



CHECKLIST 1-10 - NOTE: CHECKLIST & INSTRUCTIONS ARE SUBJECT TO CHANGE.

Please refer to the OMMA website for the most current, up-to-date information.

To speed up the application process, please review this checklist prior to submitting a commercial license application online. The checklist provides detailed information on the items you will need to provide for the online application. All of the following criteria must be met prior to submission. This checklist goes into effect on November 1, 2021.

1	<input type="checkbox"/>	FIRST-TIME REGISTRATION: To start the online application process, you must first create a new user account in the system. The following information is required:
	<input type="checkbox"/>	First & last name – the individual responsible for the account and license information.
	<input type="checkbox"/>	Email address – this email will be used to send the registration email and any follow-up notices about unclear or incomplete information on the application (if any). It will be important to monitor this email inbox for notices regarding your account and application.
	<input type="checkbox"/>	Password – required to access and track all application and license information in the future. The password should be a strong password that the account manager will remember.
	<input type="checkbox"/>	Acceptance of terms and conditions for the website.
2	<input type="checkbox"/>	ACCOUNT RECOGNITION: Monitor the email account; an email will be sent directly to the email entered in the registration. Once the email is received, click on the link to confirm your email address. You may then start the application process.
3	<input type="checkbox"/>	ONLINE APPLICATION: GENERAL INFORMATION – After logging into the application system, select the COMMERCIAL license option and Create New Application. The application starts with general information about the commercial establishment.
	<input type="checkbox"/>	Individual owner name or primary entity name for the commercial establishment
	<input type="checkbox"/>	Type of commercial license: Dispensary, Grower, Processor, Laboratory, Transporter, Researcher, Education, or Waste Disposal License/Permit (each commercial business type and/or separate location must have a separate application submitted)
	<input type="checkbox"/>	Trade name of commercial establishment (only if trade name differs from legal entity name)
	<input type="checkbox"/>	Phone number, fax number, and/or website
	<input type="checkbox"/>	Business structure type: Sole Proprietor (Individual Owner) / Limited Liability Company (LLC) / Corporation (Inc. or Corp.) / Limited Partnerships / Limited Liability Partnerships / etc.
	<input type="checkbox"/>	Office/operating hours: Anticipated office or operation hours for the commercial establishment

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ONLINE APPLICATION: ALL OWNERS AND PRINCIPAL OFFICERS – See Title 63 at Sections 421, 422 and 423, OAC 442:10-5-3, and 63 O.S. 427.14. For each qualifying owner and members, managers, and board members, the following information must be provided.

☐

Name – first, middle, last and suffix

☐

Phone number and email

☐

Type of ID Document being uploaded – OK Driver's License / OK State ID / Passport / Tribal ID

☐

ID number & ID expiration date

☐

Date of birth

☐

Entity or Entities in which this person has affiliation

☐

Direct and indirect ownership shares by entity or entities defined above

☐

Relationship to licensee, i.e. member, manager, board member, or owner. For relationships in sub- entities with an ownership interest in the applicant please list "owner"

☐

Residence address (Street Address, Apt#, City, State, Zip)

☐

Mailing address if different (Street Address, Apt#, City, State, Zip)

5



ONLINE APPLICATION: LOCATION INFORMATION – Information specific to the physical location.

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Physical address of the commercial establishment – Street Address, Unit Number, City, County, State, Zip

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GPS coordinates (latitude & longitude) of the physical location of the commercial establishment (you may search for a GPS coordinate finder on the internet & type in the address)

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Mailing address for the establishment (if different) – Street Address, Unit Number, City, State, Zip

6



ONLINE APPLICATION: PRIMARY CONTACT AND REGISTERED AGENT – Registered Agent is found on the Certificate of Good Standing for those businesses with that requirement.

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Primary point of contact (PPOC) name (First, Middle, Last, Suffix)

☐

PPOC title

☐

PPOC phone number

☐

PPOC email

☐

PPOC address



7. ONLINE APPLICATION: QUESTIONS & VERIFICATIONS

<input type="checkbox"/>	Do you attest that the commercial entity will not be located on tribal lands?
<input type="checkbox"/>	On behalf of the commercial establishment, do you pledge not to divert marijuana to any individual or entity that is not lawfully entitled to possess marijuana?
<input type="checkbox"/>	Do you attest you are authorized to make application on behalf of the applicant?
<input type="checkbox"/>	Do you attest that the information provided in this application is true and correct?
<input type="checkbox"/>	Do you understand the name, address, city, county, and phone number of the licensed establishment will be published on the OMMA website?
<input type="checkbox"/>	If applicable, do you attest that the nearest perimeter wall of the dispensary is at least 1,000 feet from the nearest property line of a public or private school.
<input type="checkbox"/>	If applicable, do you attest that the nearest property line of grower's licensed premise is at least 1,000 feet from the nearest property line of a public or private school.
<input type="checkbox"/>	Do you attest that the business has obtained all applicable local licenses and permits?
<input type="checkbox"/>	Do you attest that no individual with ownership interest in the business is a sheriff, deputy sheriff, police officer or prosecuting officer, or an officer or employee of OMMA or a municipality in which the commercial entity is located?
<input type="checkbox"/>	I understand it is my responsibility to notify OMMA within 14 days of any transporter agent identification card associated with the transporter license that needs to be terminated. I also understand that I am responsible to destroy or return by mail such identification cards to OMMA within 14 days.
<input type="checkbox"/>	I understand that I am responsible for implementing appropriate security measures to deter and prevent the unauthorized entrance into areas containing medical marijuana and/or medical marijuana products and to prevent the theft and diversion of marijuana on all licensed premises and vehicles used for transportation of medical marijuana and/or medical marijuana product.



ONLINE APPLICATION: DOCUMENT UPLOADS – It is recommended applicants should begin collecting all the information below and have it readily accessible prior to starting the application process.

<input type="checkbox"/>	AFFIDAVIT OF LAWFUL PRESENCE DOCUMENTATION (The form can be found on the Business Application website) – Complete the form, and if not a US citizen, please also upload the appropriate documentation demonstrating you are an approved alien under the federal Immigration and Nationality Act.
<input type="checkbox"/>	FOR DISPENSARIES – If applicable, I attest that the nearest perimeter wall of the dispensary is at least 1,000 feet from the nearest property line of a public or private school.
<input type="checkbox"/>	FOR GROW FACILITIES – If applicable, I attest that the nearest property line of grower's licensed premise is at least 1,000 feet from the nearest property line of a public or private school.
<input type="checkbox"/>	<p>PROOF OF OKLAHOMA RESIDENCY FOR THOSE PERSONS REPRESENTING THE 75% OWNERSHIP SHARE THAT MUST BE OKLAHOMA RESIDENTS – Applicants must supply proof of residency for the 2 years preceding the date of application or 5 continuous years out of the last 25 years preceding the date of application. Acceptable forms of proof include:</p> <ul style="list-style-type: none"> • An Oklahoma driver's license; • An Oklahoma identification card; • The preceding two year's State of Oklahoma tax returns; • A utility bill letter of credit for 24 month period (excluding cellular telephone and internet bills); • A residential property deed to property in the State of Oklahoma; or • A current rental agreement for residential property located in the State of Oklahoma; • Other documentation that OMMA deems sufficient.

	<input type="checkbox"/>	BACKGROUND CHECK (upload separately for EACH owner identified) – To acquire a state background check report follow this link to the Oklahoma State Bureau of Investigation web page [www.ok.gov/osbi/]. Request a report. All background check fees are the responsibility of the applicant at the time of the background check submission. Submit the report for each person of interest identified in the application.
	<input type="checkbox"/>	Attestation Regarding National Background Check – For each person for whom a background check is submitted, upload an Attestation Regarding National Background Check: https://oklahoma.gov/content/dam/ok/en/omma/content/licensing/Attestation%20Regarding%20National%20Background%20Check.pdf .
	<input type="checkbox"/>	IDENTIFICATION (upload separately for EACH person of interest identified) – Front copy of an approved identification document which may include: • OK driver's license • OK state ID • Passport, or • Tribal ID
	<input type="checkbox"/>	CERTIFICATE OF COMPLIANCE – Businesses are required to submit a Certificate of Compliance from the political subdivision that has jurisdiction where the business is located (usually a city or county) for all new business applications, if there has been a change of use or occupancy or other change that would require additional inspection, licensure or permitting by the state or municipality. Businesses are encouraged to contact their city or county for more information on this process before submitting their application.
	<input type="checkbox"/>	CERTIFICATE(S) OF OCCUPANCY, FINAL INSPECTION REPORT(S) AND SITE PLAN(S) – Businesses are required to submit all Certificate(s) of Occupancy, Final Inspection Report(s), and Site Plan(s), issued from or approved by the organization, political subdivision, office, or individual responsible for enforcing the requirements of all building and fire codes adopted by the Oklahoma Uniform Building Code Commission pursuant to OAC 748:20. In all geographical areas where the applicable Certificate(s) of Occupancy, Final Inspection Report(s), Site Plan(s) and/or permit(s) are not issued from and/or approved by local authorities, such documentation must be obtained from the Oklahoma Office of the State Fire Marshal.
	<input type="checkbox"/>	CERTIFICATE OF GOOD STANDING – Unless the business entity is a Sole Proprietorship or General Partnership, submit a copy of the Oklahoma Secretary of State's certificate of good standing document. For more information, you may visit the Oklahoma Secretary of state at www.sos.ok.gov .
	<input type="checkbox"/>	OWNERSHIP DISCLOSURE DOCUMENTATION – Please provide documentation of all ownership interests in the business. Documentation may include copies of bylaws, articles of organization, operating agreements, limited partnership agreements, or equivalent documents related to ownership.
	<input type="checkbox"/>	HAZARDOUS LICENSE (For Processors ONLY) – A hazardous processing license applies to any processor license that performs an extraction method that utilizes a chemical considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200) For a hazardous processing license, a list of all chemicals a processor will utilize to process marijuana and safety data sheets for every chemical a processor will utilize to process marijuana must be submitted. A non-hazardous processing license applies to any processor license that performs an extraction method that does not utilize a chemical considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200) and they will simply attest to that in their application.
9	<input type="checkbox"/>	BOND REQUIREMENT: Growers are required to provide either a Surety bond or provide verifiable documentation that the applicant/licensee meets the requirement allowing operation without obtaining a bond and submit a signed Attestation of Land Ownership form. Complete ONE of the following sections:
	<input type="checkbox"/>	I attest that I, or a person of interest listed on this application, have secured a Surety Bond.
	<input type="checkbox"/>	Upload bond documentation.
	- OR -	
	<input type="checkbox"/>	I attest that I, or a person of interest listed on this application, have owned the permitted land on which the licensee will operate for at least a five-year period prior to submission of this application.
	<input type="checkbox"/>	Upload Attestation of Land Ownership, Commercial Grower License
	<input type="checkbox"/>	Upload documentation verifying land ownership for at least five years prior to the submission date. Important: This information must match the name(s) listed on the application exactly.
10	<input type="checkbox"/>	ONLINE PAYMENT: The payment method available online will accept: • Visa • Mastercard • Discover Note: A credit card processing fee will also apply.

SUBMIT APPLICATION WHEN COMPLETE