

### OWNER SUBMITTAL

**SECTION A - OWNER INFORMATION**

1. Full Name		Date of Birth	City, State, and Country of Birth		
Mailing Address		City	State	Zip Code	Phone Number
SSN or ITIN	Current Employer	Email Address		Ownership %	Job Title

**SECTION B - DECLARATIONS**

2. Have you ever been sanctioned by a licensing authority or local agency for unauthorized commercial cannabis activities and/or had a license suspended or revoked in the three years immediately preceding the date of this application? If "Yes", please complete item 9	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you been denied a license by the Bureau or any other state cannabis licensing authority? If "Yes", please complete item 10	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do you have an ownership or financial interest (as defined in Title 16 CCR 5003 and 5004) in a licensed cannabis business? If "Yes", please complete item(s) 7-8	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you ever been convicted of a crime? If "Yes", please complete item(s) 11-12	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you served as an active duty member of the Armed Forces of the United States and were honorably discharged? Response to this question is voluntary. If "Yes", you may qualify for priority processing of your application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**OTHER CANNABIS LICENSE(S)** (Attach additional sheets if needed)

7. Agency	License Number	Date Issued
8. Agency	License Number	Date Issued

**CANNABIS LICENSE(S) SUSPENDED, REVOKED, OR DENIED** (Attach additional sheets if needed)

9. License Authority	License Type	Suspension/Revocation Date
Detailed Statement Regarding Suspension/Revocation		
10. License Authority	License Type	Denial Date

**CRIMINAL VIOLATION(S)** For each conviction, provide the information requested below and attach a detailed description of the offense for which you were convicted.

11. Date of Conviction	Code Section	Type of Conviction (Felony or Misdemeanor)
Date(s) of Incarceration		Date(s) of Probation
		Date(s) of Parole
12. Date of Conviction	Code Section	Type of Conviction (Felony or Misdemeanor)
Date(s) of Incarceration		Date(s) of Probation
		Date(s) of Parole

**SECTION C - REQUIRED DOCUMENTS**

Copy of Government-Issued Identification       Proof of Military Status (if applicable)

**SECTION D - AFFIRMATION AND CONSENT**

Under penalty of perjury, I hereby declare that the information contained within and submitted with the application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of a license, or revocation of a license issued.

Signature	Printed Name	Date Signed
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Office Use Only  
 CLear Application Record Number:

**See Disclosures on the Next Page**

## **DISCLOSURES**

### **Mandatory Submission**

Submission of the requested information is mandatory unless otherwise noted on the application. The Bureau of Cannabis Control (Bureau) will use the provided information to determine qualification for licensure, per section 26051.5 of the Business and Professions Code and the Information Practices Act. Failure to provide any of the requested information will result in the application being deemed incomplete by the Bureau. The Bureau will also use this information to enforce licensing standards set by law and regulation, update and maintain current licensee information, and for mailing purposes.

### **Social Security Number/Individual Taxpayer Identification Number**

Section 30 of the Business and Professions Code and Public Law 94-455 (42 U.S.C.A. 405 (c)(2)(C)) authorizes the collection of an owner's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). The disclosure of an owner's SSN or ITIN is mandatory. The information will be used exclusively for tax enforcement purposes and for purposes of compliance with section 17520 of the Family Code. If a SSN or ITIN is not provided, the Bureau will not process the application and you will be reported to the Franchise Tax Board, which may assess a \$100 penalty.

### **Detailed Description of the Owner's Convictions**

Section 26051.5 of the Business and Professions Code authorizes the Bureau to collect detailed information of an owner's convictions. A conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Owners should include convictions dismissed under Penal Code section 1203.4 or equivalent non-California law in their disclosures. Convictions dismissed under Health and Safety Code section 11361.8 or equivalent non-California law must also be disclosed. Juvenile adjudications and traffic infractions under §300 that did not involve alcohol, dangerous drugs, or controlled substances do not need to be included.

### **State Tax Obligation**

Pursuant to Business and Professions Code section 31(e), the California Department of Tax and Fee Administration (formerly the Board of Equalization (BOE)), and the Franchise Tax Board may share taxpayer information with the Bureau. A licensee or applicant must pay its state tax obligation; an applicant's license may be suspended if the state tax obligation is not paid.

### **Owner(s) Mailing Address(es)**

The Bureau sends all official correspondence to an owner's mailing address. This mailing address may be the owner's primary place of employment, residence, post office box, or mail drop.

Mailing addresses are considered public information and are disclosable pursuant to the California Public Records Act (Government Code section 6250 et seq.). Owner names, mailing addresses, licensing statuses, as well as formal disciplinary actions may be accessed on the Bureau website through the License Lookup feature. Please consider this, especially when listing a mailing address.

### **Military Service**

Disclosure of military service is voluntary. An applicant that has served as an active duty member of the Armed Forces of the United States, was honorably discharged, and who can provide evidence of such honorable discharge shall have his or her application expedited pursuant to Business and Professions Code section 115.4.

### **Financial Information**

To ensure accountability and preserve the State's ability to adequately enforce against all responsible parties, the Bureau is authorized to collect detailed information regarding individuals with a "financial interest" in the commercial cannabis operation under section 26051.5 of the Business and Professions Code. "Persons with a financial interest" means an investment into a cannabis business, a loan provided to a cannabis business, or any other equity in a cannabis business that is not qualified as an owner. It does not include persons whose only interest in a licensee is an interest in a diversified mutual fund, blind trust, or similar instrument. The applicant must provide the following information for all non-owners with a financial interest: their name, date of birth, and type of government issued identification and identification number.

### **Premises Location**

Business and Professions Code section 26054(b) provides that a licensed premises "shall not be within a 600-foot radius of a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center that is in existence at the time the license is issued, unless a licensing authority or a local jurisdiction specifies a different radius." The Bureau will determine as to whether the proposed premises is located in an area as described in the application and required documents.

### **Access to Personal Information**

You may review the records maintained by the Bureau that contain your personal information, as permitted by the Information Practices Act. To do so, please contact CJ Croys-Schooley by phone at (833)768-5880, by e-mail at [bcc@dca.ca.gov](mailto:bcc@dca.ca.gov) or by physical mail at Department of Consumer Affairs – Bureau of Cannabis Control, 1625 North Market Blvd, Suite S-202, Sacramento, CA 95834.

**Public Information**

The Bureau makes every effort to protect the personal information provided by license applicants. Application information may be disclosed, however, as permitted in response to a California Public Records Act request (Government Code section 6250 et seq.), as permitted by the Information Practices Act (Civil Code section 1798 et seq.), to another government agency as required by state or federal law, in response to a court or administrative order, a subpoena, or a search warrant.

Pursuant to the California Public Records Act (Title 1, Division 7, Chapter 3.5, Government Code sections 6250-6277), on request, the Bureau discloses licensee information including, but not limited to:

- Name
- Mailing address
- License number
- License status
- Original license issue date
- Last license renewal date
- License expiration date
- Disciplinary action
- Copy of license renewal applications
- Copy of license application (excluding personal information such as birth date and social security number)