



## Administrative Hold Review Request

### Instructions

Licensee's designated contact must complete and submit this request and the DCR Administrative Hold Review List spreadsheet to [CannabisCompliance@health.mo.gov](mailto:CannabisCompliance@health.mo.gov) and their assigned compliance officer. The Division of Cannabis Regulation (DCR) will deny incomplete requests. Denied requests will require resubmission for consideration.

Licensees who believe marijuana product created by their licensed facility should not be on administrative hold, and therefore public recall, must provide a list of tags outlining the source of the administrative holds within their facility. Licensee should use the DCR Administrative Hold Review List template to submit the list of administrative hold tags for review. The source of administrative hold tags includes inactive or finished tags in the licensee's inventory and/or raw materials acquired from another licensee.

After review, the assigned compliance officer will notify the designated contact if the administrative hold will be released or if the tags have been confirmed as part of the administrative hold.

### Licensee Information

**License Number:**

**License Name:**


**Attestation**

The Licensee attests that they reviewed marijuana product inventory to determine the source of administrative hold within their licensed facility and have reason to believe the tags provided with this request should not be subject to recall.

The Licensee attests that marijuana product on administrative hold will remain in the designated quarantine location until receiving instruction from the Division of Cannabis Regulation and the licensee’s staff are aware the marijuana product shall not be sold to consumers, licensees or further processed after the administrative hold is lifted. The Licensee understands if unauthorized actions are completed with product, the licensee will be subject to penalties, including fines, suspension, or revocation.

I hereby certify that the above information is true and correct.

Agent Printed Name (Last, First):	
Agent Business Title:	
Agent Signature:	
Date:	