NMRLD
NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

STATE OF NEW MEXICO
MICHELLE LUJAN GRISHAM, GOVERNOR
Clay Bailey, Acting Superintendent
Todd Stevens, Director

New Retail Application Checklist

Business

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

☐ **Certification of Registration from the New Mexico Taxation and Revenue Department (TRD)**
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.

Determine which of the following documentation is required based on your business type of business:

☐ **Verification of Sole Proprietor**
A copy of your tax return with the Schedule C attachments for your business; OR
A copy of the DBA filing from your city or county that states that you established the business name.

☐ **Verification of Corporation**
A copy of the Certificate of Incorporation; OR A filed copy of the Articles of Incorporation and any amendments thereto; OR a copy of the Certificate of Authority for all Foreign Profit Corporations (out-of-state).

☐ **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).

☐ **Verification of Partnership**
A complete and fully executed Partnership Agreement OR A Certificate of Partnership issued by the New Mexico Secretary of State's Office.

☐ **Verification of Non-Profit Organization Exemption**
A letter from the IRS confirming the non-profit organization's tax-exempt status; OR Non-Profit Articles of Incorporation - A filed copy of the Non-Profit Articles of Organization and any amendments thereto; OR Non-Profit Articles of Organization – A filed copy of the Non-Profit Articles of Organization and any amendments thereto.

☐ **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.

☐ **Proof of Age**
Proof of age includes identification issued by a federal or state government that includes the name, date of birth, and picture of the applicant or the controlling person.

☐ **New Mexico Department of Public Safety (DPS) Background Check**
Please complete an "Authorization for Release of Information" form for each controlling person. All forms shall be signed by the controlling person, notarized, and submitted to the New Mexico Department of Public Safety (DPS) with a fee in the amount of $15.00. The DPS will provide you with their findings, which you will be required to upload in the online licensing portal when you submit your application for a cannabis license. Please DO NOT send these forms to the CCD Office; they will be returned to the applicant, delaying the process.

☐ **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 Retailer

☐ **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. Required for **EACH** premises.

☐ **Vehicle Description, Registration & Proof of Insurance**
Description of all vehicles used or intended to be used for the transport of cannabis and cannabis products and proof of registration and insurance for each vehicle to be used for courier activities. Required ONLY if business intends to conduct cannabis courier services.

☐ **Plan for Delivery and Security**
Detailed plan for delivery and security, including a description of facilities and containers intended for use in storing and transporting of cannabis and cannabis products that demonstrates compliance with the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act and division rules. Required ONLY if business intends to conduct cannabis courier services.