

# Division of Cannabis Regulation

## Microbusiness Eligibility Criteria Checklist

This checklist tool is provided by the department to assist microbusiness license applicants in identifying the information and documents required for each specific eligibility criterion in a Microbusiness license application. Additional details, tutorials, and guidance are available at [cannabis.mo.gov](http://cannabis.mo.gov).

### **Microbusiness Eligibility**

Applicants must provide documentation demonstrating the specific eligibility criteria claimed for each individual claiming majority ownership. More information on acceptable documentation for each eligibility criterion can be found on the [Eligibility Information page](#) on the department's website.

***Applicants may claim more than one eligibility criterion; however, only one eligibility criterion is required.***

**Option 1:** Applicant claiming a net worth of less than two hundred fifty thousand dollars (\$250,000) and low income.

Applicants claiming net worth/low-income eligibility should be advised that if top drawn from the lottery, the department will ask for additional supporting documentation to verify the required items below.

- Sworn, notarized financial statement demonstrating a net worth at the time of application of less than \$250,000.
  - This includes marital property, unless the applicant provides sufficient evidence to demonstrate that the property is not jointly owned.
- Documentation establishing household adjusted gross income below 250% of the federal poverty guidelines as issued by the U.S. Department of Health and Human Services for at least three (3) of the last ten (10) years from the date of the application.
  - Household income is determined using an individual's income combined with their spouse's income. A household is made up of an individual, their spouse, and any dependents.

**Option 2:** Applicant claiming a service-connected disability.

- One of the following documents demonstrating a service-connected disability:**
  - A copy of the front of the applicant's current veteran health identification card.
  - A copy of the applicant's VA benefit summary letter, dated within six (6) months before the date of the application.
  - A copy of the applicant's VA award letter, dated within six (6) months before the date of the application.
  - Other current evidence of service-connected disability which the department determines is sufficient proof of service-connected disability.

**Option 3:** Applicant claiming an arrest, prosecution, or conviction for a non-violent marijuana offense.

**One of the following documents is required to be provided:**

- A copy of the relevant arrest record.
- A copy of the relevant FBI background check.
- A copy of the relevant arrest record and a letter from the prosecutor's office indicating the charge filed.
- A copy of the relevant arrest record and a certified copy of the judgment of conviction.
- A copy of the relevant arrest record and a certificate of expungement from a court.
- Other evidence of the arrest, prosecution, or conviction which the department determines is sufficient proof of arrest, prosecution, or conviction of a non-violent marijuana offense.

**Option 4:** Applicant claiming an arrest, prosecution, or conviction for the applicant's parent, guardian, or spouse for a non-violent marijuana offense.

**One of the following documents is required to be provided:**

- A copy of the relevant arrest record.
  - A copy of the relevant FBI background check.
  - A copy of the relevant arrest record and a letter from the prosecutor's office indicating the charge filed.
  - A copy of the relevant arrest record and a certified copy of the judgment of conviction.
  - A copy of the relevant arrest record and a certificate of expungement from a court.
  - Other evidence of the arrest, prosecution, or conviction which the department determines is sufficient proof of arrest, prosecution, or conviction of a non-violent marijuana offense.
- A valid, non-expired, government-issued photo ID of the parent, guardian, or spouse.
- Proof of relationship, by providing one of the following:**
- A certified copy of the applicant's birth certificate.
  - A certified copy of the judgment of adoption or guardianship.
  - A certified copy of the marriage certificate.
  - Other evidence of relationship which the department determines whether sufficient proof of relationship.

**Option 5:** Applicant claiming residency in a Zip code or census tract area where either thirty percent (30%) or more of the population lives below the federal poverty level or the rate of unemployment is fifty percent (50%) higher than the state average.

**One of the following documents is required to be provided:**

- Two separate types of utility bills dated within the last four months, which must include:
  - The name of the applicant claiming the eligibility requirement.
  - The dates of service.
  - The service address.
  - The billing address.
- A copy of a current residential lease, where the lease includes:

- The name of the applicant.
- The full address.
- The date the lease went into effect and expires.
- An affidavit from the applicant stating that the applicant resides at the leased address.
- A copy of a residential mortgage that includes:
  - The name of the applicant.
  - The full address.
  - An affidavit from the applicant stating that the applicant resides at the residential address.
- A copy of the applicant's real estate or personal property taxes, dated within the past twelve (12) months, that include:
  - The name of the applicant.
  - The full address.
  - The date assessed.
- Other documentation sufficient to demonstrate residency.
- Documentation or screenshot from the most recent five- (5-) year estimates published by the American Community Survey of the U.S. Census Bureau, found here: <https://www.census.gov/programs-surveys/acs/data.html>.

**Option 6:** Applicant claiming residency in a ZIP code or census tract area where the historic rate of incarceration for marijuana-related offenses is fifty percent (50%) higher than the rate for the entire state.

- One of the following documents is required to be provided:**
  - Two separate types of utility bills dated within the last four months, which must include:
    - The name of the applicant claiming the eligibility requirement.
    - The dates of service.
    - The service address.
    - The billing address.
  - A copy of a current residential lease, where the lease includes:
    - The name of the applicant.
    - The full address.
    - The date the lease went into effect and expires.
    - An affidavit from the applicant stating that the applicant resides at the leased address.
  - A copy of a residential mortgage that includes:
    - The name of the applicant.
    - The full address.
    - An affidavit from the applicant stating that the applicant resides at the residential address.
  - A copy of the applicant's real estate or personal property taxes, dated within the past twelve (12) months, that include:
    - The name of the applicant.
    - The full address.
    - The date assessed.
  - Other documentation sufficient to demonstrate residency.

**Option 7:** Applicant claiming graduation from a school district that was unaccredited, or had a similar successor designation, at the time of graduation.

- Documentation from the school district or a state accrediting authority sufficient for the department to verify that the school district was unaccredited at the time of graduation; **and**
- One of the following documents is required to be provided:**
  - A certified copy of the applicant's high school diploma; or
  - A letter from the high school demonstrating graduation from the school and the year graduated.

**Option 8:** Applicant claiming residency in a ZIP code containing an unaccredited school district, or similar successor designation for three (3) of the past five (5) years.

- Documentation from the school district or a state accrediting authority sufficient for the department to verify that the school district was unaccredited during at least one (1) of the three (3) years that the applicant claims to have resided in the school district; and
- One of the following documents is required to be provided:**
  - A copy of two (2) separate types of utility bills for each quarter of the three (3) years claiming to have lived in said location, which must include:
    - The name of the applicant.
    - The dates of service.
    - The service address.
    - The billing address.
  - Copies of residential leases for three (3) of the past five (5) years, which must include:
    - The name of the applicant.
    - The full address.
    - The effective date and the expiration date of the lease.
  - A copy of a residential mortgage, which must include:
    - The name of the applicant.
    - The full address.
    - An affidavit that the applicant resided at that address during the applicable years.
  - A copy of three (3) of the last five (5) years' real estate or personal property taxes for the applicant must include:
    - The name of the applicant.
    - The full address.
    - The date assessed.
- Provide a combination of the acceptable types of documentation for each year the eligible applicant is claiming residency in the ZIP code (i.e., utility bills from one year, lease from a separate year, and property taxes for a third year).

### **Out-of-State Applicant Eligibility**

If an eligible owner applies from outside Missouri, those applicants must provide the required items and the comparable state authority to prove eligibility. Please contact [CannabisFAS@health.mo.gov](mailto:CannabisFAS@health.mo.gov) with questions regarding out-of-state eligibility.

***\* For details of all application requirements, please refer to the microbusiness applicant checklist. \****