



Lower-Potency Hemp Edible License Application Review and Qualifications Guidance

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Introduction

Pursuant to Minnesota Statutes, chapter 342, the Office of Cannabis Management (OCM or the office) may issue licenses for lower-potency hemp edible manufacturers, lower-potency hemp edible retailers, and lower-potency hemp edible wholesalers.

Applications for lower-potency hemp edible licenses will be available for submission in the OCM Accela Citizen Portal **from October 1 to October 31, 2025**, and will be reviewed on an ongoing, rolling basis. For information on creating an Accela account and submitting an application, please visit <https://mn.gov/ocm/businesses/licensing/>.

The instructions and guidance information listed below do not replace reading all relevant laws.

Lower-potency hemp edible business license availability

All lower-potency hemp edible licenses will be issued without a cap on the maximum number of licenses available. Applications for lower-potency hemp edible licenses will be reviewed on a rolling basis as they are received and may be issued to an applicant meeting the criteria described in this document and in Minnesota Statutes, chapter 342.

Grounds for Application Denial

The office may deny an application if the applicant or application:

- Is incomplete or deemed unqualified by standards of the review
- Contains a materially false statement about the applicant or omits information required under [Minnesota Statutes, section 342.44, subdivision 1](#)
- Does not meet the qualifications under [Minnesota Statutes, section 342.43 and 342.44](#)
- Is prohibited from holding the license under [Minnesota Statutes, section 342.43, subdivision 2](#)
- Does not meet the minimum requirements under [Minnesota Statutes, section 342.44, subdivision 2](#)
- Fails to pay the applicable application fee to the office
- Failed to submit the application to the office by the application deadline
- Is prohibited from holding a license for any other reason

The office may request additional information from an applicant if the office determines that the information is necessary to review or process the application. If the applicant does not provide the additional requested information within 14 calendar days, the office may deny the application. If the office denies an application, the office will notify the applicant of the denial and the basis for the denial.

Reconsideration

If the office denies an application for a licensure, the applicant may seek reconsideration from the office. Following a denial of a license application, an applicant may request reconsideration one time. To request reconsideration, an applicant must submit the request to the office via email, sent to ocm.reconsideration@state.mn.us with the email subject line “Request for Reconsideration, [Application #]” within 10 calendar days of the denial, not including the day the denial was sent. If the email does not have the correct subject line with the application number as listed above and is not sent within 10 calendar days of the denial, the request will not be considered.

The request for reconsideration email must contain the following, with the associated numbering:

1. Perceived, specific factual or legal errors in the office's denial with citations to the applicable document and document page number
2. Documentation or materials submitted with the application supporting the claimed errors, if applicable
3. The office's denial letter, and if applicable, the office's request for more information ("RFMI")
4. Reasoning as to why the perceived errors require a reversal of the denial with citations to the applicable document and document page number
5. Specific legal authority, as applicable

Requests for reconsideration may not exceed 500 words. No new documents, materials, or evidence may be offered or submitted that were not included in the original application or subsequently requested by the office.

Failure to submit any of the required items within the 10-calendar day window will result in those items not being accepted or reviewed for reconsideration. The request for reconsideration must be sent in one email, and any communication after the initial email or after the 10-calendar day window will not be considered. There is no ability to request an extension of the 10-calendar day window.

The office's determination following a request for reconsideration is final.

Application Review and Minimum Qualifications

Applications for lower-potency hemp edible licenses will be reviewed for completeness *and* on a **qualified/unqualified** basis. Applications will not be reviewed on a comparative basis. Applicants who complete all aspects of the application process, demonstrate compliance with [Minnesota Statutes, chapter 342](#), [Minnesota Rules, chapter 9810](#), and local rules and regulations, and meet the minimum qualifications will be granted a lower-potency hemp edible license.

In the matrix, the "pieces of information requested" refers to the content submitted in the applicant's final plan of record.

Applicant Instructions

To promote applicant success while ensuring the qualifications for licensure are met, the office has provided the Minimum Qualifications Review Tables listed in Appendix A to serve as application content guidelines for applicants. These tables will serve as the primary tool for application reviews. ***Applicants are strongly encouraged to use the tables in Appendix A to complete their application and ensure the information provided meets minimum qualifications.***

Application component requirements by license type:

- Lower-potency hemp edible manufacturer license:
 - Photo ID
 - Signed labor peace agreement
 - Proof of Trade Name Registration
 - Site, Security, and Operations Final Plan of Record (online fillable form)
 - Complete a final plan of record **per site** you are registering.
- Lower-potency hemp edible retailer license:
 - Photo ID
 - Proof of Trade Name Registration
 - Site, Security, and Operations Final Plan of Record (online fillable form)
 - Complete one final plan of record, uploading a site list of each site you are registering.
- Lower-potency hemp edible wholesaler license:
 - Photo ID
 - Proof of Trade Name Registration
 - Site, Security, and Operations Final Plan of Record (online fillable form)
 - Complete a final plan of record **per site** you are registering.

When completing the application, please consider the following:

- All applicants must use the provided online fillable forms for all required attachments where listed. The required forms for each OCM-mandated attachment can be found on [OCM's General Licensing Process webpage](#) and are hyperlinked for each required upload below.
- Application criteria will be evaluated on a qualified/unqualified basis, based on the qualifications listed in the third column of the tables in Appendix A.
- Applicants may use each application attachment table as a checklist to ensure all minimum qualifications are met.
- Applicants may prepare and provide any additional information for submission within the prescribed online form. Applicants are encouraged to provide all relevant information and plans pertinent to the attachment. However, only what is listed in the third column of the tables listed in Appendix A will determine if minimum qualifications have been met.
- Any aspect of the submitted information or materials that indicate the applicant will violate any provision of Minnesota Statutes, chapter 342, or any other relevant state law will result in a denial of the application. ***All relevant statutes and laws should be carefully read and considered prior to the development and submission of an application.***
- Accela **does not** allow you to upload multiple documents per attachment category. You will only be able to attach the **primary** required online form in the manner prescribed in these instructions before submitting payment. There may be some document categories where an applicant may have multiple exhibits to support the requirement. Please combine all exhibits into a single file and upload to appropriate category to ensure timely processing of application. Applicants **will not** be able to upload any additional documents after submitting payment.
- Prior to submitting your application, you will need to have the following completed online forms ready for attachment **in the file format described using the OCM provided online forms:**
 - Site, Security, and Operations Final Plan of Record
- Prior to submitting your application, you will need to have the following completed documents ready for attachment **in PDF form.**
 - Proof of Trade Name registration provided from Minnesota Secretary of State.
 - Valid photo ID issued by a governmental or tribal agency.
 - If applying for a lower-potency hemp edible manufacturer license, a labor peace agreement signed by the applicant and a bona fide labor organization.

Instructions for required document uploads

Applicants must upload three types of documents to their Accela application:

1. Online fillable forms
2. PDFs

All completed documents must be uploaded to the appropriate section of your Accela application.

Online fillable forms

1. Access the required online forms using the links provided below.
 - [Site, Security, and Operations Final Plan of Record \(fillable online form\)](#)
 - Please note that you must save the URL in order to return and complete the form at a later time. The save link expire after 30 days.
2. Complete the form. A PDF copy will be automatically emailed to you upon submission.
3. Upload the PDF copies of your final plans of record to your Accela application.

Important: *Failure to upload your completed online forms to Accela will result in your application being marked as incomplete.*

Nonpublic and Public Data

Data submitted by applicants as part of an application for a license are governed by [Minnesota Statutes, section 342.20](#) and [chapter 13](#). The table below shows what data are public and non-public for an application. The table shows that most applicant data are non-public. However, once an applicant is awarded a license the application data become public, except an applicant's business plan, financial information and other trade-secret data (including customer and employee identification). Below is a chart that highlights what is and is not classified as nonpublic data, per [Minnesota Statutes, section 342.20](#):

Nonpublic data	Public data
• Application data submitted by an applicant for a cannabis business license or hemp business license, except those items identified in this chart as public data • Identity of a complainant who has made a report concerning a license holder or an applicant that appears in inactive investigative data unless the complainant consents to the disclosure • Data identifying retail or wholesale customers of a cannabis business or hemp business • Data identifying cannabis workers or hemp workers	• Applicant's name and designated address • Data disclosing the ownership and control of the applicant. • Proof of trade name registration • Data showing the legal possession of the premises where the business will operate • Data describing whether volatile chemicals will be used in any methods of extraction or concentration • Environmental plans • Type and number of other cannabis business licenses or hemp business licenses held by the applicant • Name, address, location, dates, and hours of where any proposed cannabis event will take place • Evaluation and other data generated by the office in its review of an applicant for a cannabis business license or hemp business license are public data

Tennessen Warning

On your license application, the Minnesota Office of Cannabis Management (OCM), or its vendor, will ask you for information, like your social security number, that is classified as private data under the Minnesota Government Data Practices Act ([Minnesota Statutes, chapter 13](#)) or [Minnesota Statutes, chapter 342](#). The Minnesota Data Practices Act requires any governmental entity asking an individual to supply private data to inform the individual of:

1. the purpose and intended use of the requested data.
2. whether the individual may refuse to supply the requested data or is legally required to supply them.
3. any known consequence of supplying or refusing to supply private data.
4. the identity of other persons or entities authorized by state or federal law to receive the data.

The data requested are to identify you, contact you, and review and process your license application.

Pursuant to [Minnesota Statutes, sections 342.14](#), for OCM to consider and process your license application, you are statutorily required to provide information. You are not legally required to supply any other data requested on the license application.

If you supply all the requested data, your application will be processed. If you refuse to supply data requested on the application, your application will not be processed. Whatever information you do supply will be maintained by OCM, whether your application is approved. Proceeding with supplying any requested data is acknowledgment that you have read and understand this Tennessen warning.

The information about you that is collected on the application will be classified as either public, private, or nonpublic data. Public data are accessible to the public. Private and nonpublic data about you will be accessible only to:

1. You
2. State personnel who determine your eligibility for licensure
3. Employees of license database vendors
4. The Minnesota Department of Revenue ([Minnesota Statutes, section 270C.72, subdivision 4](#))
5. The public authority responsible for child support in Minnesota ([Minnesota Statutes, section 518A.83](#))
6. Any appropriate person(s) or agency, if the director of the Office of Cannabis Management determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety
7. Person(s) authorized by a court order
8. Any other person authorized by state or federal law

Appendix A – Application Review Minimum Qualifications Tables

Photo ID

Citations for applicant reference: Minnesota Statutes Section 342.44 subd. 1 (b)(1)

Documents Submitted for Review in Office Prescribed Manner	Information to be Reviewed	Minimum Qualifications Demonstrated as Met (Qualified)	Minimum Qualifications Demonstrated as Not Met (Unqualified)
1. Mandatory for all Lower-Potency Hemp License Types: Photo ID issued by a government or tribal body (PDF or JPEG).	1. A valid photo ID of the applicant from a federal, state or tribal government body that shows the applicant's date of birth. Only non-expired and active photo IDs are considered valid.	1. Applicant provides a valid government photo ID that matches that of the applicant. Please note: OCM will accept all identification for applicants with names that do not match that of the applicant provided the applicant has had a name change and will verify applicant identification through other means such as birthdate and Social Security number. 2. The applicant is 21 years of age or older.	1. Applicant <i>does not</i> provide a valid government photo ID that matches that of the applicant. Please note: OCM will accept all identification for applicants with names that do not match that of the applicant provided the applicant has had a name change and will verify applicant identification through other means such as birthdate and Social Security number. 2. The applicant is <i>not</i> 21 years of age or older.

Proof of Trade Name Registration

Citations for applicant reference: Minnesota Statutes Section 342.14 subd. 1 (7)

Documents Submitted for Review in Office Prescribed Manner	Information to be Reviewed	Minimum Qualifications Demonstrated as Met (Qualified)	Minimum Qualifications Demonstrated as Not Met (Unqualified)
1. Mandatory for all Lower-Potency Hemp License Types: Proof of trade name registration document provided by Minnesota Secretary of State (PDF).	1. Proof of trade name registration for the company name, with assumed name or DBA listed on the registration if applicable. Trade name registration can be documented by providing proof of registration with the Secretary of State. This proof should include the company name along with the assumed name or DBA as listed on the registration. For LLC applicants, the submission should include their Certificate of Organization issued by the Minnesota Secretary of State. If operating under a DBA, the applicant must also provide the Assumed name filing registered with the Secretary of State. For more information on how to register your business with the Minnesota Secretary of State, please visit the How to Register Your Business webpage .	1. Applicant provides the trade name registration documentation provided by the Minnesota Secretary of State for the company name, with assumed name or doing-business-as (DBA) name listed on the registration, if applicable.	1. Applicant <i>does not</i> provide the trade name registration documentation provided by the Minnesota Secretary of State for the company name, with assumed name or doing-business-as (DBA) name listed on the registration, if applicable.

Labor Peace Agreement

Citations for applicant reference: Minnesota Statutes, sections 342.44 subd. 1 (c)

Documents Submitted for Review in Office Prescribed Manner	Information to be Reviewed	Minimum Qualifications Demonstrated as Met (Qualified)	Minimum Qualifications Demonstrated as Not Met (Unqualified)
1. Mandatory for lower-potency hemp manufacturer licenses: Labor peace agreement signed by applicant and a bona fide labor organization.	1. A document signed by a bona fide labor organization stating that the applicant has entered into a labor peace agreement.	1. Applicant confirms that they have entered into a labor peace agreement signed by a bona fide labor organization as a condition of licensure.	1. Applicant <i>does not</i> confirm that they have entered into a labor peace agreement signed by a bona fide labor organization as a condition of licensure.

Site, Security, and Operations Final Plan of Record – Lower-Potency Hemp Edible Manufacturer

Citations for applicant reference: Minnesota Statutes, section 342.45

Documents Submitted for Review in Office Prescribed Manner	Information to be Reviewed	Minimum Qualifications Demonstrated as Met (Qualified)	Minimum Qualifications Demonstrated as Not Met (Unqualified)
1. Mandatory for lower-potency hemp manufacturer licenses: OCM provided “Site, Security, and Operations Final Plan of Record” online fillable form. Complete a final plan of record per each site you are registering.	1. A diagram of the physical layout of the facility that includes, at a minimum the 11 requirements requested in the online fillable form. 2. Plans describing, at minimum, the 11 pieces of information requested for site, security, and operations final plans of record. 3. <i>If seeking to transport</i>, plans describing, at minimum, the 5 pieces of information requested for site, security, and operations final plans of record. 4. <i>If seeking lower-potency hemp extraction and concentration endorsement</i>, plans describing, at minimum, the 5 pieces of information requested for site, security, and operations final plans of record.	1. Applicant provides a diagram that, at a minimum, displays the 11 requirements requested for #1 <i>in</i> the online fillable form. 2. Applicant provides plans describing, at minimum, the 11 pieces of information requested for #2 <i>in</i> the online fillable form. 3. Applicant provides plans describing, at minimum, the 5 pieces of information requested for #3 <i>in</i> the online fillable form, if applicable. 4. Applicant provides plans describing, at minimum, the 5 pieces of information requested for #4 <i>in</i> the online fillable form, if applicable.	1. Applicant <i>does not</i> provide a diagram that, at a minimum, displays the 11 requirements requested for #1 <i>in</i> the online fillable form. 2. Applicant <i>does not</i> provide plans describing, at minimum, the 11 pieces of information requested for #2 <i>in</i> the online fillable form. 3. Applicant <i>does not</i> provide plans describing, at minimum, the 5 pieces of information requested for #3 <i>in</i> the online fillable form, if applicable. 4. Applicant <i>does not</i> provide plans describing, at minimum, the 5 pieces of information requested for #4 <i>in</i> the online fillable form, if applicable.

	5. <i>If seeking lower-potency hemp product exporter endorsement</i>, plans describing, at minimum, the 5 pieces of information requested for site, security, and operations final plans of record. 6. <i>If seeking edible cannabinoid product handler endorsement</i>, plans describing, at minimum, the 2 pieces of information requested for site, security, and operations final plans of record.	5. Applicant provides plans describing, at minimum, the 5 pieces of information requested for #5 <i>in</i> the online fillable form, if applicable. 6. Applicant provides plans describing, at minimum, the 2 pieces of information requested for #6 <i>in</i> the online fillable form, if applicable.	5. Applicant <i>does not</i> provide plans describing, at minimum, the 5 pieces of information requested for #5 <i>in</i> the online fillable form, if applicable. 6. Applicant <i>does not</i> provide plans describing, at minimum, the 2 pieces of information requested for #6 <i>in</i> the online fillable form, if applicable.
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Site, Security, and Operations Final Plan of Record – Lower-Potency Hemp Edible Retailer

Citations for applicant reference: Minnesota Statutes, section 342.46

Documents Submitted for Review in Office Prescribed Manner	Information to be Reviewed	Minimum Qualifications Demonstrated as Met (Qualified)	Minimum Qualifications Demonstrated as Not Met (Unqualified)
1. Mandatory for lower-potency hemp retail licenses: OCM provided “Site, Security, and Operations Final Plan of Record” online fillable form. Complete one final plan of record, uploading a site list with each site you are registering.	1. Plans describing, at minimum, the 2 pieces of information requested for site, security, and operations final plans of record. 2. <i>If seeking to transport</i>, plans describing, at minimum, the 5 pieces of information requested for site, security, and operations final plans of record. 3. <i>If seeking on-site consumption endorsement</i>, proof of insurance that meets or exceeds the requirements under chapter 340A and plans describing, at minimum, the 2 pieces of information requested for site, security, and operations final plans of record. 4. <i>If seeking delivery endorsement</i>, plans describing, at minimum, the 5 pieces of information requested for site, security, and operations final plans of record.	1. Applicant provides plans describing, at minimum, the 2 pieces of information requested for #1 in the online fillable form. 2. Applicant provides plans describing, at minimum, the 5 pieces of information requested for #2 <i>in</i> the online fillable form, if applicable. 3. Applicant provides proof of insurance that meets or exceeds the requirements under chapter 340A <i>in</i> the online fillable form, if applicable and plans describing, at minimum, the 2 pieces of information requested for site, security, and operations final plans of record. 4. Applicant provides plans describing, at minimum, the 5 pieces of information requested for #4 <i>in</i> the online fillable form, if applicable.	1. Applicant <i>does not</i> provide plans describing, at minimum, the 2 pieces of information requested for #1 <i>in</i> the online fillable form. 2. Applicant <i>does not</i> provide plans describing, at minimum, the 5 pieces of information requested for #2 <i>in</i> the online fillable form, if applicable. 3. Applicant <i>does not</i> provide proof of insurance that meets or exceeds the requirements under chapter 340A <i>in</i> the online fillable form, if applicable and plans describing, at minimum, the 2 pieces of information requested for site, security, and operations final plans of record. 4. Applicant <i>does not</i> provide plans describing, at minimum, the 5 pieces of information requested for #4 <i>in</i> the online fillable form, if applicable.

Site, Security, and Operations Final Plan of Record – Lower-Potency Hemp Edible Wholesaler

Citations for applicant reference: Minnesota Statutes, section 342.455

Documents Submitted for Review in Office Prescribed Manner	Information to be Reviewed	Minimum Qualifications Demonstrated as Met (Qualified)	Minimum Qualifications Demonstrated as Not Met (Unqualified)
1. Mandatory for lower-potency hemp wholesaler licenses: OCM provided “Site, Security, and Operations Final Plan of Record” online fillable form. Complete a final plan of record <u>per each site</u> you are registering	- Plans describing, at minimum, the 2 pieces of information requested for site, security, and operations final plans of record. <i>If seeking transporter endorsement</i>, plans describing, at minimum, the 5 pieces of information requested for site, security, and operations final plans of record. <i>If seeking lower-potency hemp product exporter endorsement</i>, plans describing, at minimum, the 5 pieces of information requested for site, security, and operations final plans of record. <i>If seeking lower-potency hemp edible importer endorsement</i>, plans describing, at minimum, the 3 pieces of information requested for site, security, and operations final plans of record.	- Applicant provides plans describing, at minimum, the 2 pieces of information requested for #1 <i>in</i> the online fillable form. - Applicant provides plans describing, at minimum, the 5 pieces of information requested for #2 <i>in</i> the online fillable form, if applicable. - Applicant provides plans describing, at minimum, the 5 pieces of information requested for #3 <i>in</i> the online fillable form, if applicable. - Applicant provides plans describing, at minimum, the 3 pieces of information requested for #4 <i>in</i> the online fillable form, if applicable.	- Applicant <i>does not</i> provide plans describing, at minimum, the 2 pieces of information requested for #1 <i>in</i> the online fillable form. - Applicant <i>does not</i> provide plans describing, at minimum, the 5 pieces of information requested for #2 <i>in</i> the online fillable form, if applicable. - Applicant <i>does not</i> provide plans describing, at minimum, the 5 pieces of information requested for #3 <i>in</i> the online fillable form, if applicable. - Applicant <i>does not</i> provide plans describing, at minimum, the 3 pieces of information requested for #4 <i>in</i> the online fillable form, if applicable.