

Apply Renewal Application – External Process

1. Login using CCD Portal: <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.

Username

Password

Log in

[Forgot Password](#) [Forgot Username](#) [Self Register](#)

2. Directly on the home page under the My Licenses section, navigate to the Renewal column, click Renewal. (Renewal period starts from 60 days (about 2 months) prior the expiration date & ends 30 days (about 4 and a half weeks) prior the expiration date.)

If the business has any amendments in **‘Submitted’** status, the renew button will not be displayed. Please contact CCD to either extend the renewal period or complete the amendment decision process.

NMRLD

Home Cannabis Businesses Applications Add Agent My Licenses Amendments

My Licenses

License Number	License Type	License Status	Issue Date	Expiration Date	Action	Renewal	Print License	Print All License (including Sublicenses)
PMIC-2024-0006	Cannabis Producer Microbusiness	Active	03/10/2023	03/10/2024	View Sub License	Renewal	Print	Print All
PROD-2024-0008	Cannabis Producer	Active	03/09/2023	03/09/2024	View Sub License	Renewal	Print	Print All

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3. Follow the steps the Renewal process guides you through. Answer questions with honesty and upload appropriate documents.

CCD Renewal

Introduction

Thank you for starting your renewal application with the New Mexico Regulation and Licensing Department. This licensing portal will guide you through renewal requirements and allow you to save your work and return to your application to complete at a later time.

Renewals are an important part of ensuring that individuals working in New Mexico maintain accurate and current information with the Department and comply with any necessary requirements to demonstrate competency and safe practice. Fees collected from renewals are used to fund day-to-day operations of regulating the profession, including staff resources to review applications, investigate complaints, discipline licensees who have violated standards of practice, as well as other responsibilities to protect health and safety and to ensure public trust in the cannabis industry.

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 displays specific requirements for licensure, renewals, public meeting information, and a direct phone number and email to support staff who can be reached for help.

IMPORTANT NOTE: Amendments to add, remove or change a premise location or function, increase or decrease mature plant count, or any other substantial changes cannot be done through this renewal application. Such changes may be requested by applying for an amendment before or after the license is renewed. Additionally, this application for renewal must be submitted by a Controlling Person. You will be required to identify all Controlling Persons. If you are not a Controlling Person of the business, you will not be authorized to submit this application for renewal.

If you are ready to complete your renewal, click the Next button to continue.

[Save for later](#) [Next](#)

- submit Premise Document in the action column, then click next to proceed to the Upload Documents step.

CCD Intake

This script has been automatically saved, in order to resume in the future: [Copy the link](#) or [Email me the link](#)

Premise Information

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.

File Upload Pending [Add New Premise](#)

S.No.	Name	Physical Address	Functions	Premise Documents	Action
1	PRM-0291	test, test, New Mexico 12345, United States	Producer	Pending	

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

- On the Upload Documents step be sure to read the help text to ensure a proper document is submitted.

CCD Renewal

Upload Documents

Please attach a copy of the required document.

Note:

- File size should not exceed 10 MB
- File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
- Documents may be uploaded as individual files or as a single merged file on the next page.

[Upload Files](#) Or drop files [Cancel](#)

S.No.	Name	Physical Address	Functions	Premise Documents	Action
1	PRM-0291	test, test, New Mexico 12345, United States	Producer	Pending	

- On the Payment step, select the dropdown list labeled "Mode of Payment", select the form of payment you wish to use and enter payment information.

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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
Renewal Fee	Cannabis Producer	\$2500
Premises Fee	Number of Unique Premises - 1	\$1000
Plant Count Fee	Mature Plant Count - 201	\$1005
Total Due		\$4505

Mode of Payment

- Once payment submitted, you will receive a confirmation of your Renewal being submitted.

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CCD Renewal

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Confirmation Message

Your application has been successfully submitted and the department will review your application.

[Back to home](#)

- To view your Renewal Status and handle the next steps, click the dropdown arrow on the Applications tab, select View Renewal Applications.

NMRLD

Home Cannabis Businesses Applications Add Agent My Licenses Amendments

All Renewal Application

Status

[Search](#) [Clear](#)

Application ID	Applied Date	License Type	Status	Action
BLA-0000000304	01/30/2024	Cannabis Producer	Submitted	View