

Integrated Cannabis Microbusiness Intake Walkthrough

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

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

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



Home Cannabis Businesses Applications Add Agent My Licenses Amendments

My Licenses

Apply for a License

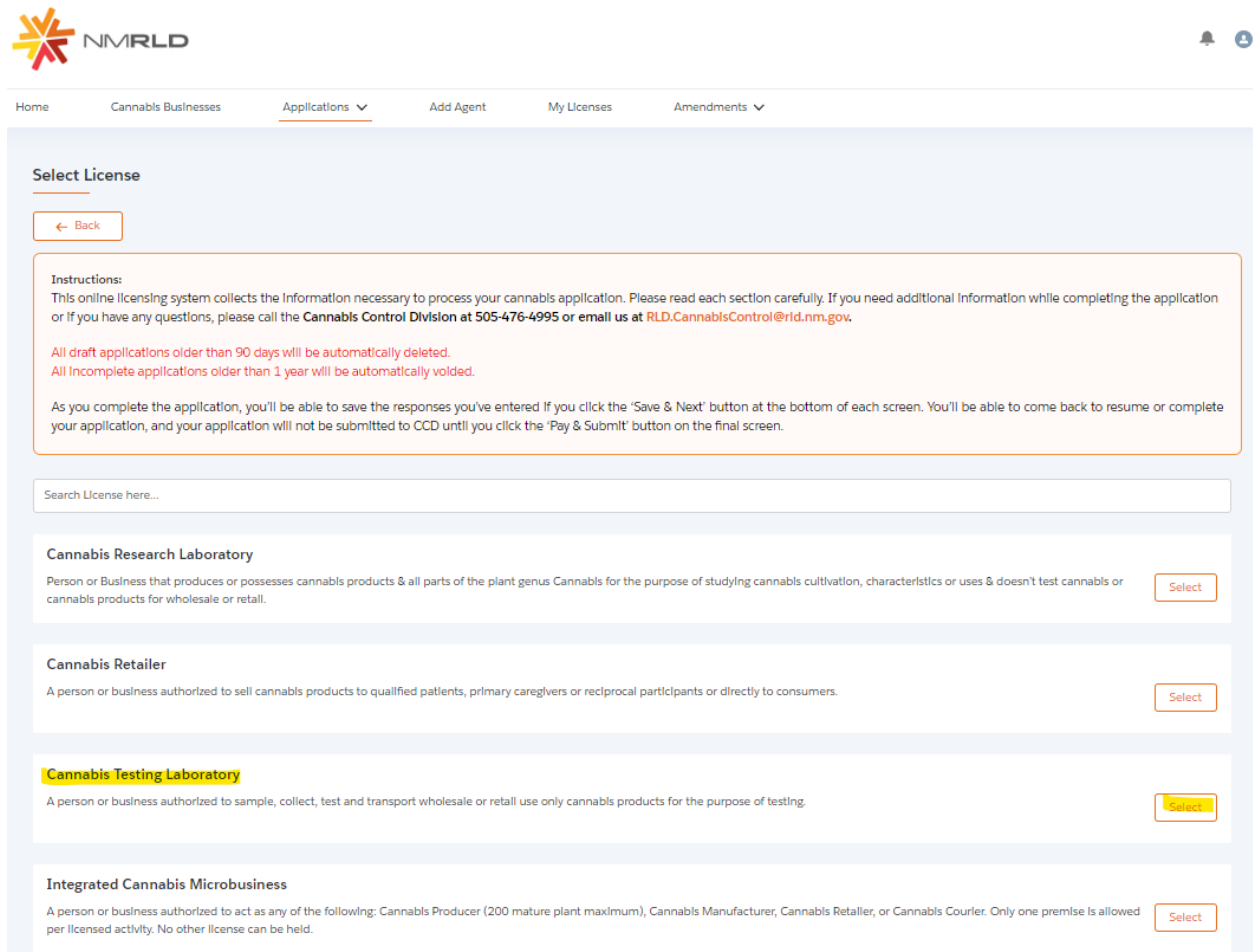
View New Applications

View Renewal Applications

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 Integrated Cannabis Microbusiness as shown below



The screenshot shows the NMRLD (New Mexico Cannabis Regulatory Commission) website. The header includes the NMRLD logo and navigation links: Home, Cannabis Businesses, Applications (selected), Add Agent, My Licenses, and Amendments. The main content area is titled 'Select License'. It features a 'Back' button and a large orange-bordered box containing instructions. Below the instructions is a search bar labeled 'Search License here...'. Five license options are listed, each with a description and a 'Select' button. The 'Cannabis Testing Laboratory' option is highlighted with a yellow background.

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
Cannabis Testing Laboratory A person or business authorized to sample, collect, test and transport wholesale or retail use only cannabis products for the purpose of testing.	Select
Integrated Cannabis Microbusiness A person or business authorized to act as any of the following: Cannabis Producer (200 mature plant maximum), Cannabis Manufacturer, Cannabis Retailer, or Cannabis Courier. Only one premise is allowed per licensed activity. No other license can be held.	Select

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



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

[CCD Intake](#)

Integrated Cannabis Microbusiness:

 Pre-Screening

 Disclaimer for Microbusinesses

 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 preliminary action by a licensing agency in another state, jurisdiction or territory?

- ☐ Yes
☒ No

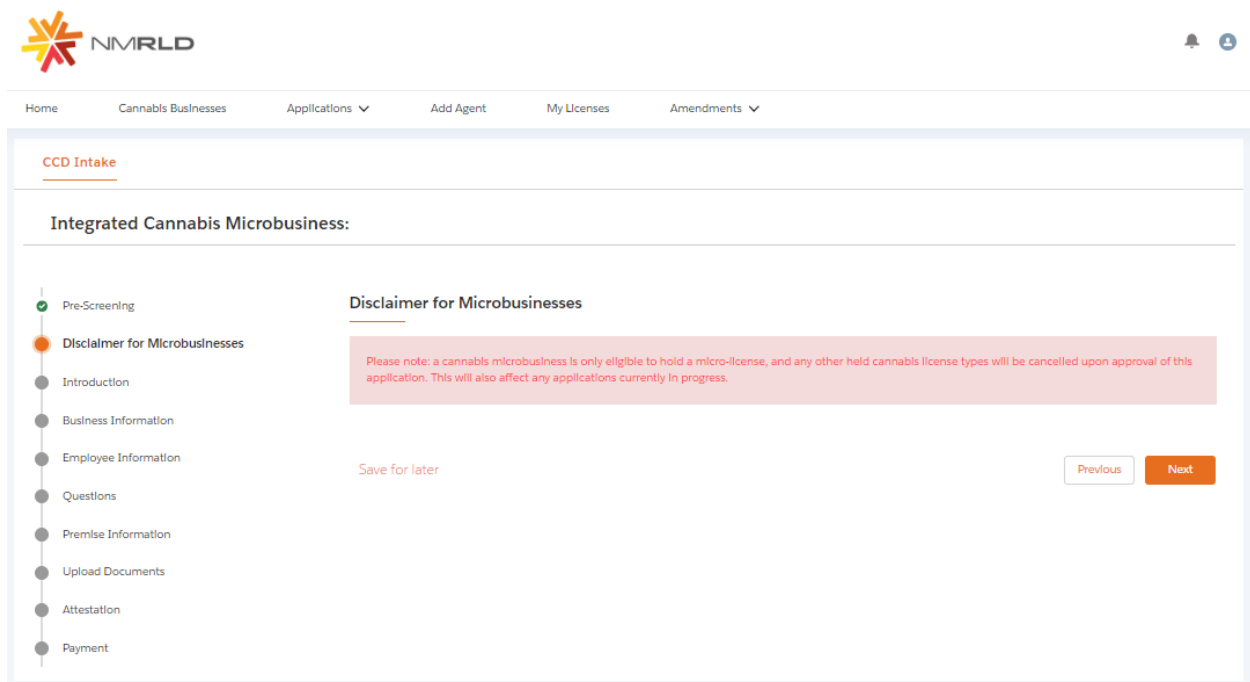
* Does this business currently maintain any active cannabis licenses?

- ☒ 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

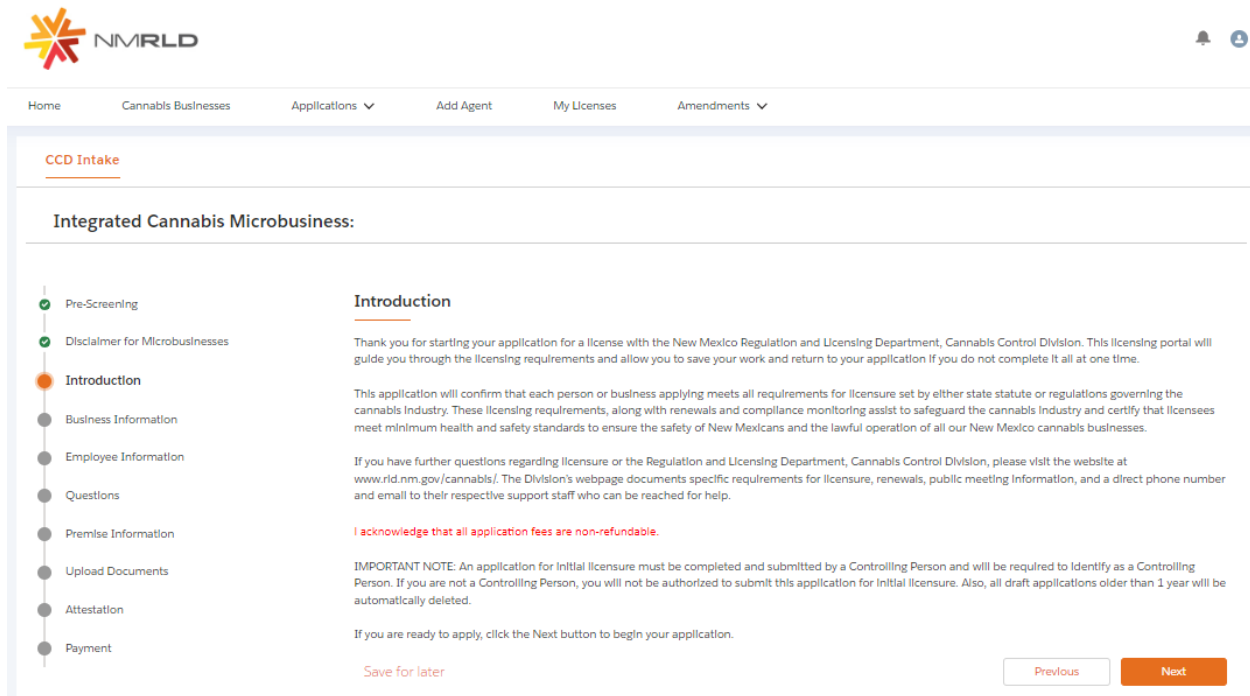
Step 6: Next is the Disclaimer for Microbusiness



The screenshot shows the 'CCD Intake' application form for Integrated Cannabis Microbusiness. The navigation bar includes 'Home', 'Cannabis Businesses', 'Applications', 'Add Agent', 'My Licenses', and 'Amendments'. The left sidebar lists the steps: Pre-Screening, Disclaimer for Microbusinesses (current step), Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The main content area is titled 'Disclaimer for Microbusinesses' and contains a red box with the following text: 'Please note: a cannabis microbusiness is only eligible to hold a micro-license, and any other held cannabis license types will be cancelled upon approval of this application. This will also affect any applications currently in progress.' Below this, there is a 'Save for later' link and 'Previous' and 'Next' buttons.

Click next to proceed after carefully reviewing this information.

Step 7: Next is the Introduction Screen. Upon reviewing this screen, click



The screenshot shows the 'CCD Intake' application form for Integrated Cannabis Microbusiness, Step 7: Introduction. The navigation bar and sidebar are the same as in Step 6. The main content area is titled 'Introduction' and 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.' It also states: '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.' A red line of text reads: 'I acknowledge that all application fees are non-refundable.' Below this, an 'IMPORTANT NOTE' states: '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, it says: 'If you are ready to apply, click the Next button to begin your application.' There is a 'Save for later' link and 'Previous' and 'Next' buttons.

Step 8: Next is the Business Information Screen





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

CCD Intake

Integrated Cannabis Microbusiness:

Pre Screening

Disclaimer for Microbusinesses

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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.

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)

Thomas Grove

Thiminda Grove

Type of Business

State Tax ID (Sample format: XXXXXXXXXX)

Limited Liability Company (LLC)

66-666666-66-9

Type Of Identifier

ITIN

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

666-66-6666

Business Phone Number

* Business E-mail Address

10001-666-6666

thiminda@jyoomla.com

Business Website

Controlling Person Names

Alexander C. Govey

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 Auburn St

* Physical Address City

Tucson, Conquistador

* Physical Address State

NM

* Physical Address Zip

85701

* Physical Address Country

US

Is the Business Mailing Address same as Business Physical Address?

Yes

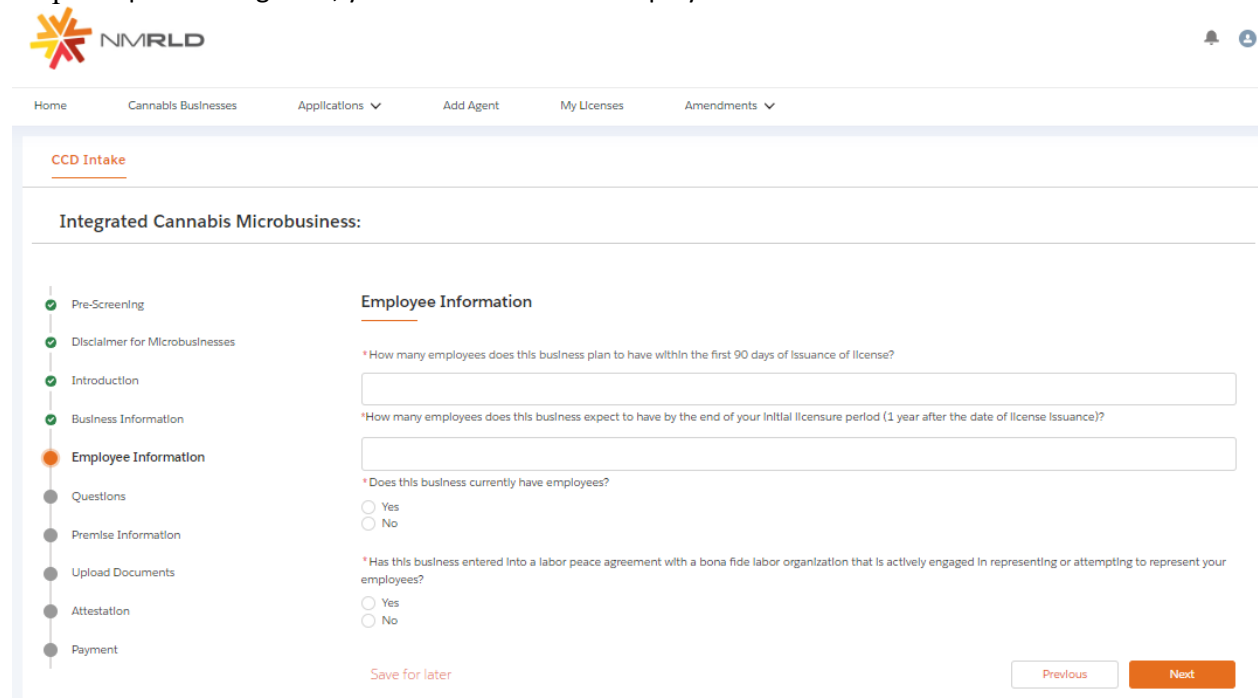
Business Mailing Address

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 Auburn St

Step 9: Upon clicking Next, you are routed to the Employee Information Screen



The screenshot shows the NMRLD CCD Intake form. The top navigation bar includes Home, Cannabis Businesses, Applications, Add Agent, My Licenses, and Amendments. The main header is "Integrated Cannabis Microbusiness:". On the left is a progress bar with steps: Pre-Screening, Disclaimer for Microbusinesses, 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 two radio button questions. At the bottom are "Save for later", "Previous", and "Next" buttons.

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?

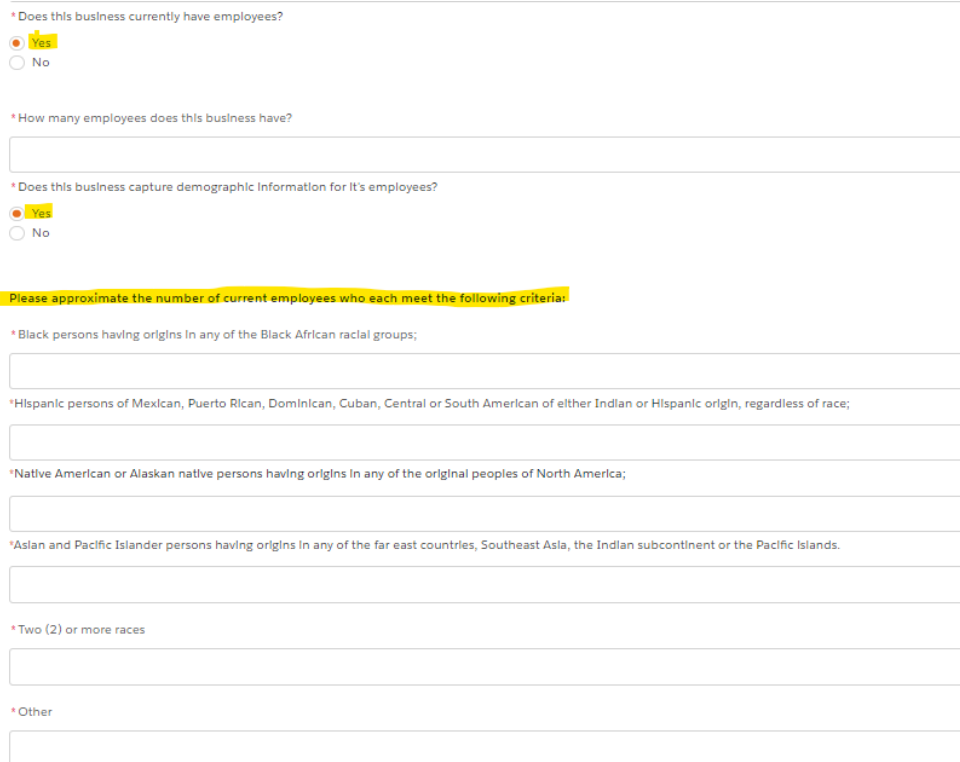
☐ Yes
☐ No

* 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 block shows the expanded form fields for the "Employee Information" section. It includes radio button questions for current employees and demographic capture, followed by a list of criteria for employee demographics with corresponding text input fields.

* 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 10: Question Screen is next.



Home Cannabls Businesses Applications ▾ Add Agent My Licenses Amendments ▾

CCD Intake

Integrated Cannabis Microbusiness:

- ✓ Pre-Screening
- ✓ Disclaimer for Microbusinesses
- ✓ Introduction
- ✓ Business Information
- ✓ Employee Information
- **Questions**
- Premise Information
- Upload Documents
- Attestation
- Payment

Questions

* Please Indicate which functions the business will perform

- ☐ Producer
- ☐ Manufacturer
- ☐ Retail

* Check the appropriate box(es) that describe how the business benefits or will benefit the community/communities where a premise(s) is/are located:

- ☐ Creation of Job Opportunities
- ☐ Economic Growth and Increased Tax Base
- ☐ Community Involvement
- ☐ Environmental Benefits (Recycling, Eco-Friendly Supplies and Packaging, etc)

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

☐ Yes

* Does the business certify it will adhere to security requirements pursuant to the Cannabls 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 Cannabls 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 cannabls?

☐ 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

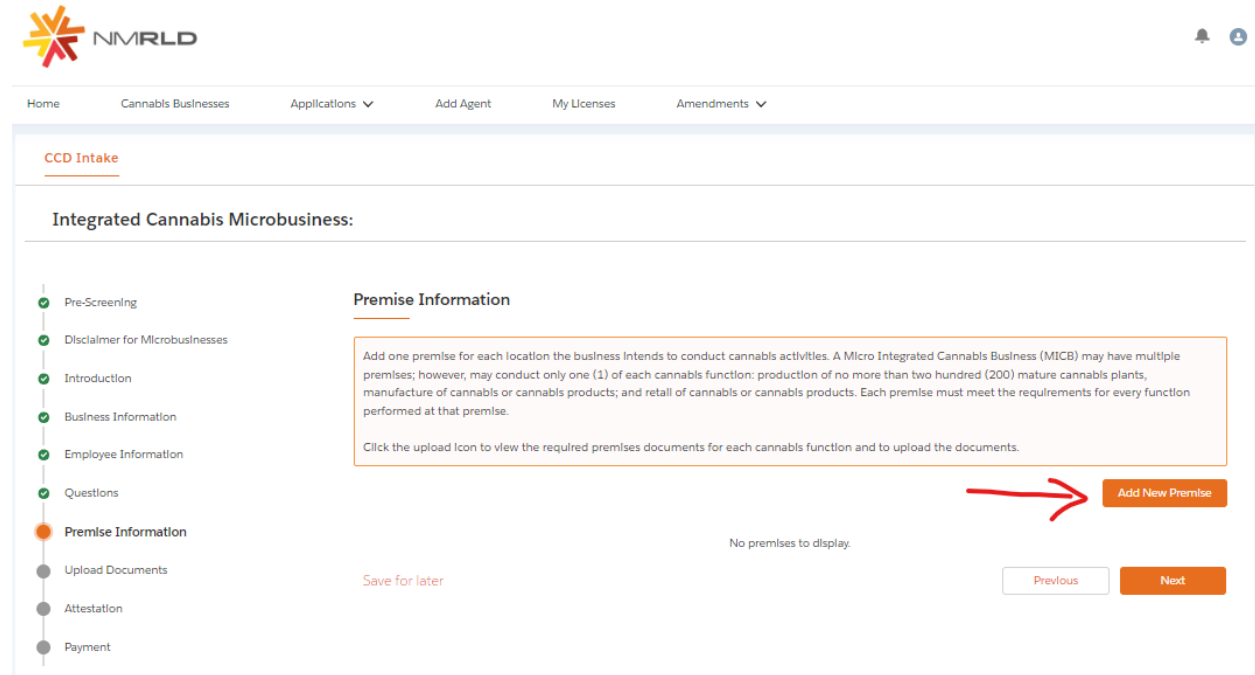
* Does the business certify that a premises diagram shall be kept at each licensed premises at all times and made available for In person inspection by the Cannabls Control Division or its Representatives upon request. This premises diagram will conform to the requirements set forth in 16.8.2 NMAC?

☐ 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, be-

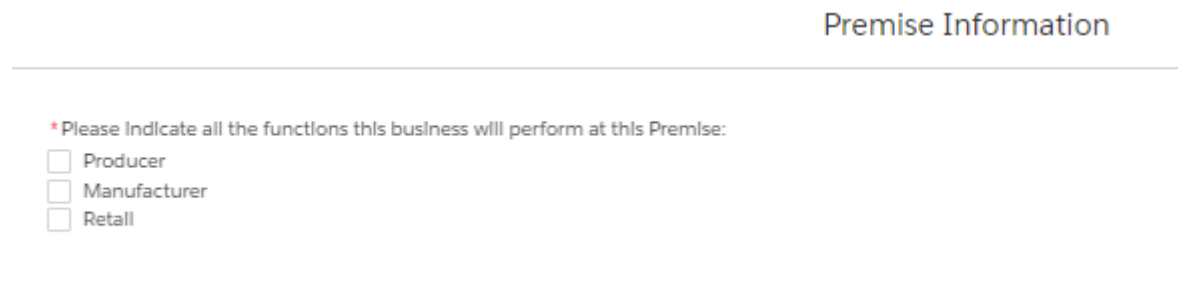
Step 11: Next is the Premise information Screen

You MUST add at least 1 premise to continue with this Application.



The screenshot shows the NIMRLD 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). Below this, the 'CCD Intake' section is highlighted. The main heading is 'Integrated Cannabis Microbusiness:'. On the left, a vertical progress bar lists steps: Pre-Screening, Disclaimer for Microbusinesses, Introduction, Business Information, Employee Information, Questions, Premise Information (current step, highlighted with an orange circle), Upload Documents, Attestation, and Payment. The 'Premise Information' section contains a text box explaining that one premise must be added for each location, with details about Micro Integrated Cannabis Business (MICB) functions. Below this, it says 'No premises to display.' and 'Save for later'. A red arrow points to an 'Add New Premise' button. At the bottom right, there are 'Previous' and 'Next' buttons.

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



The screenshot shows the 'Premise Information' prompt screen. It has a heading 'Premise Information' and a sub-heading '* Please Indicate all the functions this business will perform at this Premise:'. Below this, there are three checkboxes: 'Producer', 'Manufacturer', and 'Retail'.

Step 12: 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

*County

Select an Option

*Phone Number

Business Working Hours

*Days this premise will be open for business:

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

Retail Information

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

☐ Yes

☐ No

*Does the business seek to establish a delivery area?

Previous

Submit

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





HomeCannabis BusinessesApplicationsAdd AgentMy LicensesAmendments

CCD Intake

Integrated Cannabis Microbusiness:

Pre-Screening

Disclaimer for Microbusinesses

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Premise Information

Add one premise for each location the business intends to conduct cannabis activities. A Micro Integrated Cannabis Business (MICB) may have multiple premises; however, may conduct only one (1) of each cannabis function: production of no more than two hundred (200) mature cannabis plants, manufacture of cannabis or cannabis products; and retail of cannabis or cannabis products. Each premise must meet the requirements for every function performed at that premise.

Click the upload icon to view the required premises documents for each cannabis function and to upload the documents.

File Upload Pending

Add New Premise

S.No.	Name	Physical Address	Functions	Premise Documents	Action
1	PRM-6220	69 Cloud Street, Albuquerque, New Mexico 07008, United States	Retail	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 13: Next is the Application's Document Upload Screen

🔔 👤

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

CCD Intake

Integrated Cannabis Microbusiness:

✓ Pre-Screening

✓ Disclaimer for Microbusinesses

✓ 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; 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 14: 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 Cannabis Businesses Applications ▾ Add Agent My Licenses Amendments ▾

CCD Intake

Integrated Cannabis Microbusiness:

- ✓ Pre-Screening
- ✓ Disclaimer for Microbusinesses
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- ✓ 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 15: Last screen is the Payment screen. This shows a full breakdown of the Application cost

The screenshot shows the NIMRLD application interface. At the top, there's a navigation bar with links: Home, Cannabis Businesses, Applications (dropdown), Add Agent, My Licenses, and Amendments (dropdown). Below this is a header for 'CCD Intake'. The main content area is titled 'Integrated Cannabis Microbusiness:'. On the left, a vertical progress bar shows steps from 'Pre-Screening' to 'Confirmation Message', with 'Payment' highlighted in orange. The 'Payment' section on the right includes a text box with instructions on payment methods and transaction fees. Below this is a table showing the fee breakdown: 'Application Fee' for 'Integrated Cannabis Microbusiness' at '\$2500', and a 'Total Due' of '\$2500'. A dropdown menu for 'Mode of Payment' is present, followed by a bold statement: 'The amount to be paid is \$2500. You may not begin to grow cannabis until your application has been approved.' Below this, a note says 'Please click the Pay & Submit button to proceed with the payment.' At the bottom, there are three buttons: 'Save for later' (light red), 'Previous' (light blue), and 'Pay and Submit' (orange).

CCD Intake

Integrated Cannabis Microbusiness:

Pre-Screening
Disclaimer for Microbusinesses
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	Integrated Cannabis Microbusiness	\$2500
Total Due		\$2500

* Mode of Payment

The amount to be paid is **\$2500**. 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

\$2,500.00

BillingPaymentReviewReceipt

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.

451



Back

Next

[Cancel Order](#)

Your Order

Total amount

\$2,500.00

BillingPaymentReviewReceipt

Review your Order

Payment Details

Card Type

Visa

Card Number

xxxxxxxxxxxx1111

Expiration Date

02-2028

Your Order

Subtotal

\$2,500.00

Service fee

\$62.50

Total amount

\$2,562.50

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.

[Back to Home](#)