plants applicant intends to grow:

*Number of Immature cannabis plants applicant intends to grow:

*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 production requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules, including creating and maintaining a cultivation plan, and cannabis waste procedures for cannabis or cannabis products?

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 CCD Intake application interface. At the top, there's a navigation bar with links: Home, Cannabis Businesses, Applications (dropdown), Add Agent, My Licenses, and Amendments (dropdown). The user is logged in, as indicated by a notification bell and a user profile icon in the top right.

The main content area is titled "Cannabis Producer:". On the left, there's a vertical progress bar with steps: Pre-Screening, Introduction, Business Information, Employee Information, Questions, Premise Information (highlighted with an orange circle), 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 produce cannabis. A Cannabis Producer may have multiple premises. Each premise must meet all the requirements for a cannabis producer. A Premise Fee in the amount of \$1,000.00 will be charged for each premise (location) in addition to a Plant Count Fee (\$5.00 for each mature plant). Click the upload icon to view the required premises documents for cannabis production and to upload the documents." Below this text box, it says "No premises to display." and "Save for later".

On the right side of the section, there's a red arrow pointing to an "Add New Premise" button. Below the "Add New Premise" button are "Previous" and "Next" buttons.

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

The screenshot shows the "Premise Information" prompt screen. At the top, there's a title "Premise Information". Below the title, there's a text prompt: "*Please Indicate all the functions this business will perform at this Premise:". Underneath the prompt, there's a checkbox labeled "Producer".

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

Producer Information

Demonstration of Water Right

Please provide demonstration of a legal right to use the quantity of water that the division determines is needed for cannabis production, as evidenced by either:

- (1) Documentation from the Office of the State Engineer (OSE) for all water sources except municipal water to obtain approval and validation for your water right and to determine if the right is configured correctly for the proposed use and place of use, etc.
- (2) A water service account documentation letter from the municipal water source (i.e. water from City of Albuquerque, City of Las Cruces, City of Santa Fe, etc.) that will be providing water which contains the applicant's contact information, the premise location the water is being hauled/served to, and an explicit permission to use the water for cannabis agriculture. The CCD will review and validate this water source.

* Estimation of gallons of water the business will use per year at this premise:

* Approved water supply to be used for cannabis production is (check all that apply):

- ☐ Legally provided by a Municipality or Water Purveyor
- ☐ Certified Approval of Water Rights from the NM office of State Engineer

* Cultivation Facility Type:

- ☐ Outdoor Irrigation
- ☐ Indoor
- ☐ Greenhouse
- ☐ Hoop House

* 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

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





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Cannabis Consumption Area:

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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	

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Next >

Save for later

Previous

Next

Upload Premise Documents

Upload Documents

Document Name	Document Description	Uploaded Files
Water Rights	This form requires Information regarding the water source to be used, the rights to the water source and the type of cultivation facility. This Information will be reviewed by the New Mexico Office of the State Engineer (OSE) and the Cannabis Control Division (CCD).	
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





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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; 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





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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

04/29/2024

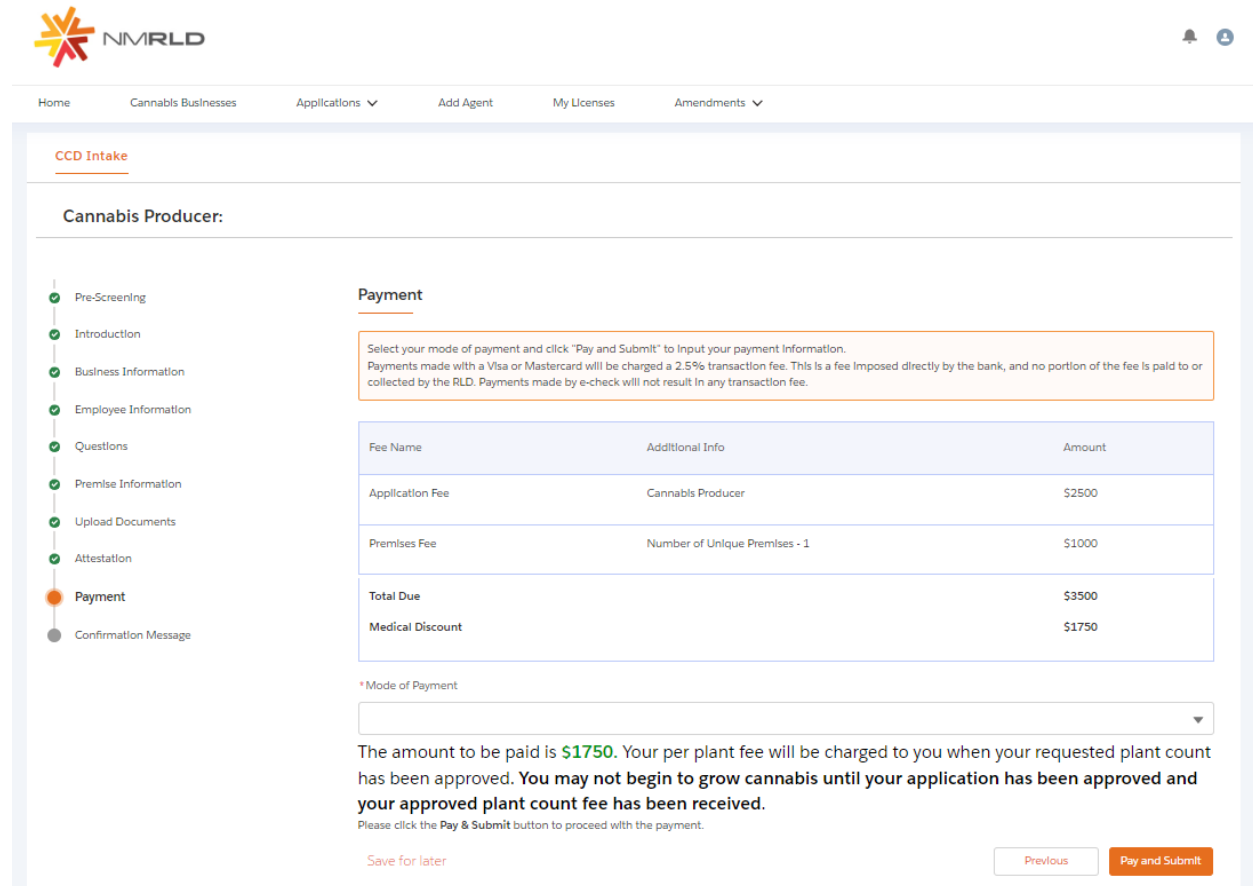


Save for Later

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



The screenshot shows the NMRLD CCD Intake Payment Screen. On the left is a vertical progress bar with steps: Pre-Screening, Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, Payment (highlighted with an orange circle), and Confirmation Message. The main content area is titled 'Cannabis Producer:' and 'Payment'. It includes a text box with payment instructions, a table of fees, a dropdown for 'Mode of Payment', and a summary of the amount due.

CCD Intake

Cannabis Producer:

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 Producer	\$2500
Premises Fee	Number of Unique Premises - 1	\$1000
Total Due		\$3500
Medical Discount		\$1750

* Mode of Payment

The amount to be paid is **\$1750**. Your per plant fee will be charged to you when your requested plant count has been approved. **You may not begin to grow cannabis until your application has been approved and your approved plant count fee has been received.**
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 *

Aleister

Last Name *

Crowley

Company Name

Aleister Crowley

Address Line 1

410 Austin St

City

Truth or Consequences

Country/Region

United States of America

State/Province

New Mexico

Zip/Postal Code

87901

Phone Number *

Email *

miwasscalls@yopmail.com

Next

[Cancel Order](#)

Your Order

Total amount

\$1,750.00

You MUST populate all required fields to proceed. Click next to go to the next step.

Billing

Payment

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Receipt

Payment Details

* Required field

Card Type *

☐  Visa

☐  Mastercard

Card Number *

Expiration Month *

Month

Expiration Year *

Year

CVN *

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



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[Cancel Order](#)

Your Order

Total amount

\$1,750.00

Billing

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Review your Order

Payment Details

Card Type

Visa

Card Number

xxxxxxxxxxxx1111

Expiration Date

01-2029

Your Order

Subtotal

\$1,750.00

Service fee

\$43.75

Total amount

\$1,793.75

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

Back

Pay

[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.

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