

This checklist is designed to assist applicants with gathering required documentation for submission of a Microbusiness License Application. Applications must be submitted through the Department's online registry portal and will only be accepted during an application acceptance period.

### Account Information

- First time business applicants:
  - Create an [online registry portal](#) account.
  - Select "Business" application type.
- Returning business applicants:
  - Log in to the [online registry portal](#) using the existing account.
  - Users can reset their password by clicking the "Forgot Password" prompt next to the "Sign In" button.

### Application Information

- Designated Contact:

Each applicant must provide an individual who will serve as the authorized point-of-contact for all Department communications throughout the entire application and review process.

  - Full Name:
  - Title:
  - Phone:
  - Email:
  - Fax Number:
  - Address:
- Ownership Tab
  - *An individual or entity may only appear in one microbusiness application.*
  - *An individual or entity may only be an owner of one microbusiness license at a time.*
  - *An applicant may not have an owner who is also an owner of an existing medical, comprehensive, or another microbusiness marijuana facility license.*
  - For each individual with any percentage of financial or voting interest, the following information is required:
    - Full Name:
    - Title/Role:
    - Phone:
    - Email:
    - Date of birth:
    - Social Security Number:
    - % of Financial Interest:
    - % of Voting Interest:
    - Owner's Street Address:
    - Whether or not the individual is part of a sub-entity:
    - *If yes, name and financial and voting percentage of the sub-entity:*
    - Whether or not the individual's financial or voting interest contribute to the calculation for majority ownership; and if so, do they meet at least one of the eligibility criteria:

Location Information

*Facility Location Information shall indicate the proposed location where the microbusiness facility will be physically located, not where the individual(s) within the application reside.*

- 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 Department will verify the congressional district using the facility address. If no address is available, the Department will verify the congressional district using the GPS coordinates provided for the facility location.
- The following information must be included for the proposed facility location:
  - Facility physical address:
  - Missouri House of Representatives District:
  - US Congressional District:
  - Facility GPS coordinates:
  - Latitude:
  - Longitude:
  - Facility mailing address:

Document Uploads

*The following documentation will be required of all microbusiness applicants.*

- Ownership Structure
  - A visual representation of the applicant's ownership structure including all entities and individuals listed in the ownership tab of the application, and their corresponding ownership percentages.
  - Total percentage of financial or voting interest must each equal 100%.
- 1000 Foot Rule
  - If the proposed license location is within one thousand feet (1,000 ft) of any existing elementary or secondary school, daycare, or church the applicant shall provide local government requirements replacing the Department's 1000-foot rule.
  - Copies of local ordinances expressly allowing a marijuana license to be sited within one thousand feet (1,000') of those locations at the time of application.

Zoning

*If the local government (city, town, municipality, township, or county) has enacted any requirements applicable to the proposed license's facility location, such as zoning restrictions, the applicant shall provide the following with applicable sections highlighted in the copy of the regulations.*

- A copy of all local government requirements for the proposed license's facility location.
- A hyperlink to all local government requirements for the proposed license's facility location.

Blueprints

- Proposed blueprints that outline the entire facility and feature all rooms and areas clearly labeled, including purpose and square footage, camera locations, limited access areas, and access permissions.

Microbusiness Eligibility

*For each individual claiming majority ownership, documentation to demonstrate the specific eligibility criteria that each individual meets. More information about acceptable documentation for each eligibility criteria can be found on the [Eligibility Information page](#) on the Department website. Applicants may claim more than one eligibility requirement, however, it is not 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 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.

Government Issued Photo-ID

- All individuals listed in the microbusiness application must submit a valid non-expired government-issued photo ID.
- Examples of acceptable documentation include: a driver's license, passport, or other government-entity-issued photo identification card.

Fingerprints

- Individuals listed on the ownership tab, who hold at least 10% of the voting or financial interest, are required to submit fingerprints for a state and federal fingerprint-based background check within two (2) weeks of the application submission date. The Department will send further instructions to the designated contact following receipt of the application.
- For individuals who have previously submitted fingerprints to the Department for a state and federal fingerprint-based criminal background check, applicants should provide the individual's name and TCN associated with the fingerprinting records.

### Attestations/Questions

- The proposed license location complies with all the location requirements of 19 CSR 100-1.100(1)(C) or local government as applicable.
- For wholesale facilities that will be cultivating marijuana please indicate what cultivation practices you intend to implement (check all that apply)  Indoor  Outdoor  Greenhouse
- No individual claiming at least 10% voting or financial interest of the applicant entity has a disqualifying felony offense.
- All individuals who hold at least 10% of the voting or financial interest will submit fingerprints within two weeks of the application submission date or have previously submitted such fingerprints.
- The applicant does not have an owner who is also an owner of an existing medical, comprehensive, or other microbusiness license.
- The applicant entity is not and will not be under substantially common control, ownership, or management as a testing facility.
- Any entity, which includes an individual, holding ownership interest on this application is not also holding ownership interest on another microbusiness application submitted in the same application time period.
- The information provided in this application is true and correct.

### Application Fee

- \$1,500, due at time of application submission.

[Clear Checklist](#)

[Print Checklist](#)