

**MMFL APPLICATION DOCUMENT CHECKLISTS**

*This checklist is not a formal application. Applicants are encouraged to seek legal counsel to ensure their applications for licensure comply with the Medical Marihuana Facilities Licensing Act and associated administrative rules.*

The following documentation is required with the application for a medical marihuana facility license. The bureau may also request additional information during application processing.

**Step 1: Entity/Individual Prequalification Document Checklist**

**Review this checklist for the forms and documents required with this completed application form**

<p><b>Entity/Individual Prequalification Documents</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Application</li> <li><input type="checkbox"/> Copy of Applicant’s Gov’t Issued ID</li> <li><input type="checkbox"/> Application Fee</li> <li><input type="checkbox"/> Applicant’s Passport Quality Photograph</li> </ul> <p><b>Attestations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A - Applicant’s Acknowledgment, Agreement, &amp; Consent (notarized)</li> <li><input type="checkbox"/> B - Applicant’s Authorization to Release Information (notarized)</li> <li><input type="checkbox"/> C - Applicant’s Verification &amp; Affidavit of Full Disclosure (notarized)</li> <li><input type="checkbox"/> D - Attestation &amp; Disclosure of Submitter, if applicable (notarized)</li> <li><input type="checkbox"/> E - Temporary Operation Attestation, if applicable (notarized)</li> <li><input type="checkbox"/> F - Acknowledgment of Federal Law &amp; Waiver (notarized)</li> </ul> <p><b>Entity Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DISCLOSURE 1 - Entity Information</li> <li><input type="checkbox"/> Official Registration Document (e.g., Articles of Incorporation)</li> <li><input type="checkbox"/> Copy of Bylaws or Other Governing Documents</li> <li><input type="checkbox"/> Certificate of Good Standing</li> <li><input type="checkbox"/> Approval to Conduct Business Transactions in Michigan</li> <li><input type="checkbox"/> Trademark/Insignia Documents (if applicable)</li> <li><input type="checkbox"/> Copy of Organizational Structure (if applicable)</li> <li><input type="checkbox"/> Authorizing Resolution (if applicable)</li> <li><input type="checkbox"/> Certificate of Assumed Name (if applicable)</li> </ul> <p><b>Ownership Interest</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DISCLOSURE 2A - Ownership Interests</li> <li><input type="checkbox"/> DISCLOSURE 2B - Ownership Interests Public Officials</li> <li><input type="checkbox"/> DISCLOSURE 2C - True Party of Interest</li> <li><input type="checkbox"/> DISCLOSURE 2D - Marihuana Entity Ownership Interests</li> <li><input type="checkbox"/> DISCLOSURE 2E – Other Interests</li> </ul>	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DISCLOSURE 3A - Financial Information</li> <li><input type="checkbox"/> DISCLOSURE 3B - Real Property Ownership</li> <li><input type="checkbox"/> DISCLOSURE 4 - Debt, Insolvency, or Bankruptcy Actions</li> <li><input type="checkbox"/> DISCLOSURE 5 - Tax &amp; Tax Compliance</li> <li><input type="checkbox"/> CPA Attested Financial Statement Documenting Capitalization</li> <li><input type="checkbox"/> Copy of Financial Institution Statements for Past 3 years</li> <li><input type="checkbox"/> Income Tax Returns for Past 3 years</li> <li><input type="checkbox"/> W2s and/or 1099s For Past 3 years</li> <li><input type="checkbox"/> Copy of Documents Related to Property Ownership or Use</li> <li><input type="checkbox"/> Copy of Notice of Tax Liability Due (if applicable)</li> <li><input type="checkbox"/> Copy of Debt, Insolvency, Bankruptcy Order (if applicable)</li> </ul> <p><b>Regulation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DISCLOSURE 6 - Governmental Regulation</li> <li><input type="checkbox"/> Copy of Any Other Commercial Licenses (if applicable)</li> <li><input type="checkbox"/> Copy of Any Comparable License from Other Jurisdictions</li> </ul> <p><b>Criminal History</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DISCLOSURE 7 - Criminal History</li> <li><input type="checkbox"/> Evidence of Charge/Dismissal/Conviction/Expungement (if applicable)</li> <li><input type="checkbox"/> Copy of Parole or Probation Information (if applicable)</li> </ul> <p><b>Litigation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DISCLOSURE 8 - Litigation History</li> </ul> <p align="center"><b>** Supplemental Applicant checklist on page 2 of this document **</b></p>
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**Step 2: Marihuana Facility License Checklist**

**Review this checklist for the forms and documents required with this completed application form**

<p><b>Municipality Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Municipality’s Authorizing Ordinance or Resolution</li> <li><input type="checkbox"/> Copy of Municipal Approval Notice</li> </ul> <p><b>Business Specifications</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Marihuana Facility Plan Complying with Rule 8</li> <li><input type="checkbox"/> Copy of Technology Plan (3rd party integrating software with METRC)</li> <li><input type="checkbox"/> Copy of Deed or Lease Agreement</li> <li><input type="checkbox"/> Copy of Marketing Plan (advertising, propaganda, etc.)</li> <li><input type="checkbox"/> Copy of Inventory &amp; Recordkeeping Plan</li> </ul>	<p><b>Proof of Financial Responsibility</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Insurance Policy, Bond, or Securities for Facility</li> </ul> <p><b>Employees</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Staffing Plan</li> </ul> <p><b>Attestations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> G - Acknowledgement and Consent to Investigations, Statute &amp; Rule Compliance (notarized)</li> <li><input type="checkbox"/> H - Applicant’s Interest &amp; Experience Attestation (notarized)</li> <li><input type="checkbox"/> I - Confirmation of Sec. 205 Compliance (notarized)</li> </ul>
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## Supplemental Applicant Document Checklist

Review this checklist for the forms and documents required with this completed application form

### Supplemental Applicant Prequalification Documents

- Completed Supplemental Application
- Copy of Supplemental Applicant's Gov't Issued ID
- Supplemental Applicant's Passport Quality Photograph

### Attestations

- A-SA – Supplemental Applicant's Acknowledgment, Agreement, & Consent (notarized)
- B-SA – Supplemental Applicant's Authorization to Release Information (notarized)
- C-SA – Supplemental Applicant's Verification & Affidavit of Full Disclosure (notarized)
- D-SA – Supplemental Attestation & Disclosure of Submitter, if applicable (notarized)
- F-SA – Supplemental Applicant's Acknowledgment of Federal Law & Waiver (notarized)

### Entity Information

- DISCLOSURE 1-SA - Entity Information
- Official Registration Document (e.g., Articles of Incorporation)
- Copy of Bylaws or Other Governing Documents
- Certificate of Good Standing
- Approval to Conduct Business Transactions in Michigan
- Trademark/Insignia Documents (if applicable)
- Copy of Organizational Structure (if applicable)
- Authorizing Resolution (if applicable)
- Certificate of Assumed Name (if applicable)

### Ownership Interest

- DISCLOSURE 2A-SA - Ownership Interests
- DISCLOSURE 2B-SA - Ownership Interests Public Officials
- DISCLOSURE 2C-SA - True Party of Interest
- DISCLOSURE 2D-SA - Marihuana Entity Ownership Interests
- DISCLOSURE 2E-SA – Other Interests

### Financial

- DISCLOSURE 3A-SA - Financial Information
- DISCLOSURE 3B-SA - Real Property Ownership
- DISCLOSURE 4-SA - Debt, Insolvency, or Bankruptcy Actions
- DISCLOSURE 5-SA - Tax & Tax Compliance
- CPA Attested Financial Statement Documenting Capitalization
- Copy of Financial Institution Statements for Past 3 years
- Income Tax Returns for Past 3 years
- W2s and/or 1099s For Past 3 years
- Copy of Documents Related to Property Ownership or Use
- Copy of Notice of Tax Liability Due (if applicable)
- Copy of Debt, Insolvency, Bankruptcy Order (if applicable)

### Regulation

- DISCLOSURE 6-SA - Governmental Regulation
- Copy of Any Other Commercial Licenses (if applicable)
- Copy of Any Comparable License from Other Jurisdictions

### Criminal History

- DISCLOSURE 7-SA - Criminal History
- Evidence of Charge/Dismissal/Conviction/Expungement (if applicable)
- Copy of Parole or Probation Information (if applicable)

### Litigation

- DISCLOSURE 8-SA - Litigation History