



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

Dear Medical Marijuana Business License Renewal Applicant:

The business renewal applications for a Medical Marijuana Center (MMC), associated Optional Premises Cultivation(s) (OPC), Medical Marijuana Infused Products Manufacturer (MMIP) and Medical Marijuana Testing Facility (MMTF) have been combined into one application form (Form DR 8546); however, you must submit a separate and complete application for each business license being renewed, including OPC's, the Ownership and Funding Certification and Affidavit, Statement of Understanding and Affidavit and Owner/Associated Key Renewal Application (Form DR 8516) are available separately on the Marijuana Enforcement Division (MED) website.

Licensees may submit renewals of business licenses in-person, by U.S. Mail, or by delivery service (UPS, FedEx, courier, etc.) only to the Denver MED Office without an appointment. Business renewal applications submitted in person may only be submitted during the hours of 8:00 a.m. to 11:00 p.m. and 1:00 p.m. to 2:00 p.m., Monday through Friday, excluding legally observed holidays.

Please complete and sign all applicable forms and have each signature witnessed by a notary public and provide the required documentation, if applicable. All notarized documentation submitted must be the original(s), photocopies will not be accepted. *If you are renewing an MMC license, include the following:*

A letter certifying that you are compliant with Section 12-43.3-402(4), C.R.S., in that the MMC has not purchased more than 30% of its on-hand inventory from another MMC, nor has the MMC sold more than 30% of its on-hand inventory to another MMC. If you are unable to provide written certification of compliance, please include a detailed explanation for the state licensing authority's consideration.

FOR ALL APPLICATIONS: Include a copy of your most recently issued local license. Your state application cannot be processed without evidence of existing local approval.

Application and licensing fees will be due at the time of submission to the MED. Please refer to the fee table on the MED website. Application fees remitted to the State Licensing Authority and/or the Department of Revenue (DOR) are non-refundable. Only license fees may be refunded.

Any application(s) not accompanied by the required documents, notarization(s) if applicable 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. This can be done at the Division's Denver Office during the hours of 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 2:00 p.m. on normal business days, subject to change. Owners/Associated Keys 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 renewal business application to the Division's Denver Office for processing.

All applications must be on current forms, 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 or money orders may be made payable to: Colorado Department of Revenue (DOR). Checks will only be accepted in the name of the applicant(s), licensee(s), owner(s) or business entity which has an ownership interest in the applicant or 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>