



**COLORADO**  
Department of Revenue  
Enforcement Division - Marijuana  
455 Sherman Street, Suite 390  
Denver, CO 80203

September 18, 2015

**Industry Bulletin: 15-05**

**RE: MED Marijuana Business License Renewal Applications**

Dear Colorado Marijuana Industry members,

In order to improve customer service and increase efficiency, the Division is streamlining the process for submitting medical and retail business license renewal applications. **As of September 21, 2015, licensees may submit business license renewal applications in-person, by U.S. Mail, or by delivery service (UPS, FedEx, authorized courier, etc.) to the Denver MED Office without an appointment.** Business license renewal applications submitted in person may only be submitted during the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m., Monday through Friday, excluding legally observed holidays.

It is extremely important to include the required documents with the renewal applications; doing so will allow Division staff to process and investigate the renewal applications in a timely manner. All business license renewal applications must be made on the following forms which have been combined into packets for medical and retail businesses and are located on the Division's website:

1. Business License Renewal Application (Form DR 8546)
2. Ownership and Funding Certification and Affidavit
3. Statement of Understanding and Affidavit
4. Owner/Associated Key Renewal Application (Form DR 8520), if applicable

Please complete and sign all applicable forms and have each signature witnessed by a notary public and provide the required documentation, if applicable, to facilitate the renewal of the medical or retail marijuana license(s).

Any application(s) not accompanied by the required documents and the requisite fee(s) will **NOT** be accepted. If hand delivered, the incomplete application(s) and fee(s) will be immediately returned to the individual submitting the application(s). If submitted by U.S. mail or delivery service, Division staff will contact the licensee and advise him/her to collect the incomplete application(s) and requisite fee(s) from the Denver MED Office prior to 5:00 p.m. the next business day.

Owners/Associated Keys are required to be fingerprinted one time every two years. A separate notice will be mailed to the owners/associated keys advising when it is time to renew and submit new fingerprints. Owners/Associated Keys can be fingerprinted at the

Denver MED Office during the hours of 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. on normal business days, subject to change. Owners may also be fingerprinted at the Division's Colorado Springs, Longmont and Grand Junction offices. Additionally, fingerprints may also be completed at any law enforcement agency. If this option is selected, fingerprint card(s) and Verification of Fingerprint form(s) may be obtained from any of the Division's offices and must be submitted with the business license renewal application to the Denver MED Office for processing.

If MED determines and notifies a licensee that an in-person business license renewal appointment is required or the renewal application is accompanied by another application such as a change of ownership, please email the MED at [dor\\_med\\_appointments@state.co.us](mailto:dor_med_appointments@state.co.us) and you will be given an appointment time. The email MUST list the business name, all license numbers being renewed, contact phone number and email address as well as a list of all owners who must be present for fingerprinting. You should have all required documentation available for the investigators review or the MED will not accept your application. Appointments will be at 455 Sherman Street, Suite 390, Denver, CO 80203.

All applications and documentation submitted **must be single-sided** and **on 8.5 x 11 inch** paper. Non-conforming documents will not be accepted. **Do not send cash payments for application and licensing fees with application(s) via U.S. Mail or delivery service. This will be treated as an incomplete application and will not be accepted. Cash payments for application and licensing fees will only be accepted in-person.** Checks/money orders may be made payable to DOR. Checks will only be accepted in the name(s) of the individual(s) or business entity, which has an ownership interest in the licensee. No third party checks will be accepted.

Please note that pursuant to Section 12-43.3-311(1), C.R.S., a licensee shall apply for the renewal of an existing license with the local licensing authority not less than forty-five (45) days prior to the date of expiration and not less than thirty (30) days prior to the date of expiration with the State.

MED Website: <https://www.colorado.gov/pacific/enforcement/marijuanaenforcement>