



COLORADO
Department of Revenue
Enforcement Division - Marijuana
1707 Cole Blvd., Suite 300
Lakewood, CO 80401

July 5, 2018

INDUSTRY BULLETIN 18-08

RE: NEW BUSINESS LICENSE APPLICATIONS

Dear Colorado Marijuana Industry Members,

In order to enhance customer service, the Division is streamlining the process for submitting new medical marijuana and retail marijuana business license applications. **As of July 9, 2018, appointments with a MED investigator to submit new business license applications will no longer be required. New business applications may be submitted in-person, by U.S. Mail, or by delivery service (UPS, FedEx, authorized courier, etc.) to only the Lakewood MED Office located at 1707 Cole Boulevard, Suite 300 in Lakewood without an appointment. Applicants should not email the Division's appointment calendar (dor_med_Appointments@state.co.us) since the Division is no longer scheduling appointments.** Applications submitted in person may only be submitted during the hours of 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legally observed holidays.

It is extremely important to include the required documents with the new business applications; doing so will allow Division staff to process and investigate the new business applications in a timely manner.

Please complete and sign all applicable forms and have each signature witnessed by a notary public and provide the required documentation. **Applicable documents must be notarized prior to submission to the MED.**

As part of the investigation process, an MED investigator may determine and subsequently request that an in-person meeting be conducted with some or all of the applicants or associated persons. Such meetings will be held at 1707 Cole Boulevard, Suite 300, Lakewood, CO 80401.

All applications and documentation submitted **must be single-sided** and **on 8.5 x 11 inch** white paper. Checks/money orders must be made payable to DOR. Checks must be pre-printed by the financial institution and will only be accepted in the name(s) of the individual(s) or business entity, which has an ownership interest in the licensee. No temporary or third party checks will be accepted.

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

Regards,

James Burack
Division Director