

## Renee Krause

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**From:** PSUMInfo (CED sponsored) <psuminfo@alaska.gov>  
**Sent:** Wednesday, February 24, 2016 10:49 AM  
**To:** PSUMInfo (CED sponsored)  
**Subject:** Marijuana establishment license application system now open

This morning, the Alcohol and Marijuana Control Office launched the state's [online application system](#) for marijuana establishment licenses.

There are a variety of resources available for individuals who are interested in applying for a marijuana establishment license:

- It is critical to read and understand the [regulations](#)
- Answers to [frequently asked questions \(FAQs\)](#) are being added on the AMCO website regularly
- A training [video](#) about the license application process is also available on the AMCO website

The Marijuana Control Board will issue testing and cultivation facility licenses first. Product manufacturing and retail store licenses will be processed and reviewed after the testing and cultivation licenses are issued. The sequential issuing of license types is necessary so that legally grown, tested and tracked marijuana is available before product manufacturing and retail licensees begin operation.

### State of Alaska

#### Alcohol and Marijuana Control Office

550 West 7<sup>th</sup> Ave, Suite 1600

Anchorage, Alaska 99501

(907) 269-0350

[commerce.alaska.gov/web/amco](http://commerce.alaska.gov/web/amco)

[marijuana@alaska.gov](mailto:marijuana@alaska.gov)

*You are receiving this email because you registered to be notified by the State of Alaska when [marijuana initiative FAQs](#) are updated and when the public comment periods on the proposed regulations are scheduled. Please note that a reply to this message will not be considered as public comment.*





# Alaska Marijuana Control Board Marijuana Establishment New License Application Instructions

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

## What is this packet?

The following instructions regarding new marijuana establishment license applications for submission to the Alcohol and Marijuana Control Office (AMCO) were created to assist you in completing forms and gathering necessary documents. The AMCO staff has worked diligently to make these instructions easy to understand and provide valuable training and resources for all applicants to ensure that license applications and supplemental documents are completed accurately.

## Applicants should complete the following before proceeding with a new marijuana establishment license application:

- Review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code**
- Read the **Frequently Asked Questions (FAQs)** provided on our website at <http://www.commerce.alaska.gov/web/amco>
- Watch the **Training Videos** provided on our website
- Read these **Instructions** and review the **Application Process Flow Chart** provided on our website

If you have completed the above bulleted requirements and still have a marijuana licensing question, you may send your question in an email to [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov). If you would like to schedule an appointment with one of our licensing staff, please review our **Appointment Hours** and rules below before calling to schedule. If you need to drop off an item for a marijuana establishment license application that cannot be scanned and emailed, or if you have one or two quick questions, please review our office **Window Hours** below before coming to the office. Please note that if you call or come to the office with multiple questions, you will be required to schedule an appointment. If you have completed the above bulleted requirements and still have a marijuana question that does not pertain to licensing, you may send your question in an email to [marijuana@alaska.gov](mailto:marijuana@alaska.gov).

**Please note that if any of our staff receives a question that is clearly answered in any of the above listed resources, you will be instructed to review those resources again.**

Cynthia A. Franklin  
Director

Sarah Daulton Oates  
Records & Licensing Supervisor

## Alcohol and Marijuana Control Office Hours

**To schedule an appointment:** Please call (907)269-0350, Monday – Friday: 9:00am – 4:00pm Alaska Standard Time

**Our office closes:** Every day from 12:00pm – 1:00pm for lunch

**Window Hours:** Tuesday – Thursday: 9:00am – 11:00am and 1:00pm – 3:00pm

**Appointment hours:** Tuesday – Thursday: 9:00am – 12:00pm and 1:00pm – 4:00pm

**Appointments are scheduled for twenty (20) minute time slots only.**

Please come prepared and on time. If you are late, your appointment will still end at the scheduled time.

Due to a very small staff, AMCO is unable to schedule more than one appointment per applicant per day in advance at this time.



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## Checklist for All License Applications

The following documents and items must be submitted for all license types before an application will be considered complete:

- Online Application**
- Form MJ-00:** Application Certifications
- Form MJ-01:** Marijuana Establishment Operating Plan
- Form MJ-02:** Premises Diagram
- Form MJ-07:** Public Notice Posting Affidavit
- Form MJ-08:** Local Government Notice Affidavit
- Publisher's Affidavit**
- Form MJ-09:** Statement of Financial Interest
- Proof of Possession for Proposed Premises**
- Entity Documents**
- Fingerprint Cards**
- Fingerprint Fees** (\$35 per person)
- New Application Fee** (\$1,000 for each license type)
- Additional License-Type-Specific Items** (See Page 3 for license-type-specific checklists)

There are documents and items that are required for each type of license in addition to the items listed in the checklist on this page. Please review the checklists on Page 3 to determine what additional items need to be submitted before your license application will be reviewed and processed by a Business Registration Examiner.



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## License-Type-Specific Checklists

Review the corresponding checklist below for the type of license you are applying for to determine what additional documents and items must be submitted before your application will be considered complete.

### Retail Marijuana Store Applications:

- Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- Food Safety Permit**
- License Fee** (\$5,000)

### Standard/Limited Marijuana Cultivation Facility Applications:

- Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- License Fee** (Limited: \$1,000 / Standard: \$5,000)

### Marijuana Concentrate/Product Manufacturing Facility Applications:

- Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- Food Safety Permit**
- License Fee** (Concentrate Manufacturing: \$1,000 / Product Manufacturing: \$5,000)

### Marijuana Testing Facility Applications:

- Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental
- License Fee** (\$1,000)



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## Online Application

All applications for marijuana establishment licenses must be initiated online, per 3 AAC 306.020(a).

Please watch the detailed training video available on the AMCO website for guidance with initiating and completing your online license application. It is necessary for this step to be performed first. Before you initiate a license application online, please note that you must have a current Alaska business license number, a physical location and global positioning system (GPS) coordinates for your proposed licensed premises, personal and contact information for all proposed licensees, and a designated owner. The designated owner must be a proposed licensee, and he/she is responsible for receiving and responding to AMCO correspondence.

All proposed licensees must be included in your online application. If an entity is applying for the license, all partners, members, officers, and shareholders must be included in your online application. If that entity is owned by a parent entity, all partners, members, officers, and shareholders of the parent entity must be included in your online application. All proposed licensees must be 21 years of age or older. Any and all persons with a direct or indirect financial interest in the business for which a marijuana establishment license is being applied for must be included in your online application, per 3 AAC 306.015.

Once you have submitted your initial online application, the online application system will automatically produce three documents for you. One of these documents is your Cover Sheet.

A completed copy of your Cover Sheet must accompany every set of supplemental documents and items that you submit to AMCO's main office. Any item that is received without a completed Cover Sheet will be returned in the manner in which it was received.

## Form MJ-00: Application Certifications

This form must be completed and submitted by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) before any license application will be considered complete, per 3 AAC 306.020(e).

Please read each statement carefully and sign your initials in the boxes that follow, indicating that you understand and certify each statement. This form is a declaration by each proposed licensee under penalty of unsworn falsification that:

- The application is true, correct, and complete
- The applicant has read and is familiar with AS 17.38 and 3 AAC 306
- The applicant will provide all information the board requires in support of the application
- All licensing requirements are being met and no prohibitions are being violated

This form must be signed in the presence of a Notary Public.



Alaska Marijuana Control Board  
**Marijuana Establishment  
New License Application Instructions**

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## Form MJ-01: Marijuana Establishment Operating Plan

**This form must be completed and submitted with a license application for each license type before any license application will be considered complete, per 3 AAC 306.020(c).**

The purpose of the Operating Plan is for applicants to identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

**All fields of this form must be completed with answers to all questions.**

The last page of this form is additional space for you to answer any questions. As many copies of the last page, as necessary, may be used to complete your operating plan. If your business has a formal operating plan, you may include a copy of that operating plan in addition to this completed form.

There are many sections of this form where a written explanation is necessary, and there are other sections where a yes/no-type answer is required. Please answer each section as instructed on the form.

This form must be signed in the presence of a Notary Public.

Applicants must also complete the corresponding operating plan supplemental form (**Form MJ-03, Form MJ-04, Form MJ-05, or Form MJ-06**) to meet the additional operating plan requirements for each license type.

An amended operating plan may be submitted prior to review by the board at one of its regularly scheduled meetings. An amended operating plan that is submitted after the board has reviewed the application at one of its regularly scheduled meetings, or that is submitted less than two weeks prior to the board meeting for which the application is scheduled, must be accompanied by a \$250 fee.



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## Form MJ-02: Premises Diagram

**This form must be completed and submitted with a license application for each license type before any license application will be considered complete, per 3 AAC 306.020(b)(8).**

The purpose of the Premises Diagram is for applicants to identify all entrances and boundaries, walls, partitions, counters, windows, areas of ingress and egress, restricted access areas, storage areas, and dimensions of the proposed premises. Blueprints, CAD drawings, or other professional diagrams that meet these requirements may be submitted in lieu of the second page only of this form.

Applicants for a marijuana cultivation facility license must also indicate all areas intended to be under cultivation, including dimensions.

Applicants for a marijuana concentrate or product manufacturing facility must also indicate the area where in-house testing will occur.

Initial premises inspections are required for all license applications before a license will be issued. If your physical proposed premises is under construction at the time of application, you must communicate any changes from the submitted plan prior to scheduling a site visit and premises inspection. The inspection will be AMCO's verification that the submitted premises diagram actually matches the completed construction. Any unapproved deviations could result in a delay of issuance or denial of the license by the board.

An amended diagram of the proposed licensed premises may be submitted prior to review by the board at one of its regularly scheduled meetings. An amended diagram of the proposed licensed premises that is submitted after the board has reviewed the application at one of its regularly scheduled meetings, or that is submitted less than two weeks prior to the board meeting for which the application is scheduled, must be accompanied by a \$250 fee.

## Form MJ-07: Public Notice Posting Affidavit

**This form must be completed and submitted with a license application for each license type before any license application will be considered complete, per 3 AAC 306.020(b)(10).**

As soon as practical after initiating a new marijuana establishment license application online, an applicant must give notice of the application to the public by posting a copy of the application for ten (10) full days at two locations:

- The location of the proposed licensed premises
- One other conspicuous location in the area of the proposed premises (City Hall, Post Office, grocery store bulletin, etc.)

The application form that needs to be posted is automatically produced by the online application system after your initiated application has been submitted. Please print two copies of this form to simultaneously post at the required locations above.

After the ten-day posting period is over, please complete this form. If this form was signed and notarized prior to the last day of posting, you will be required to complete and submit another copy of this form.

This form must be signed in the presence of a Notary Public.



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## Form MJ-08: Local Government Notice Affidavit

**This form must be completed and submitted with a license application for each license type before any license application will be considered complete, per 3 AAC 306.025(b)(3).**

As soon as practical after initiating a new marijuana establishment license application online, an applicant must give notice of the application to the local government by submitting a copy of the application to:

- The local government
- To any community council in the area of the proposed licensed premises

The application form that needs to be submitted is automatically produced by the online application system after your initiated application has been submitted (this is the same form that you post on your proposed premises). Please contact your local government to determine the appropriate person and method of notification.

For proposed establishments within the Municipality of Anchorage or the Matanuska-Susitna Borough (outside of city limits): you must also send a copy of this application to any community council in the area of the proposed premises. To determine which community council(s) is in the area of the proposed premises, please contact your local government.

After you have sent the notification(s), please complete this form. If this form was signed and notarized prior to the day the notice was submitted, you will be required to complete and submit another copy of this form.

This form must be signed in the presence of a Notary Public.

## Publisher's Affidavit

**This document must be submitted with a license application for each license type before any license application will be considered complete, per 3 AAC 306.020(b)(10).**

As soon as practical after initiating a new marijuana establishment license application online, an applicant must give notice of the application to public by publishing an announcement once a week for three consecutive weeks in a newspaper of general circulation in the area. The language for the announcement is automatically produced by the online application system after your initiated application has been submitted. Please provide a copy of this language to your newspaper to ensure that the exact necessary language is published.

In an area where no newspaper circulates, this requirement may be met by broadcasting an announcement on a radio station serving the local area where the proposed licensee seeks to operate, twice a week for three consecutive weeks during triple A advertising time.

The document that needs to be submitted to our office is not a form that is provided by AMCO. After the three week announcement period is complete, the newspaper or radio station will provide, upon request, an affidavit that includes:

- A copy of the newspaper announcement or of the radio announcement language
- The dates (including times, for radio announcements) of the announcements
- The name of the newspaper or radio station that completed the announcement



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**Marijuana Establishment**  
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### Form MJ-09: Statement of Financial Interest

**This form must be completed and submitted by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) and affiliate (as defined in 3 AAC 306.990(a)(1)) before any license application will be considered complete, per 3 AAC 306.020(b)(4).**

This form is a sworn statement by each proposed licensee and affiliate that:

- No person, other than a proposed licensee listed on the marijuana establishment license application, has a direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business listed on the application
- Any ownership change shall be reported to the board as required under 3 AAC 306.040

This form must be signed in the presence of a Notary Public.

### Proof of Possession for Proposed Premises

**This document must be submitted with a license application for each license type before any license application will be considered complete, per 3 AAC 306.020(b)(9).**

An applicant must have right to possession of the proposed licensed premises before any license application will be considered complete. A current and valid title/deed, lease, or other documentation showing proof of the applicant's right to possession of the proposed premises must be submitted. The document that needs to be submitted to our office is not a form that is provided by AMCO.

Please note that the proposed premises address listed on the online application must be identical to that listed on the title/deed or lease. Because most titles/deeds provide the legal description of the property and do not always include the physical address, additional documentation provided by the applicant may be required to connect the address listed on the application to that listed on the proof of right to possession.

Please also note that the proposed licensee listed on the online application must be identical to that listed as the individual or entity listed on the title/deed or lease. If an entity is applying for the license, then the entity must be listed as the property owner or lessee. A lease or sublease of the proposed premises may be necessary to meet this requirement.



## Alaska Marijuana Control Board Marijuana Establishment New License Application Instructions

### Entity Documents

**These documents must be submitted with a license application for each license type by any applicant that is not an individual before any license application will be considered complete, per 3 AAC 306.020(b)(3).**

Any entity that is applying for a marijuana establishment license must be in good standing with the Division of Corporations at the time of application and must remain in good standing at all times that a marijuana establishment license is held or being applied for. Although the Division of Corporations only requires that shareholders with 5% or more be listed on their forms, 3 AAC 306.020(b)(3) requires that all partners, members, corporate officers, and shareholders, regardless of percentage of shares owned, must be listed on the forms submitted.

- For a partnership, including a limited partnership, a copy of the partnership agreement must be submitted with your license application, along with a copy of any forms you have submitted to the Division of Corporations.
- For a limited liability company, a copy of the limited liability company agreement must be submitted with your license application, along with a copy of any forms you have submitted to the Division of Corporations.
- For a corporation, a copy of the certificate of incorporation must be submitted with your license application, along with a copy of any forms you have submitted to the Division of Corporations.
- For a local government, a resolution of the governing body approving the application and designating an official responsible for the proposed marijuana establishment must be submitted with your license application.

The documents that need to be submitted to our office are not forms that are provided by AMCO.

### Fingerprint Cards and Fees

**Each proposed licensee (as defined in 3 AAC 306.020(b)(2)) must submit his/her fingerprints and fingerprint fees before any license application will be considered complete, per 3 AAC 306.055(a).**

Most approved fingerprinters have blank copies of the required cards, but blank cards may be provided by AMCO at the request of the applicant. AMCO cannot recommend any approved fingerprinters for you to use, so please use an internet search engine to find one near you.

At least one (1) completed fingerprint card along with a non-refundable \$35 fee must be submitted for each proposed licensee. This fee is subject to change at any time. Fingerprint cards and fees are submitted by our office to the Department of Public Safety (DPS) to obtain a report of criminal justice information under AS 12.62. Please do not bring or send your completed card(s) and fees directly to DPS yourself.

Fingerprint fees may be paid by credit card online (VISA, MasterCard, or Discover), check, cashier's check, money order, or cash.

A license will not be issued until the criminal justice information for each proposed licensee has been sent to us by DPS.



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## New Application Fee

The non-refundable \$1,000 application fee for a new marijuana establishment license must be received before any license application will be considered complete, per 3 AAC 306.100(a).

New application fees may be paid by credit card online (VISA, MasterCard, or Discover), check, cashier's check, money order, or cash.

## Form MJ-03 – MJ-06: Operating Plan Supplemental Forms

The corresponding form must be completed and submitted with a license application for each license type before any license application will be considered complete, per 3 AAC 306.020(b)(11).

These forms are Operating Plan Supplemental forms that are required for applicants to identify how the proposed premises will comply with applicable statutes and regulations regarding the specific license types for which they are applying. Please review the following list to determine which supplemental form needs to be completed and submitted in addition to Form MJ-01:

- **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental

## Food Safety Permit

A person seeking a retail marijuana store license or a marijuana product manufacturing facility license must submit a copy of the food safety permit required under 18 AAC 31.020(a). Please contact the Department of Environmental Conservation or your local food safety department for assistance in obtaining this permit.

## License Fee

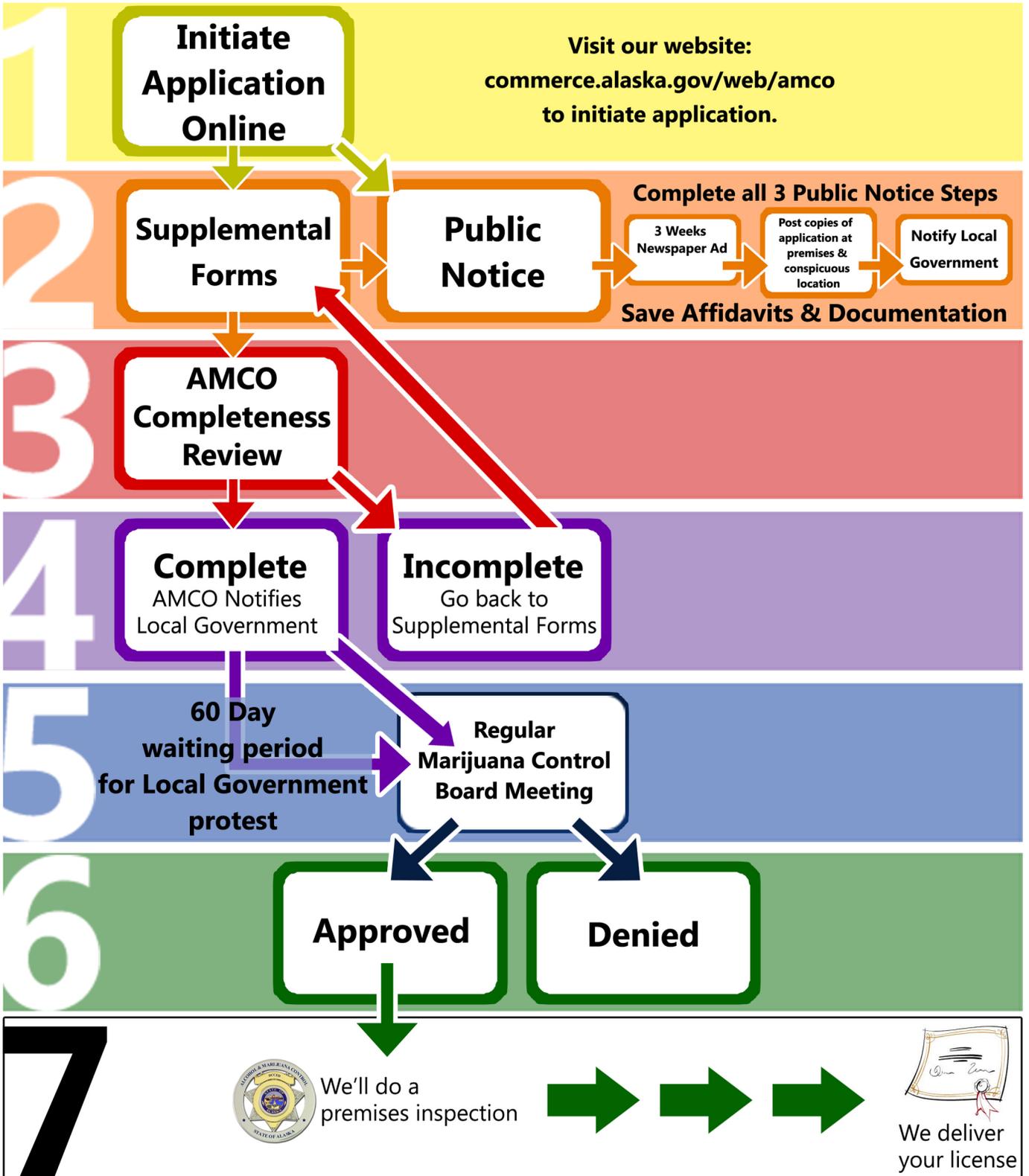
The annual license fee for a new marijuana establishment license must be received before any license application will be considered complete, per 3 AAC 306.100(d). Please see the License-Type-Specific Checklists on Page 3 to determine the amount of your license fee.

New application fees may be paid by credit card online (VISA, MasterCard, or Discover), check, cashier's check, money order, or cash.



Alaska Marijuana Control Board

# Application Process Flow Chart







Alaska Marijuana Control Board

# Form MJ-00: Application Certifications

## What is this form?

This application certifications form is required for all marijuana establishment license applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306.

**This form must be completed and submitted to AMCO's main office by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) before any license application will be considered complete.**

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>		<b>License Number:</b>	
<b>License Type:</b>			
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	

### Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

<b>Name:</b>	
<b>Title:</b>	

### Section 3 – Other Licenses

**Ownership and financial interest in other licenses:**

Yes No

Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?

**If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?**



Alaska Marijuana Control Board

# Form MJ-00: Application Certifications

## Section 4 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.

I certify that I am not currently on felony probation or felony parole.

I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.

I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.

I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.

I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.

I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).

I certify that my proposed premises is not located in a liquor licensed premises.

I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.

I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) and affiliates (as defined in 3 AAC 306.990(a)(1)) have been listed on my online marijuana establishment license application.

I certify that all proposed licensees have been listed on my application with the Division of Corporations.

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.



**Alaska Marijuana Control Board**

**Form MJ-00: Application Certifications**

Read each line below, and then sign your initials in the box to the right of only the applicable statement:

Initials

**Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:**

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.

**Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:**

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.

**All marijuana establishment license applicants:**

As an applicant for a marijuana establishment license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that I have examined the online application and this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

My commission expires: \_\_\_\_\_



**Alaska Marijuana Control Board**

# Form MJ-01: Marijuana Establishment Operating Plan

## What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38 of Alaska Statutes** and **Chapter 306 of the Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

## What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05, or Form MJ-06**) to meet the additional operating plan requirements for each license type.

## Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>		<b>License Number:</b>	
<b>License Type:</b>			
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	

<b>Mailing Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	

<b>Primary Contact:</b>			
<b>Main Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>			



**Alaska Marijuana Control Board**

**Form MJ-01: Marijuana Establishment Operating Plan**

Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

**Restricted Access Areas (3 AAC 306.710):**

Describe how you will prevent unescorted members of the public from entering restricted access areas:

Describe your processes for admitting visitors into and escorting them through restricted access areas:



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**Describe your recordkeeping of visitors who are escorted into restricted access areas:**

**Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:**



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**Security Alarm Systems and Lock Standards (3 AAC 306.715):**

**Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:**

**An alarm system is required for all license types. Describe the security alarm system for the proposed premises:**

**The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:**



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**Describe your policies and procedures for preventing diversion of marijuana or marijuana product:**

**Describe your policies and procedures for preventing loitering:**

**Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:**



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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

**Video Surveillance (3 AAC 306.720):**

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises: Yes    No

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**Each restricted access area and each entrance to a restricted access area**    

**Both the interior and exterior of each entrance to the facility**    

**Each point of sale area**    

Each video surveillance recording: Yes    No

---

**Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing**    

**Clearly and accurately displays the time and date**    

**Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated**



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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

**Location of Surveillance Equipment and Video Surveillance Records:**

Yes No

Surveillance room or area is clearly defined on the premises diagram

Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area

Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board

Video surveillance records are stored off-site



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**Business Records (3 AAC 306.755):**

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

**Business Records Maintained and Kept on the Licensed Premises:**

Yes No

All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises

A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment

The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises

Records related to advertising and marketing

A current diagram of the licensed premises including each restricted access area

A log recording the name, and date and time of entry of each visitor permitted into a restricted access area

All records normally retained for tax purposes

Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed

Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)



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A marijuana establishment is required to exercise due diligence in preserving and maintained all required records.

Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:



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**Section 3 – Inventory Tracking of All Marijuana and Marijuana Product**

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer “Yes” to all items below.

**Marijuana Tracking and Weighing:**

Yes No

A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used

All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745

**Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:**

[Empty text box for describing the marijuana tracking system]



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**Section 4 – Employee Qualification and Training**

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer “Yes” to all items below.

**Marijuana Handler Permit:**

Yes No

Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment

Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person’s marijuana handler permit card in that person’s immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises

Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person’s marijuana handler permit card is valid and has not expired

**Describe how your establishment will meet the requirements for employee qualifications and training:**

[Empty text box for describing employee qualifications and training]



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**Section 5 – Waste Disposal**

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer “Yes” to the statement below.

**Marijuana Waste Disposal:**

Yes

No

The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it

**Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:**

**Describe what material or materials you will mix with the ground marijuana waste to make it unusable:**



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**Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:**



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**Section 6 – Transportation and Delivery of Marijuana and Marijuana Products**

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer “Yes” to all items below.

**Marijuana Transportation:**

Yes No

The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700

The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle

The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport

During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport

Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment

When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received

The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest



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**Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:**

**Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:**



Alaska Marijuana Control Board

# Form MJ-01: Marijuana Establishment Operating Plan

## Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

**If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.**

**Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):**

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer “Agree” to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that: Agree    Disagree

Is false or misleading

Promotes excessive consumption

Represents that the use of marijuana has curative or therapeutic effects

Depicts a person under the age of 21 consuming marijuana

Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana



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No advertisement for marijuana or marijuana product will be placed:

Agree Disagree

**Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21**

**On or in a public transit vehicle or public transit shelter**

**On or in a publicly owned or operated property**

**Within 1000 feet of a substance abuse or treatment facility**

**On a campus for post-secondary education**

Signage and Promotional Materials:

Agree Disagree

**I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)**

**The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products**

**All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)**



Alaska Marijuana Control Board

**Form MJ-01: Marijuana Establishment Operating Plan**

Section 8 – Control Plan for Persons Under the Age of 21

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

[Empty box for describing control plan for persons under 21]

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

My commission expires: \_\_\_\_\_



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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(Additional Space as Needed):



## Alaska Marijuana Control Board Form MJ-02: Premises Diagram

### What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). Your diagram must show all entrances and boundaries of the premises, restricted access areas, and storage areas, and dimensions. For those applying for a limited marijuana cultivation license, the proposed area(s) for cultivation must be clearly delineated.

**The second page of this form is not required.** Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached, and submitted to any supplemental premises diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

**This form must be submitted to AMCO's main office before any license application will be considered complete.**

Yes      No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>		<b>License Number:</b>	
<b>License Type:</b>			
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	



**Alaska Marijuana Control Board**

**Form MJ-02: Premises Diagram**

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances, walls, partitions, counters, windows, areas of ingress and egress, restricted access areas, and storage areas. Include dimensions in your drawing. Use additional copies of this form or attached additional documents as needed.

A large, empty rectangular box with a thick black border, intended for the user to draw a detailed premises diagram. The box occupies most of the page below the instructions.



## Alaska Marijuana Control Board

# Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

### What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana cultivation facility license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 4** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.420(2).

### What additional information is required for cultivation facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Cultivation plan
- Odor control
- Testing procedure and protocols
- Security

**This form must be submitted to AMCO's main office before any marijuana cultivation facility license application will be considered complete.**

## Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>		<b>License Number:</b>	
<b>License Type:</b>			
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	



**Alaska Marijuana Control Board**

**Operating Plan Supplemental  
Form MJ-04: Marijuana Cultivation Facility**

Section 2 – Prohibitions

Applicants should review 3 AAC 306.405 – 3 AAC 306.410 and be able to answer “Agree” to all items below.

The marijuana cultivation facility will not:

Agree Disagree

**Sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation**

**Allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on its licenses premises or within 20 feet of the exterior of any building or outdoor cultivation facility**

**Treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana**

Section 3 – Cultivation Plan

Review the requirements under 3 AAC 306.420, and identify how the proposed premises will meet the listed requirements.

**Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:**

[Empty rectangular box for providing cultivation space details and calculations]



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**Describe the marijuana cultivation facility's growing medium(s) to be used:**

**Describe the marijuana cultivation facility's fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used:**

**Describe the marijuana cultivation facility's irrigation and waste water systems to be used:**



## Alaska Marijuana Control Board

# Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

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Describe the marijuana cultivation facility's waste disposal arrangements:

### Section 4 – Odor Control

Review the requirements under 3 AAC 306.430, and identify how the proposed premises will meet the listed requirement.

Describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:



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Form MJ-04: Marijuana Cultivation Facility**

**Section 5 – Testing Procedure and Protocols**

Review the requirements under 3 AAC 306.455 and 3 AAC 306.465, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer “Agree” to the item below.

**I understand and agree that:**

Agree Disagree

The board will or the director shall from time to time require the marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks

**Describe the testing procedure and protocols the marijuana cultivation facility will follow:**



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Form MJ-04: Marijuana Cultivation Facility**

Section 6 – Security

Review the requirements under 3 AAC 306.430 and 3 AAC 306.470 – 3 AAC 306.475, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer “Agree” to the two items below.

**The marijuana cultivation facility applicant has:**

Agree Disagree

Read and understands and agrees to the packaging of marijuana requirements under 3 AAC 306.470

Read and understands and agrees to the labeling of marijuana requirements under 3 AAC 306.475

**Restricted Access Area (3 AAC 306.430):**

Yes No

Will the marijuana cultivation facility include outdoor production?

If “Yes”, describe the outdoor structure(s) or the expanse of open or clear ground fully enclosed by a physical barrier:

[Empty text box for describing outdoor structure(s) or expanse of open or clear ground fully enclosed by a physical barrier.]



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**Form MJ-04: Marijuana Cultivation Facility**

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Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the facility:

I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

My commission expires: \_\_\_\_\_



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**Operating Plan Supplemental**  
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(Additional Space as Needed):



**Alaska Marijuana Control Board**

**Form MJ-07: Public Notice Posting Affidavit**

**What is this form?**

A public notice posting affidavit is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(10). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by posting a copy of the application (produced by the board’s application website) for ten (10) days at the location of the proposed licensed premises and one other conspicuous location in the area of the proposed premises, per 3 AAC 306.025(b)(1).

**This form must be submitted to AMCO’s main office before any license application will be considered complete.**

**Section 1 – Establishment Information**

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>		<b>License Number:</b>	
<b>License Type:</b>			
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	

**Section 2 – Certification**

I certify that I have met the public notice requirement set forth under 3 AAC 306.025(b)(1) by posting a copy of my application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Other conspicuous location: \_\_\_\_\_

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

My commission expires: \_\_\_\_\_



**Alaska Marijuana Control Board**

**Form MJ-08: Local Government Notice Affidavit**

**What is this form?**

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application (produced by the board’s application website) to the local government and any community council in the area of the proposed licensed premises.

**This form must be submitted to AMCO’s main office before any license application will be considered complete.**

**Section 1 – Establishment Information**

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>		<b>License Number:</b>	
<b>License Type:</b>			
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	

**Section 2 – Certification**

I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government and community council (if applicable):

Local Government: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Community Council: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
(Municipality of Anchorage and Matanuska-Susitna Borough only)

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

My commission expires: \_\_\_\_\_



**Alaska Marijuana Control Board**

# Form MJ-09: Statement of Financial Interest

## What is this form?

A statement of financial interest completed by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) and affiliate (as defined in 3 AAC 306.990(a)(1)) is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(4). A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

**This form must be completed and submitted to AMCO’s main office by each proposed licensee or affiliate before any license application will be considered complete.**

## Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>		<b>License Number:</b>	
<b>License Type:</b>			
<b>Doing Business As:</b>			
<b>Premises Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>ZIP:</b>	

## Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

<b>Name:</b>	
<b>Title:</b>	
<b>SSN:</b>	



**Alaska Marijuana Control Board**

**Form MJ-09: Statement of Financial Interest**

**Section 3 – Certifications**

I certify that no person other than a proposed licensee listed on my marijuana establishment license application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which a marijuana establishment license is being applied for.

I further certify that any ownership change shall be reported to the board as required under 3 AAC 306.040.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

\_\_\_\_\_  
Signature of licensee/affiliate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

My commission expires: \_\_\_\_\_