

Producer Renewal Application Checklist

Business

☐ **Certification of Good Standing**

A Certification of Good Standing from the New Mexico Secretary of State.

☐ **Compliance with the New Mexico Taxation and Revenue Department (TRD)**

Licensee must not be a delinquent taxpayer or have any unfiled tax returns due with respect to the cannabis excise tax or the gross receipts tax. (The CCD will conduct a compliance check with TRD.)

☐ **Cannabis Application or License Adverse Action Supporting Documentation**

Required if the business has had an application denied or disciplinary action taken against their license in another jurisdiction. A copy of all documentation detailing the alleged violations and explanation of the action taken (cannabis application or licensure denial, suspension, revocation, surrender or other disciplinary action), the status of the action, copy of the charging document and final order and statement of corrective action taken by the applicant.

The following is required for **EACH** controlling person of the business. A controlling person is any person who controls a financial or voting interest of 10% or more of, or an officer or board member of, a cannabis establishment; and does not include a bank or licensed lending institution.

☐ **Felony Conviction Documents**

Has any controlling person has been convicted of any of the following?

- Felony conviction involving fraud, deceit, or embezzlement.
- 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.
- 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.

For any “Yes” answers, the controlling person shall provide an explanation including the following:

- ☐ The date of the conviction.
- ☐ Date of incarceration, probation, and parole.
- ☐ Description of the crime/offense.
- ☐ Explanation as to the controlling person’s rehabilitation since the conviction.
- ☐ Court documents confirming the date of the conviction, the offense(s), dates of incarceration and probation or parole (i.e. Decision and Order, Settlement, Plea, etc.); evidence of rehabilitation, including personal or professional references, completion of treatment, or employment records; and any other supporting documentation.

Cannabis Producer

☐ **Business License / Zoning Approval**

Copy of Current Business License Issued by Local Jurisdiction which may 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. Required for **EACH** premises.

☐ **Certified Approval of Water Rights from the NM Office of State Engineer**

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 verified by the New Mexico Office of the State Engineer (OSE).

For information regarding the required documentation and the approval process, you may contact your local [District \(Map\)](#) by visiting the OSE website at: [Water Rights Allocation Program – NM OSE](#). In addition, the OSE requires applicants to complete the OSE Cannabis Water Rights Review Accession Form, which can be downloaded from the following link: [Accession Form](#).

☐ **Approval Letter from Municipality or Water Purveyor**

You may bypass the Office of the State Engineer (OSE) ONLY when your water source is municipal water (i.e. water from City of Albuquerque, City of Las Cruces, City of Santa Fe, etc.). The applicant shall provide a letter from the appropriate municipality stating that the water can be used for cultivation. The CCD will review and validate this water source.