NOTE: CHECKLIST & INSTRUCTIONS ARE SUBJECT TO CHANGE. Please refer back 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 when the online application is available on August 25, 2018. All the following criteria must be met prior to submission.

**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:

- First & last name – the individual responsible for the account and license information.
- Email address – this email will be used to send the registration email as well as a 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 online account and online application.
- Phone number – accessible number that may be used if questions arise in setting up the account.
- Password – required to access and track all application and license information for the future. The password should be a strong password that the account manager will remember.
- Acceptance of terms and conditions for the website.

**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.

**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.

- Individual owner name or primary entity name for the commercial establishment
- Type of commercial license: Dispensary, Grower, or Processor (each commercial business type and/or separate location must have a separate application submitted)
- Trade name of the business – name of the commercial establishment
- Phone number, fax number, and website
- Business structure type: Sole Proprietor (Individual Owner) / Limited Liability Company (LLC) / Corporation (Inc. or Corp.) / Limited Partnerships / Limited Liability Partnerships / etc.
- Office/operating hours (optional): Anticipated office or operation hours for the commercial establishment
**ONLINE APPLICATION: OWNERS, MEMBERS, MANAGERS, AND BOARD MEMBERS** – See Title 63 at Sections 421(A), 422(A) and 423(A), and OAC 310:681-5-3. See also the Ownership Disclosure instructions on the OMMA Business Application website. 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)

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

- Physical address of the commercial establishment – Street Address, Unit Number, City, County, State, Zip
- 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)
- Mailing address for the establishment (if different) – Street Address, Unit Number, City, State, Zip

**ONLINE APPLICATION: PRIMARY CONTACT** – Person responsible for day-to-day communication regarding the commercial license.

- Primary point of contact (PPOC) name (First, Middle, Last, Suffix)
- PPOC title
- PPOC phone number
- PPOC email
- PPOC address
### 7. ONLINE APPLICATION: QUESTIONS & VERIFICATIONS

- [ ] Do you attest that the commercial entity will not be located on tribal lands?
- [ ] 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?
- [ ] Do you attest you are authorized to make application on behalf of the applicant?
- [ ] Do you attest that the information provided in this application is true and correct?
- [ ] Do you understand the name, address, city, county, and phone number of the licensed establishment will be published on the OMMA website?
- [ ] If applicable, do you attest that the dispensary is more than 1,000 feet from any entrance of any public or private school?

### ONLINE APPLICATION: DOCUMENT UPLOADS

- **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.
- **FOR DISPENSARIES** – Upload a map demonstrating proposed dispensary location than 1,000 feet from any entrance of any public or private school.
- **PROOF OF OKLAHOMA RESIDENCY FOR THOSE PERSONS REPRESENTING THE 75% OWNERSHIP SHARE THAT MUST BE OKLAHOMA RESIDENTS**
  - Acceptable forms of proof include:
    - An Oklahoma driver's license;
    - An Oklahoma identification card;
    - An Oklahoma voter identification card;
    - A utility bill for the calendar month preceding the date of application (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.
- **BACKGROUND CHECK** (upload separately for EACH owner identified): To acquire a background check report follow this link to the Oklahoma State Bureau of Investigation web page for name based criminal history searches [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.
- **IDENTIFICATION** (upload separately for EACH person of interest identified): Front and back copies of an approved identification document which may include:
  - OK driver's license
  - OK state ID
  - Passport, or
  - Tribal ID
- **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.
- **OWNERSHIP LIST**: Upload the completed Excel template file titled “Ownership List.” This file is available on the OMMA Business Application Information website along with an instructions document titled “Ownership Disclosure Instructions.”

### ONLINE PAYMENT

Each commercial license is $2,500 annually. The payment method available online will accept:
- Visa
- Mastercard
A credit card processing fee will also apply.

### ONLINE APPLICATION REVIEW

A review tab is available to help identify complete information. If any items are marked with a red X, you must complete before submitting the application. At any time during the application process, you may save your work and login at a later time using the email username and password entered at the very beginning of this process.

For additional licenses for the same username, you should use the same email username and password to start a new application process.