

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.



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 Applicati...

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

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 Cannabis Control Division) website. At the top is the NMRLD logo and navigation links: Home, Cannabis Businesses, Applications (selected), Add Agent, My Licenses, and Amendments. Below the navigation bar is a 'Select License' section. It includes a 'Back' button and a large orange-bordered box containing instructions. The instructions state that the online system collects information for processing applications, provide contact information for the Cannabis Control Division (505-476-4995 or RLD.CannabisControl@rd.nm.gov), and warn that draft applications older than 90 days will be deleted and incomplete applications older than 1 year will be voided. It also explains the 'Save & Next' and 'Pay & Submit' buttons. 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 with a yellow background and has a yellow 'Select' button next to it.

NMRLD

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@rd.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



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CCD Intake

Cannabis Retailer:

 **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 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 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

* 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 reviewing this screen, click next



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[Cannabis Businesses](#)
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CCD Intake

Cannabis Retailer:

- Pre-Screening
- Introduction**
- Business Information
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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/cannablis/. 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.

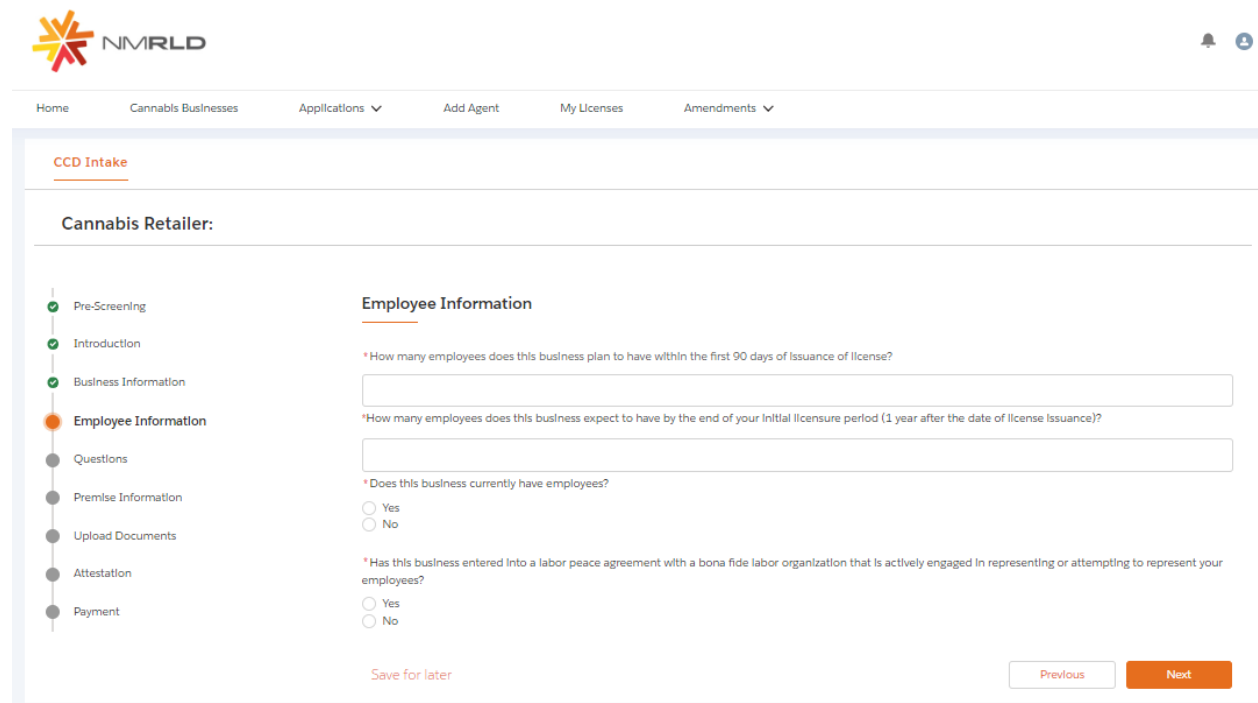
If you are ready to apply, click the **Next** button to begin your application.

Save for later

[Previous](#)

Next

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



The screenshot shows the NMRLD (New Mexico Regulatory Licensing and Data) portal. The user is logged in, as indicated by the profile icon in the top right. The navigation bar includes links for Home, Cannabis Businesses, Applications, Add Agent, My Licenses, and Amendments. The main content area is titled "Cannabis Retailer:" and shows a progress bar with steps: Pre-Screening, Introduction, Business Information, Employee Information (current step), Questions, Premise Information, Upload Documents, Attestation, and Payment. The "Employee Information" section contains three questions with text input fields and radio button options. The first question asks about the number of employees within the first 90 days of license issuance. The second question asks about the number of employees expected by the end of the initial licensure period (1 year after the date of license issuance). The third question asks if the business currently has employees, with "Yes" selected. Below the questions are "Save for later", "Previous", and "Next" buttons.

CCD Intake

Cannabis Retailer:

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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

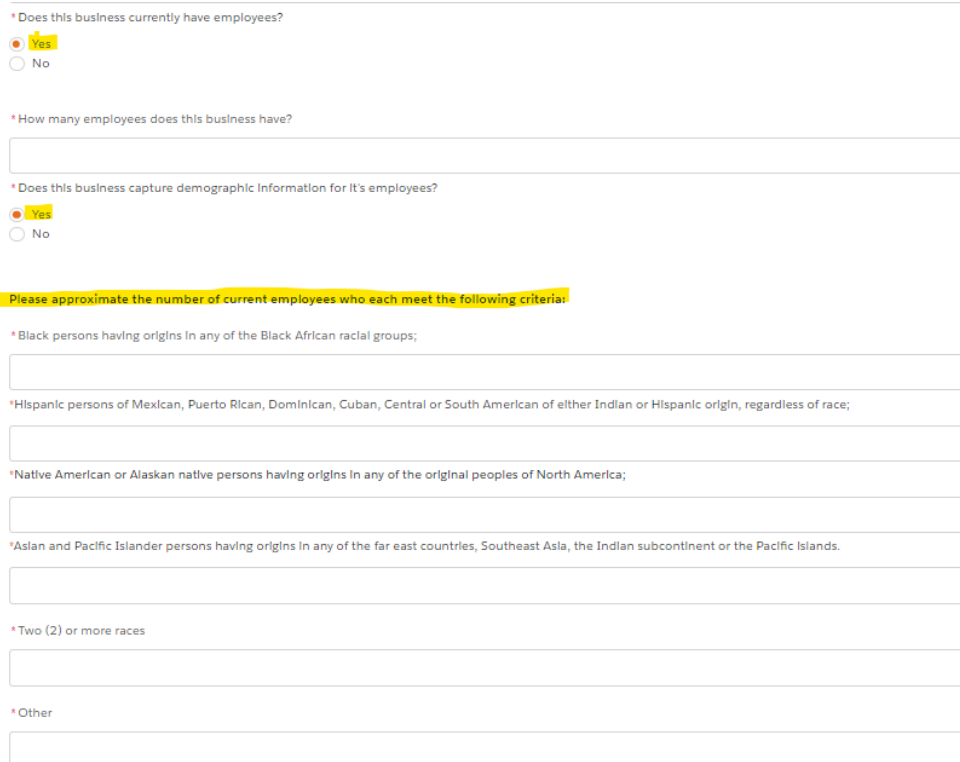
* Has this business entered into a labor peace agreement with a bona fide labor organization that is actively engaged in representing or attempting to represent your employees?

☐ Yes
☐ No

Save for later

Previous Next

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



This screenshot shows the additional fields that appear when "Yes" is selected for the "Does this business currently have employees?" question. The form includes several text input fields for capturing demographic information for current employees. The questions are: "How many employees does this business have?", "Does this business capture demographic information for its employees?", "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", and "Other".

* 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.





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CCD Intake

Cannabis Retailer:

Pre Screening

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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.

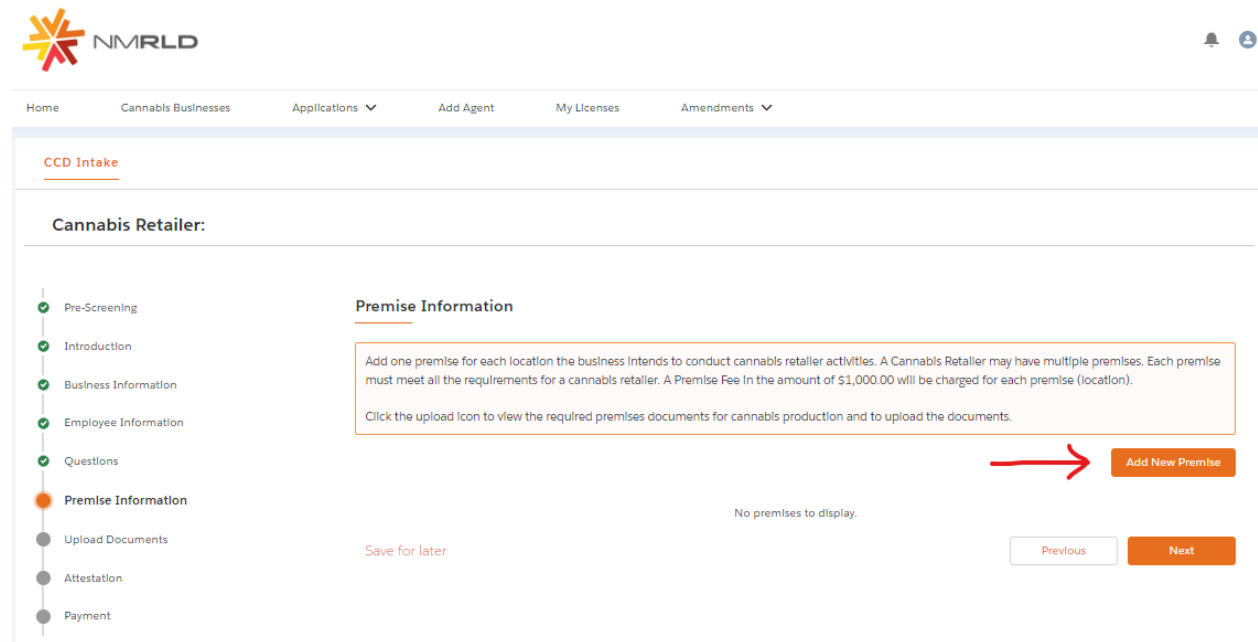
Failure to do so may result in disciplinary action, which may include fines, suspension of the license, or revocation of the license.

Save for Later

Previous

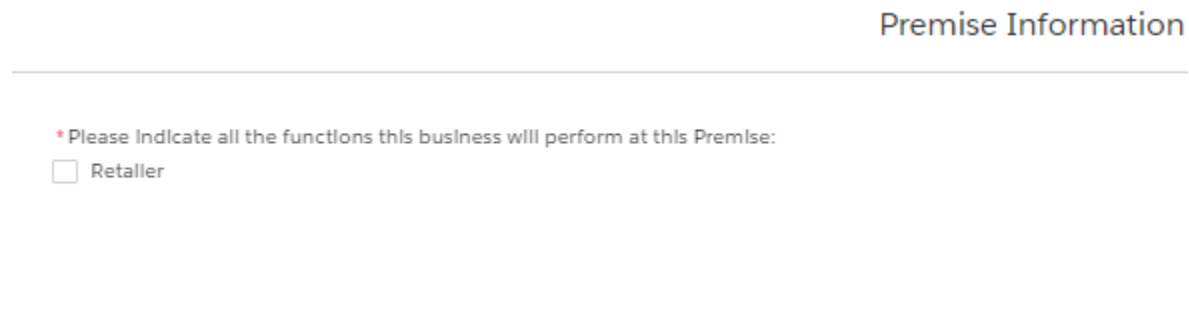
Next

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 is the NMRLD logo and navigation links: Home, Cannabis Businesses, Applications (dropdown), Add Agent, My Licenses, and Amendments (dropdown). Below this is a 'CCD Intake' header. The main section is titled 'Cannabis Retailer:'. On the left is 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 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 box is a red arrow pointing to an 'Add New Premise' button. Below the button, it says 'No premises to display.' At the bottom right are 'Previous' and 'Next' buttons. A 'Save for later' link is also visible.

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



The screenshot shows the 'Premise Information' prompt. It has a title 'Premise Information' at the top. Below the title is a section titled '* Please Indicate all the functions this business will perform at this Premise:'. Under this section is a checkbox labeled '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

Select an Option ▼

* State

New Mexico

* Zip

* Country

United States

* Country

Select an Option ▼

* 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.





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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

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Cannabis Businesses

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CCD Intake

Cannabis Retailer:

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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 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.



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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

04/30/2024



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





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Cannabis Retailer:

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 **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 *

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

\$3,500.00

Payment Details

* Required field

Card Type *

☒ VISA Visa

☐ Mastercard

Card Number *

4111111111111111

Expiration Month *

02

Expiration Year *

2028

CVN *

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

324



Back

Next

[Cancel Order](#)

Your Order

Total amount

\$3,500.00

Review your Order

Payment Details

Card Type

Card Number

Expiration Date

Visa

xxxxxxxxxxxx1111

02-2028

Your Order

Subtotal

Service fee

Total amount

\$3,500.00

\$87.50

\$3,587.50

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

Back

Pay

[Cancel Order](#)

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.

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