

Division of Cannabis Regulation

Microbusiness Applicant Checklist

This checklist tool is provided by the department to assist microbusiness license applicants in identifying the required information and documents for submitting a microbusiness license application.

Additional details, tutorials, and guidance are available at cannabis.mo.gov.

Account Information

When registering an account, ensure the associated email address is regularly monitored. Automated system messages will be sent to the email address used to set up an account and to the designated contact listed in the application.

☐ **New Account Users:**

- To create an account for new users, go to the [online registry portal](https://mo-public.mycomplia.com) (mo-public.mycomplia.com) and click 'Register' in the upper right-hand corner.
- Select a "Business" type account and continue entering the required registration information.

☐ **Registered Account Users:**

- Log in to the [online registry portal](https://mo-public.mycomplia.com) using your existing account login.

Pre-Application Training

Pre-application training is available on the department's website under Outreach and Education:

<https://health.mo.gov/safety/cannabis/outreach-education.php>.

- ☐ **Mandatory pre-application training must be completed by one of the eligible individuals** listed as a majority owner in the application prior to application submission.

Application Information

The following information is required for each area of the application.

To start a new application, click "+ New Application", select "New Microbusiness" and click "Create Application."

1. **General Information**

☐ **Entity Legal Name**

- An entity is not required to be registered with the Missouri Secretary of State's Office (SOS) at the time of application; however, if issued a license, the entity will need to register and provide a certificate of SOS registration.
- The Entity Legal name should be entered as the name intended for the licensed entity, and not a "placeholder" name; use of a placeholder may result in a violation if a license is issued.
- If a license is issued, the Entity Legal Name will be the name that appears on the license. This name will also appear as the business name on any listings of applicants and/or licensees published by the department.
- An individual's name should only be entered as the Entity Legal Name if the applicant will be operating as a 'sole proprietorship', which should also be indicated as the Business Structure Type.

☐ **License/Certification Type, either Dispensary or Wholesale**

☐ **Social Security Number (SSN) or Employer Identification Number (EIN)**

☐ **Entity Phone Number**

☐ **Entity Email Address**

☐ **Business Structure Type (ex: LLC, sole proprietorship, partnership, corporation)**

☐ **Optional Information:**

☐ **Trade/Fictitious Name**

☐ **Website**

2. Ownership

When claiming ownership interest in a microbusiness license, an individual or entity may appear in **only one microbusiness application, may own only one microbusiness license at a time, and may not be an owner who is also an owner of an existing medical, comprehensive, or microbusiness license**. For anyone claiming majority ownership, that individual is required to meet at least one of the eligibility criteria

☐ Ownership Information

For each individual claiming ownership:

- ☐ Legal First Name
- ☐ Legal Last Name
- ☐ Date of Birth
- ☐ Social Security Number (SSN)
- ☐ Relationship Title/Role within the Facility
- ☐ Phone Number
- ☐ Email Address
- ☐ Street Address, City, State, and Zip Code

☐ Individual Ownership Percentage

For each individual and entity claiming ownership:

- ☐ Voting Interest Percentage
- ☐ Financial Interest Percentage
- ☐ Determination if the individual or entity invested in the applicant entity is through a sub-entity
 - If 'Yes', the name of the sub-entity, along with voting and financial percentages, is required.
- ☐ Determination of whether the individual's voting or financial interest contributes to majority ownership

☐ Location Information

Location information for a microbusiness facility is a proposed address where the facility would be located if issued a license.

- Applicants should use the [DCR Location Tool](#) to determine the correct congressional district and GPS coordinates for the proposed facility location.
- The congressional districts are designated using the 2010 US Congressional District map, as drawn and effective on December 6, 2018.

The following information must be included for the proposed facility location:

- ☐ Physical Address of the Facility
- ☐ Missouri House of Representatives District Number
- ☐ US Congressional District Number
- ☐ Facility GPS Coordinates (Latitude and Longitude)
- ☐ Mailing Address of the Facility

3. Designated Contact

The designated contact must be an eligible individual who is contributing to the majority ownership of the microbusiness. This appointed individual is responsible for providing the department with up-to-date contact information for the applicant and receiving all communications and notifications from the department. The designated contact is deemed to have received correspondence on the date the department sends an email to the designated contact's email address.

The following information is required for the designated contact:

- | | |
|---------------------------------------|--|
| ☐ Full Name | ☐ Email Address |
| ☐ Title | ☐ Fax Number, if applicable |
| ☐ Phone Number | ☐ Address |

4. Documents

☐ Visual Ownership Structure

All owners and their voting and financial percentages must be depicted in a visual representation of the ownership structure. Examples of visual ownership structure are available on the department's website.

- ☐ Each Owner's Name
- ☐ Each Owner's Voting Percentage
- ☐ Each Owner's Financial Percentage
- ☐ Any sub-entities associated with the applicant entity, if applicable, and their voting and financial percentages

☐ Zoning

Applicants should contact the local governing body of the proposed facility location to ask about local rules.

- ☐ If applicable, a hyperlink to local government requirements that replace the department's 1,000-foot location rule.
- ☐ If applicable, a copy of, and, where available, a hyperlink to, all local government requirements for facility location, such as zoning requirements. If there is no local ordinance governing a microbusiness facility within the proposed location, the applicant should upload a document stating that there are no local zoning requirements for the location.

☐ Blueprints

Blueprints are not required to be professionally created. Blueprints for the proposed microbusiness facility location shall include:

- ☐ Outline of the entire facility
- ☐ All rooms and areas are clearly labeled with:
 - Purpose for the room
 - Square footage
 - Camera locations
 - Limited access areas
 - Access permissions
 - Manufacturing facilities must clearly define the manufacturing area.

☐ Government Issued Photo-ID

- ☐ All eligible owners listed in the microbusiness application must provide a valid, non-expired government-issued photo ID, such as a state-issued driver's license, passport, or other government-issued photo ID.

☐ Business Agreements

Examples of these agreement types include management agreements, consulting agreements, partnership agreements, and loans.

- ☐ All business agreements that affect ownership, control, or financial interests in cannabis operations related to the application or future license, existing at the time of application.

☐ Microbusiness Eligibility

The applicant must provide documentation demonstrating the specific eligibility criteria claimed for each individual claiming to contribute to majority ownership. More information about acceptable documentation for each eligibility criteria can be found on the [Eligibility Information page](#) on the Department's website. **Applicants may claim to meet more than one eligibility criterion; however, only one eligibility criterion is required.**

- Have a net worth of less than \$250,000 and have had an income below two hundred fifty percent (250%) of the federal poverty level for at least three (3) of the last ten (10) years.
- Have a valid service-connected disability card issued by the United States Department of Veterans Affairs, or successor agency.
- Be a person who has been, or a person whose parent, guardian, or spouse has been arrested for, prosecuted for, or convicted of, a non-violent marijuana offense.
- Reside in a ZIP code or census tract area where 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.
- Reside in a ZIP code or census tract area where the historic rate of incarceration for marijuana related offenses is fifty (50%) higher than the rate for the entire state; or
- Graduated from a school district that was unaccredited or had a similar successor designation at the time of graduation.
- Reside in a ZIP code containing an unaccredited school district for three (3) of the past five (5) Years.

*****Please refer to the detailed eligibility checklist, which provides a breakdown of the required documentation for each eligibility option.*****

5. Payment

Applicants are required to remit payment at the time of application to be entered into the lottery drawing. It is the applicant's responsibility to successfully pay the application fee. Current fees are found on our website at <https://health.mo.gov/safety/cannabis/fees.php>.

- ☐ Payment can be made by Credit Card or eCheck.

6. Review

Final review of application prior to submission. Applicants should ensure all information and documentation provided in the application is accurate and complete. After clicking submit, the webpage redirects to Magic Collector Solutions for payment processing.

- ☐ All information within the application has been reviewed for accuracy.
- ☐ Application submitted.