

Division of Cannabis Regulation

Guidance Document – May 19, 2025

Topics: Licensee Notification and Reporting

To proactively address common issues found with Licensee Notification and Reporting, the Division of Cannabis Regulation (DCR) is providing guidance to ensure licensees continue their duty to ensure DCR has up-to-date information. Failure to notify DCR of the following changes may result in administrative penalties, to include a fine of up to ten thousand dollars (\$10,000), suspension, or revocation of the license in accordance with 19 CSR 100-1.100(6)

Designated contact and fictitious name(s)

Licensees must provide the most up-to-date information for the designated contact and any fictitious names to be used by the licensee.

Facility information

To keep the public informed of current licensed facilities, DCR will be updating the facility listings on our website. Changes to the listings may include posting the fictitious name(s), phone number, website, and/or email address found in the General Information section of the licensee's record in the online registry system. In advance of these changes, to ensure this section contains current and accurate facility contact information that can be made available to the public, licensees should review the online registry information and submit a Business Update Application if changes are needed to these items. To ensure that your website is accessible from the DCR public posting, include the prefix <https://> on the URL.

As the Division strives to have correct and accurate information to ensure timely communication with licensees, we request that licensees review the registry record and submit any needed changes by **June 19, 2025**. Please note that as of now, only one update application can be submitted at a time. Licensees will need to work with their business licensing specialist to clear the portal for submission of a new update application if one is currently in progress.

How to Update record information in the Online Registry Portal:

Log into your account in the Online Registry Portal at <https://mo-public.mycompliance.com/login> and create a "New Business Update Application":

- To submit updates to fictitious name(s), phone number, website, and email address that may be used for future public listings, select 'Yes' to the question: **Does this update application involve a change to the facility general information or facility mailing address?**

Note: This option may also be used to make changes to the tax ID and facility mailing address. Please upload fictitious name registration(s) and IRS documentation of tax ID for changes corresponding to these items.

- To submit updates to designated contact information, select 'Yes' to the question: **Does this update application involve a change to the designated contact information?**

If you require assistance making the changes noted above, please reach out to CannabisLicense@health.mo.gov or your business licensing specialist.