



MINNESOTA

OFFICE OF

CANNABIS MANAGEMENT

Cannabis License Social Equity Verification

Guide for Applicants

Table of Contents

Introduction 3

Section 1. Eligibility for Social Equity Applicant Status 6

Section 2. Process for Verifying Social Equity Eligibility 8

**Section 3. Process for Verifying Social Equity Eligibility for Individuals Who
Have Not Lived in Minnesota 16**

Section 4. Application Process and Next Steps 18

Appendix A. Example Social Equity Certification Report 19

Appendix B. Register an Account on the OCM Citizen Portal 20

**Appendix C. Complete the Social Equity Verification Steps on the OCM
Citizens Portal 25**

Appendix D. Submit Supporting Materials for Social Equity Verification 30

Introduction

The Office of Cannabis Management (OCM) is responsible for the implementation and enforcement of rules and regulations governing Minnesota's cannabis industry. OCM's administrative duties include oversight of the cannabis business license application process, the awarding of business licenses, and management of a third-party vendor to verify individuals' status as a social equity applicant (SEA).

Minnesota's cannabis law requires people interested in applying for a cannabis business license with a social equity classification to verify their status as a social equity applicant before the application round.

By verifying an individual's status as a social equity applicant before the licensing application window, OCM aims to streamline the application process and ensure potential applicants know whether they meet the eligibility requirements.

This document is intended to provide guidance and instruction for applicants seeking a cannabis business license with a social equity classification, pursuant to [Minnesota Statutes, section 342.175](#). Summaries are given at the top of each section. These summaries are intended to give a basic description of each section and should not be relied on as the sole source of adequate instruction for meeting each requirement. If you do not carefully follow the requirements in each section, you might not provide enough evidence to support your eligibility as a social equity applicant.

What does it mean to be verified as a Social Equity Applicant and business?

Completing social equity verification is the first step for individuals who wish to apply for a cannabis business license with a social equity classification. Verification alone does not equate to submitting a license application. This document is specific to the process for receiving verification for social equity status and individuals also interested in applying for a cannabis business license can view OCM's website for more information on the license application process. An applicant verified as a social equity applicant retains their social equity verification status in perpetuity.

Social equity verification is an option to consider when making business decisions on the path to obtaining a cannabis license. It is not required for obtaining a cannabis business license. As with deciding which license type to pursue, it is a consideration for each prospective applicant to determine which route (whether that is social equity verified classification or not) best meets their unique business goals. Social equity verification does not necessarily mean your business will be classified as a social equity business after receiving a license. That determination will be made during the business licensing application process. OCM is unable to provide legal or business advice and cannot assist in decisions on which license type to apply for or which license classification to pursue and recommends seeking counsel to make these determinations. Table 1 provides information to consider as you make this determination.

Table 1. Capped versus uncapped license type considerations

License type	Increased chance of lottery selection?	Need to verify social equity prior to application?	Limited ability to sell business?	Different application standards?	Ability to promote yourself as a social equity business?	Different access to resources outside of OCM?*
Social equity: mezzobusiness, cultivator, retailer, manufacturer	Yes	Yes	Yes	No	Yes	Maybe
Social equity: uncapped	Not applicable	Yes	Yes	No	Yes	Maybe
General: mezzobusiness, cultivator, retailer, manufacturer	No	No	No	No	No	Maybe
General: uncapped	Not applicable	No	No	No	No	Maybe

*OCM allows social equity applicants to join existing social equity business applications that are in process. Other state agencies offer grant opportunities that prioritize and support social equity applicants.

For the four license types that are capped in state statute (cultivator, mezzobusiness, manufacturer and retailer), 50% of the licenses available for each type are reserved specifically for applicants with social equity verification [see [Minnesota Statutes, section 342.14, subdivision 1\(b\)](#)]. Social equity verified applicants who apply for one of the four capped license types and are deemed qualified will first be entered in a lottery for distribution of the licenses for social equity applicants. If not selected, qualified social equity verified applicants will then be entered into a second lottery for the remaining licenses available. This means they may be provided with up to two opportunities to be entered into a lottery.

Prospective cannabis business license applicants who plan to apply for one of the uncapped licenses (microbusiness, delivery, wholesaler, testing facility, transporter, medical cannabis combination, event organizer, lower-potency hemp edible retailer, lower-potency hemp edible manufacturer, and lower-potency hemp edible wholesaler) will not be entered into a lottery for license consideration as there is no limit on the distribution of the uncapped license types. All applicants for these license types are considered based on the application requirements and qualified standards, and social equity verified status does not impact review for these uncapped license types.

License transfer considerations:

- Social equity verified applicants who obtain a cannabis business license with a social equity classification will be subject to the transfer rules as outlined in [Minnesota Statutes, section 342.12, subdivision \(b\)](#). For the first three years, these rules allow social equity verified business licenses to only be sold to other social equity applicants through a process designed by OCM's Division of Social Equity. After three years, any license transfer of a social equity license classification is subject to prior written approval through a process designed by the Division of Social Equity.
- Applicants who obtain a cannabis business license will be subject to the transfer rules as outlined in [Minnesota Statutes, section 342.12, subdivision \(a\)](#). Licenses may be freely transferred subject to prior written approval of the office.

Ownership considerations:

- To receive a social equity license classification, social equity licenses must be owned at least 65% by social equity applicants, which can include one person or multiple individuals. Every person who makes up the 65% ownership must be verified to apply for a cannabis license.

Other factors to consider:

- There is no cost to the applicant to apply for social equity verification specifically. There *is* a cost to apply for and receive a business license for all applicants. These application and license fees are determined by statute (see [Minnesota Statutes, section 342.11](#)).
- Licensees who have elected to classify their license as a social equity license can promote themselves as a social equity classified business. There may be external considerations that benefit these classified businesses, including prospective grant opportunities, external funding opportunities, partnership deals, marketing options that are available to social equity verified applicants or licensees who have a social equity licensee classification. OCM does not offer, manage, or oversee these prospective opportunities and cannot offer business advice on the impact of any potential business decisions related to the social equity verification classification.
- If applying for social equity verification, it is important that you complete your verification as soon as possible to ensure the third-party vendor can complete and verify the required information prior to the license application window.



Section 1. Eligibility for Social Equity Applicant Status

Section Summary

- To apply for a social equity cannabis business license, you must meet the definition of a social equity applicant under Minnesota law.

Social Equity Applicant Definition

In Minnesota law, a “social equity applicant” is defined as an applicant for a cannabis license that has at least 65% ownership and control held by one or more individuals who meet at least ONE of the following criteria:

- Was found delinquent for, received a stay of adjudication for, or was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023.
- Had a parent, guardian, child, spouse, or dependent who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023.
- Was a dependent of an individual who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023.

- Is a military veteran, including a service-disabled veteran, current or former member of the National Guard.
- Is a military veteran or current or former member of the National Guard who lost honorable status due to an offense involving the possession or sale of cannabis or marijuana.
- Has been a resident for the last five years* of one or more subareas, such as census tracts or neighborhoods:
 - That experienced a disproportionately large amount of cannabis enforcement as determined by the study conducted by the office pursuant to section 342.04, paragraph (b), or another report based on federal or state data on arrests or convictions.**
 - Where the poverty rate was 20% or more.
 - Where the median family income did not exceed 80% of the statewide median family income or, if in a metropolitan area, did not exceed the greater of 80% of the statewide median family income or 80% of the median family income for that metropolitan area.
 - Where at least 20% of the households receive assistance through the Supplemental Nutrition Assistance Program (SNAP).
 - Where the population has a high level of vulnerability according to the Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Social Vulnerability Index.
- Has participated in the business operation of a farm for at least three years and currently provides the majority of the day-to-day physical labor and management of a farm that had gross farm sales of at least \$5,000 but not more than \$100,000 in the previous year.

*Living in these areas for a minimum of five years will be validated using a combination of two data points per address. Failure to provide the requested documentation will result in a delay in qualifying your application.

**Due to the lack of available data, OCM was unable to conduct the study directed by [Minnesota Statutes, section 342.04, paragraph \(b\)](#), to identify areas experiencing disproportionately high levels of cannabis enforcement. The law allows applicants who believe they meet this criterion to submit a study or report, based on federal or state data on arrests or convictions, to OCM. OCM will then evaluate the submitted data to determine if it meets the specified criteria.

OCM's [website](#) contains specific information for the residency criteria above, including an interactive map of eligible areas.

Section 2. Process for Verifying Social Equity Eligibility

Section Summary

- Before beginning your application for a cannabis business license, you must complete the process outlined below.
- The window for seeking verification as a social equity applicant opens on **July 7 at 12:01 a.m. and closes July 21 at 11:59 p.m.**
- To proceed with an application, you must receive the final confirmation of your social equity eligibility. This will be sent via email with a link to access your PDF report, with the term “CLEAR” in the top section.
- You are responsible for working with the third-party verification vendor Creative Services, Inc. (CSI)*, to verify the required information. CSI may contact you for more information. The process to verify your status may take longer if you delay response or do not provide sufficient information.
- Verification is not guaranteed. The timing of the review process is not guaranteed. You are encouraged to submit your verification application early in the window and remain responsive to additional inquiries.
- Verification is provided at no cost to you.
- You must provide (upload) documentation from CSI reflecting your CLEAR social equity verification when you apply for a social equity cannabis business license classification.

**CSI is a full-service, global background screening and security firm partnering with OCM to verify applicants' eligibility for social equity licensing.*

Process Breakdown

Before starting an application for **any** social equity cannabis business license type, you must complete the following process to verify your eligibility as a social equity applicant. You **MUST** complete this process with OCM's third-party vendor (CSI) and wait until a final determination of social equity eligibility is made before you can start the process for a social equity cannabis business license. The verification system will close before the cannabis event organizer license and cannabis testing facility license applications open. Begin this process as soon as possible to give yourself adequate time to collect documents and work with CSI to verify your status.

As an applicant, you are expected to complete the following:

1. Create applicant profile.
2. Submit documents to Creative Services, Inc. (CSI).
3. Electronically sign and submit required forms and disclosures.
4. Respond to CSI and any inquiries they may have as they process your application for verification.
5. Once verified, upload your Background Screening Report on your application and enter the Background Screening Report Order Number when prompted.

Step 1: Create applicant profile

Create applicant profile by going to **OCM's website**. *A link will be live on July 7, 2025.*

- Register an account on the same webpage. This will be your account for future interactions with OCM.
- Provide as much information when creating your initial account to aid in the application process.
- Applicants who have already created an account on the OCM Citizen's Portal should skip registering for an account and log in to their existing account to submit a new social equity verification application.
- Log in and complete the Social Equity Verification form under **Create an Application**.
 - This will notify CSI of your request for social equity verification.

Once this is done, your email address will be recorded, and you will receive a personalized link to the verification system within approximately two business days from CSI who will perform a background check to verify your eligibility as a social equity applicant. The email will come from donotreply@creativeservices.com, and you may want to add this email to your safe sender list and/or check your junk folder. The link provided will be unique to you and clicking it will take you to the CSI portal to submit documents (see Step 2 below) with the ability to save your progress as you go.

Step 2: Submit documents to Creative Services, Inc. (CSI)

Submit documents to CSI verifying you meet the definition of social equity applicant under [Minnesota Statutes, section 342.17](#). This documentation must support at least one of the following criteria:

1: Was found delinquent for, received a stay of adjudication for, or was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023. Acceptable documents include:

- Official court document showing conviction information.
- For convictions or stays of adjudication that are not expunged, submitted documents can be verified directly by CSI through public court records.
 - For expunged records that cannot be verified through public court records, the applicant must provide documentation with their own paperwork from expungement and/or prior conviction records. Applicants may use personal records and documentation of their conviction or record, and they are encouraged to submit any of this documentation for consideration. If your criminal record has been expunged and you do not already have documentation, some ways that you may be able to obtain documentation include:
 - Contact the Minnesota Bureau of Criminal Apprehension (BCA).
 - Phone: 651-793-2400, select option 1.
 - The BCA has specific information about [requesting expunged records](#) and provides a [fillable form \(PDF\)](#). In addition to requesting their record via the mail, the applicant can go to the BCA to obtain a copy of their record. Office address: 1430 Maryland Ave E, St. Paul, MN 55106. Office hours are Monday-Friday 8 a.m.-4 p.m., excluding holidays.
 - Note: The BCA only has records that originated with a fingerprint submission. If the person was cited or not booked for any reason, BCA would not have the record.
 - Contact the court where your case was heard.
 - Go to the [Minnesota Judicial Branch website](#) to locate courts, find contact information, and [request records](#).
 - Contact the [Department of Corrections Central Office Records Team](#).
 - Contact your probation or parole officer or your lawyer.

2: Had a parent, guardian, child, spouse, or dependent who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023. Acceptable documents include:

- Official court document showing conviction information AND
- One of the following for relationship documentation:
 - Birth certificate
 - Marriage certificate
 - Adoption decree
 - Court document (letter of guardianship, adoption placement agreement, etc.)

- Official court document showing conviction information
 - For convictions that are not expunged, submitted documents can be verified directly by CSI through public court records.
 - For expunged records that cannot be verified through public court records, the applicant must provide documentation with their own paperwork from expungement and/or prior conviction records. Applicants may use personal records and documentation of their conviction or record, and they are encouraged to submit any of this documentation for consideration. If your criminal record has been expunged and you do not already have documentation, some ways that you may be able to obtain documentation include:
 - Contact the Minnesota Bureau of Criminal Apprehension (BCA)
 - Phone: 651-793-2400, select option 1.
 - The BCA has specific information about [requesting expunged records](#) and provides a [fillable form \(PDF\)](#). In addition to requesting their record via the mail, the applicant can go to the BCA to obtain a copy of their record. Office address: 1430 Maryland Ave E, St. Paul, MN 55106. Office hours are Monday-Friday 8 a.m.-4 p.m., excluding holidays.
 - Note: The BCA only has records that originated with a fingerprint submission. If the person was cited or not booked for any reason, BCA would not have the record.
 - Contact the court where your case was heard.
 - Go to the [Minnesota Judicial Branch website](#) to locate courts, find contact information, and [request records](#).
 - Contact the [Department of Corrections Central Office Records Team](#).
 - Contact your probation or parole officer or your lawyer.

3: Is a dependent of an individual who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023. Acceptable documents include:

- Official court document showing conviction information AND
- One of the following for relationship documentation:
 - Birth certificate
 - Adoption decree
 - Court document (letter of guardianship, adoption placement agreement, etc.)
- Official court document showing conviction information
 - For convictions that are not expunged, submitted documents can be verified directly by CSI through public court records.

- For expunged records that cannot be verified through public court records, the applicant must provide documentation with their own paperwork from expungement and/or prior conviction records. Applicants may use personal records and documentation of their conviction or record, and they are encouraged to submit any of this documentation for consideration. If your criminal record has been expunged and you do not already have documentation, some ways that you may be able to obtain documentation include:
 - Contact the Minnesota Bureau of Criminal Apprehension (BCA).
 - Phone: 651-793-2400, select option 1.
 - The BCA has specific information about [requesting expunged records](#) and provides a [fillable form \(PDF\)](#). In addition to requesting their record via the mail, the applicant can go to the BCA to obtain a copy of their record. Office address: 1430 Maryland Ave E, St. Paul, MN 55106. Office hours are Monday-Friday 8 a.m.-4 p.m., excluding holidays.
 - Note: The BCA only has records that originated with a fingerprint submission. If the person was cited or not booked for any reason, BCA would not have the record.
 - Contact the court where your case was heard.
 - Go to the [Minnesota Judicial Branch website](#) to locate courts, find contact information, and [request records](#).
 - Contact the [Department of Corrections Central Office Records Team](#).
 - Contact your probation or parole officer or your lawyer.

4: Is a military veteran, including a service-disabled veteran, current or former member of the National Guard. Acceptable documents include:

- DD Form 214 (Certificate of Release or Discharge from Active Duty)
- NGB Form 22 (National Guard Report of Separation and Record of Service)
- Official status document if currently serving in the National Guard

5: Is a military veteran or current or former member of the National Guard who lost honorable status due to an offense involving the possession or sale of cannabis or marijuana. Acceptable documents include:

- DD Form 214 (Certificate of Release or Discharge from Active Duty)
- NGB Form 22 (National Guard Report of Separation and Record of Service)
- Official status document if currently serving in the National Guard

OCM has launched an interactive [Social Equity Map](#), a tool for individuals to review whether their addresses over the last five years may meet any of the specific criteria listed in 6(a)-6(e).

Note: This is designed as guidance and does not qualify as verification; interested applicants still need to submit documentation through the portal.

6(a): Has been a resident for the last five years of one or more subareas, such as census tracts or neighborhoods that experienced a disproportionately large amount of cannabis enforcement as determined by a report based on federal or state data on arrests or convictions.** Acceptable documents include any combination of at least two of the following documents for five separate years from calendar year 2021 to 2025 displaying a valid address associated with the prospective applicant:

- Copy of lease (signed and dated)
- Driver's license or government issued ID
- Mortgage loan
- Bank statement
- Utility bill, W-2/1099 Form
- Tax return (signed and dated)
- Court document
- Credit card statement
- Housing authority record

***Due to the lack of relevant data, OCM was unable to conduct the study directed by Minnesota Statutes, section 342.04, paragraph (b), to identify areas experiencing disproportionately high levels of cannabis enforcement. The law allows applicants who believe they meet this criterion to submit a study or report, based on federal or state data on arrests or convictions, to OCM. OCM will then evaluate the submitted data to determine if it meets the specified criteria.*

6(b): Has been a resident for the last five years of one or more subareas, such as census tracts or neighborhood where the poverty rate was 20% or more. Acceptable documents include any combination of at least two of the following documents for five separate years from calendar year 2021 to 2025 displaying a valid address associated with the prospective applicant:

- Copy of lease (signed and dated)
- Driver's license or government issued ID
- Mortgage loan
- Bank statement
- Utility bill, W-2/1099 Form
- Tax return (signed and dated)
- Court document
- Credit card statement
- Housing authority record

6(c): Has been a resident for the last five years of one or more subareas, such as census tracts or neighborhoods where the median family income did not exceed 80% of the statewide median family income or, if in a metropolitan area, did not exceed the greater of 80% of the statewide median family income or 80% of the median family income for that metropolitan area. Acceptable documents include any combination of at least two of the following documents for five separate years from calendar year 2021 to 2025 displaying a valid address associated with the prospective applicant:

- Copy of lease (signed and dated)
- Driver's license or government issued ID
- Mortgage loan
- Bank statement
- Utility bill, W-2/1099 Form
- Tax return (signed and dated)
- Court document
- Credit card statement
- Housing authority record

6(d): Has been a resident for the last five years where at least 20% of the households receive assistance through the Supplemental Nutrition Assistance Program. Acceptable documents include any combination of at least two of the following documents for five separate years from calendar year 2021 to 2025 displaying a valid address associated with the prospective applicant:

- Copy of lease (signed and dated)
- Driver's license or government issued ID
- Mortgage loan
- Bank statement
- Utility bill, W-2/1099
- Tax return (signed and dated)
- Court document
- Credit card statement
- Housing authority record

6(e): Has been a resident for the last five years where the population has a high level of vulnerability according to the Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Social Vulnerability Index. Acceptable documents include any combination of at least two of the following documents for five separate years from calendar year 2021 to 2025 displaying a valid address associated with the prospective applicant:

- Copy of lease (signed and dated)
- Driver's license or government issued ID
- Mortgage loan
- Bank statement
- Utility bill, W-2/1099 Form
- Tax return (signed and dated)
- Court document
- Credit card statement
- Housing authority record

7: Participated in the business operation of a farm for at least three years and currently provides the majority of the day-to-day physical labor and management of a farm that had gross farm sales of at least \$5,000 but not more than \$100,000 in the previous year. Applicants will need to provide the following details:

- The name of the farm
- The address of the farm
- Contact information of the farm
- The name of the owner of the farm
- The applicant's position at the farm
- The applicant's dates of employment at the farm
- Tax documentation showing the gross sales of the farm

Step 3: Electronically sign and submit required forms and disclosures

The verification system will open on July 7 at 12:01 a.m. and close on July 21 at 11:59 p.m. You are encouraged to submit your verification application early in the window and remain responsive to additional inquiries.

Step 4: CSI confirms they have all needed information

After submitting the information outlined above, CSI may contact you to make sure they have all the information they need to verify your social equity status.

Upon completion, all applicants will receive a copy of the consumer report. This report will be delivered via a secure link sent in an email.

If you meet the requirements and your social equity status is verified, you will receive an email with a link to a PDF of your background check report stating that you are “CLEAR.”

If you do not meet the requirements and/or your social equity status is not verified, you will receive an email with a link to a PDF of your background check report stating that you are “UNDER REVIEW.” If you have been found to be “under review,” OCM will notify you with next steps.

If social equity status cannot be verified, you will receive an email with a link to a PDF of your background check report stating that you are “DEFICIENT.”

See Appendix A for example background check reports.

Step 5: Upload your social equity background screening report on your application when requested

You will be responsible for uploading your Social Equity Background Screening Report on your cannabis business license application and entering your Background Screening Report Order Number when requested. If you are applying for a license with a social equity classification, failure to do so will result in a failed application. Verification of social equity applicant status does not:

- Guarantee qualified review of a cannabis business license application; or
- Guarantee admission to any applicable application lottery; or
- Replace the need for other application materials required by law.

Section 3. Process for Verifying Social Equity Eligibility for Individuals Who Have Not Lived in Minnesota

Section summary

Individuals who believe they are eligible because of residency or the past five years in areas (must meet at least one):

- That experienced a disproportionately large amount of cannabis enforcement as determined by the study conducted by the office pursuant to [Minnesota Statutes, section 342.04, paragraph \(b\)](#), or another report based on federal or state data on arrests or convictions.**
- Where the poverty rate was 20% or more.
- Where the median family income did not exceed 80% of the statewide median family income or, if in a metropolitan area, did not exceed the greater of 80% of the statewide median family income or 80% of the median family income for that metropolitan area.
- Where at least 20% of the households receive assistance through the Supplemental Nutrition Assistance Program (SNAP).
- Where the population has a high level of vulnerability according to the Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Social Vulnerability Index.

Applicants outside of Minnesota must provide additional data and information to OCM.

The window for seeking verification as a social equity applicant opens **July 7 at 12:01 a.m. and closes on July 21 at 11:59 p.m.**

Requirements to qualify as a social equity applicant for individuals who have not lived in Minnesota

Prospective applicants who have met the above criteria and not lived in Minnesota may still qualify as a social equity applicant. To qualify, these individuals must demonstrate to OCM that they lived in another state or jurisdiction for the past five years that meets at least one of the following requirements:

- That experienced a disproportionately large amount of cannabis enforcement as determined by the study conducted by OCM pursuant to [Minnesota Statutes, section 342.04, paragraph \(b\)](#), or another report based on federal or state data on arrests or convictions.**
- Where the poverty rate was 20% or more.
- Where the median family income did not exceed 80% of the statewide median family income or, if in a metropolitan area, did not exceed the greater of 80% of the statewide median family income or 80% of the median family income for that metropolitan area.
- Where at least 20% of the households receive assistance through the Supplemental Nutrition Assistance Program (SNAP).
- Where the population has a high level of vulnerability according to the Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Social Vulnerability Index.

Prospective applicants who have not lived in Minnesota are encouraged to complete this process as soon as possible to ensure OCM has time to fully evaluate additional data applicants provide.

As a prospective applicant, you are expected to complete the following:

1. Follow and complete the process outlined in Section 2.
2. Once you submit your information to CSI, OCM will contact you and require you to provide evidence that your ZIP code meets the criteria listed above.
3. Before the application round closes, OCM will confirm whether your ZIP code meets the criteria listed above.
4. While awaiting confirmation, continue to work with CSI to verify your eligibility.

***Due to the lack of relevant data, OCM was unable to conduct the study directed by [Minnesota Statutes, section 342.04, paragraph \(b\)](#), which identifies areas experiencing disproportionately high levels of cannabis enforcement. Recent changes to the law allow applicants who believe they meet this criterion to submit a study or report, based on federal or state data on arrests or convictions, to OCM. OCM will then evaluate the submitted data to determine if it meets the specified criteria.*

Section 4. Application Process and Next Steps

Section Summary

- OCM will begin accepting applications August 1, 2025, for cannabis event licenses and cannabis testing facility licenses.
- Visit our [General Licensing webpages](#) for information on additional licensing opportunities.

Next Steps

Once the application window officially opens AND you have received your CLEAR Background Screening Report from CSI, return to the OCM licensing system.

- Log in to your account.
- Create an application.
- Select the appropriate license you wish to apply for under **License Application**.
 - It is a business decision as to what license type, including license classification (social equity verified or non-social equity verified) you may wish to pursue.
 - Review the list of all required documentation that you will need to upload.
 - Refer to a video that will be posted on OCM's website for help in completing your application.

Visit our [General Licensing webpages](#) for information on additional licensing opportunities. Please continue to closely monitor communications from OCM and check [OCM's website](#) frequently to make sure you are aware of important announcements.

Appendix A. Example Social Equity Background Screening Report

CLEAR

Subject Information:		Requestor Information:	
Subject: DOE, JANE			
DOB:	01/01/XXXX	Requestor Name:	CSI
Social Security Number:	XXX-XX-6789	Requestor Userid:	mnocm1/admin
Order Number(s):	1896636	Requestor Phone:	508-339-5451
Report Disposition	CLEAR	Requestor Email:	minnesota@creativeservices.com
Package Name(s):	Social Equity Verification	Email:	atannock@creativeservices.com
Address:	355 RANDOLPH AVE SUITE 100 ST PAUL, MN 55102	Billing Identifier 1:	
Order Date:	June 10, 2024 04:28 PM	Billing Identifier 2:	
Completion Date	June 10, 2024 04:58 PM	Billing Identifier 3:	
Time First Completed	June 10, 2024 04:58 PM		

UNDER REVIEW

Subject Information:		Requestor Information:	
Subject: DOE, JANE			
DOB:	01/01/XXXX	Requestor Name:	CSI
Social Security Number:	XXX-XX-6789	Requestor Userid:	mnocm1/admin
Order Number(s):	1896661	Requestor Phone:	508-339-5451
Report Disposition	UNDER REVIEW	Requestor Email:	
Package Name(s):	Social Equity Verification	Email:	no@email.com
Address:	355 RANDOLPH AVE SUITE 100 SAINT PAUL, MN 55102	Billing Identifier 1:	
Order Date:	June 10, 2024 04:27 PM	Billing Identifier 2:	
Completion Date	June 10, 2024 05:02 PM	Billing Identifier 3:	
Time First Completed	June 10, 2024 05:02 PM		

CLIENT DETERMINATION – DEFICIENT

Subject Information:		Requestor Information:	
Subject: DOE, JANE			
DOB:	01/01/XXXX	Requestor Name:	CSI
Social Security Number:	XXX-XX-6789	Requestor Userid:	mnocm1/admin
Order Number(s):	1896661	Requestor Phone:	508-339-5451
Report Disposition	UNDER REVIEW	Requestor Email:	
Package Name(s):	Social Equity Verification	Email:	no@email.com
Address:	355 RANDOLPH AVE SUITE 100 SAINT PAUL, MN 55102	Billing Identifier 1:	
Order Date:	June 10, 2024 04:27 PM	Billing Identifier 2:	
Completion Date	June 10, 2024 05:02 PM	Billing Identifier 3:	
Time First Completed	June 10, 2024 05:02 PM		

Appendix B. Register an Account on the OCM Citizen Portal

Purpose:

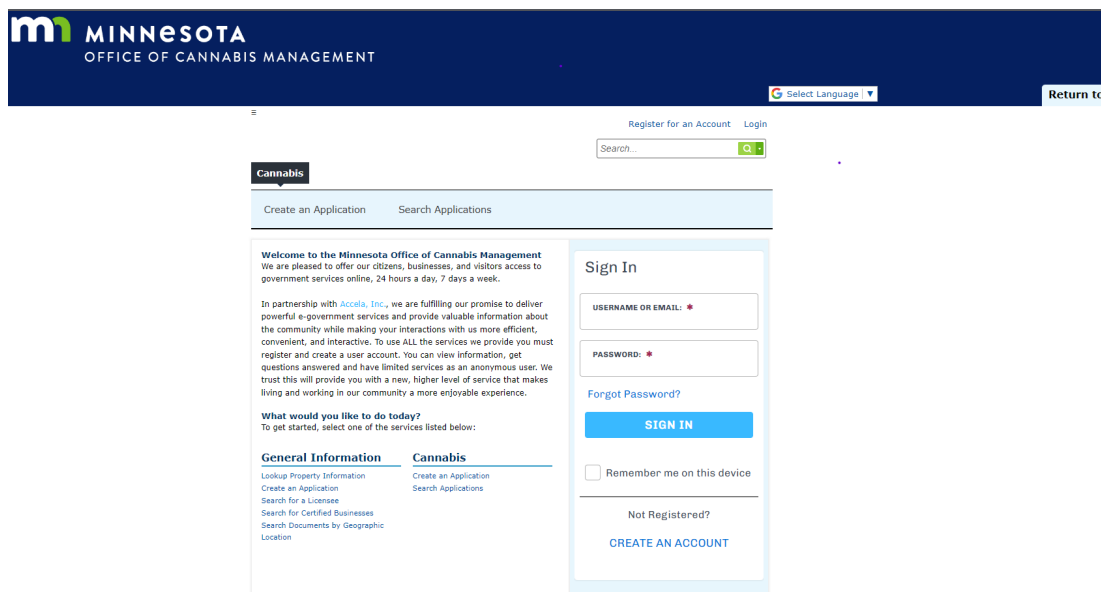
The purpose of this document is to provide step by step guidance to the community on how to register for an account on the OCM Citizen Portal. The OCM Citizen Portal is the central tool for the community to interact with the OCM as it pertains to applications, licenses, renewal, and other activities.

Steps:

1) To begin, let's navigate to the Citizen Portal.

Using your web browser copy and paste the following URL or type the URL: [Accela Citizen Access](https://aca-prod.accela.com/MDH/Default.aspx) (<https://aca-prod.accela.com/MDH/Default.aspx>)

Once we reach the main screen, there are several options for starting your registration.



2) Select any of the options.

- **Register for an Account or Create an Account**
 - You will be taken to the next screen, to gather your account (login) information.

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USERNAME: *

user06

E-MAIL ADDRESS: *

user06@email.com

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *

To what city did you go the first time you flew on a plan...

ANSWER: *

Boston

☐ I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

Notice fields that have a red asterisk (*) are required fields. These must all be populated before you continue.

3) Type in all the required information on this screen.

- Username
 - The username should be unique to you and something you will remember.
 - You can use the username to login into your account in the future.
- Email address
 - This is the email address that will be associated to your registered account.
 - The system will allow an email address to only be registered one time.
 - Select an email address that will be used for corresponding with the office in the future.

Note: You can login to the portal using either your username or email address.

c. Password

- Passwords should be between eight and 20 characters in length, must include an uppercase and lowercase letter, a number, and a unique character.

d. Type password again

- Retype your password again to verify it.
- You will notice that if your password matches the field titles will turn green.
- If the passwords do not match you will receive and warning below the password fields.
 - Simply retype both passwords.

PASSWORD: *

TYPE PASSWORD AGAIN: *

Password Confirmation does not match Password.

e. Enter security question (Use the grey drop-down arrow to see the selection of questions.)

- Select and pick a question which will be easy for you to remember.

ENTER SECURITY QUESTION: *

Select

f. Answer

- Type your answer to the question, that you selected in the previous step.
 - Please note that answers to questions are case sensitive.

Note: The security question and answer are used when to verify your identity and help in the case you forget your password.

g. Acceptance of terms and conditions

- Select the check box next to the acknowledgement.
 - This is required to continue the process.

h. Continue

- Select **Continue**.
- We will now move on to the Contact page.

CONTINUE

The same thing is true on the Contacts page. Fields with the red asterisk* indicate that it is required, and you must populate them to continue in the process. You are more than welcome to input information in the optional fields as well.

4) Type in all the required information on this screen.

- a. Legal first name *
 - This is the name which all legal records would be associated with or that will appear on documentation.
- b. Legal middle name
- c. Legal last name *
 - This is the name which all legal records would be associated with or that will appear on documentation.
- d. Name of business
 - If you already have a business name and would like to record it at this time you may for reference.
- e. Address Line 1 *
 - This is the address that would appear on official communication and how the office would reach if needed through mail or delivery service.
- f. Address Line 2
- g. City *
- h. State *
- i. ZIP *
- j. Contact phone
- k. Email *
 - This is the email address that will be used for all official correspondences from the OCM team. This may include information about your application or other records.
- l. Submit
 - Once you have filled in all the required data, take a moment to review.
 - Select **Submit**.
 - Once you have submitted your information, you will be taken to an acknowledgement page.

Individual Contact Details

STEP 2 OF 2: CONTACT DETAILS

*Required Fields

LEGAL FIRST NAME: *
user06

LEGAL MIDDLE NAME:

LEGAL LAST NAME: *
test

NAME OF BUSINESS:

ADDRESS LINE 1: *
12345 Main Street

ADDRESS LINE 2:

CITY: *
Anywhere

STATE: *
MN

ZIP: *
55555

CONTACT PHONE:

E-MAIL: *
user06@email.com

SUBMIT



Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name: user06
E-mail: user06@email.com
Password: *****
Security Question:
To what city did you go the first time you flew on a plane?

Contact Information

user06 test Home Phone:
12345 Main Street
user06@email.com

The acknowledgement page will show you that your account has been registered successfully. You will also receive an email confirming your registration. The email will be sent to the email associated with your login credentials.

From: OCM NOREPLY@accela.com <OCM NOREPLY@accela.com>
Sent: Tuesday, June 18, 2024 7:31 AM
To: User, New <user@test.com>
Subject: Welcome to the Citizen Portal

Welcome New User to the Citizen Portal

Account Information
Account Name: User01
Name: New User

Appendix C. Complete the Social Equity Verification Steps on the OCM Citizens Portal

Purpose:

The purpose of this document is to provide step-by-step guidance on how to complete the first step of the social equity verification process. This step will connect an applicant to Creative Services, Inc. (CSI), OCM's social equity verification partner. To complete the verification, you will need to have registered for an account in the Citizen Portal. Please refer to Appendix B for instructions on registering an account.

Steps:

1) To begin, navigate to the Citizen Portal.

Using your web browser, copy and paste the following URL or type the URL: [Accela Citizen Access \(https://aca-prod.accela.com/MDH/Default.aspx\)](https://aca-prod.accela.com/MDH/Default.aspx).

Once you reach the main screen, proceed to the Sign In section.

The screenshot displays the Minnesota Office of Cannabis Management (OCM) Citizens Portal. The header features the OCM logo and the text "MINNESOTA OFFICE OF CANNABIS MANAGEMENT". A search bar is located at the top right. The main content area is divided into two columns. The left column contains a "Welcome to the Minnesota Office of Cannabis Management" message and a "What would you like to do today?" section with links for "General Information" and "Cannabis". The right column contains a "Sign In" section with fields for "USERNAME OR EMAIL" and "PASSWORD", a "Forgot Password?" link, a "SIGN IN" button, a "Remember me on this device" checkbox, and a "Not Registered? CREATE AN ACCOUNT" link.

Note: Throughout the system, fields that have a red asterisk () are required. These must all be completed before you can continue.*

2) Type in all the required information on this screen.

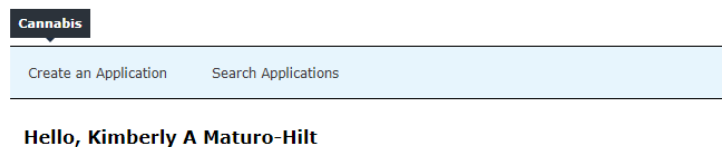
- a. Username or email
 - You may either type in the username or the email address that you created during the registration process.
 - If you have not registered as a new user yet, select **Create an Account**.
- b. Password
 - Type in the password associated to the username.
 - If the information you have typed is correct, the field names will appear green.
- c. Sign In
 - Select **Sign In**.
 - You will then be directed to your dashboard page or application list page.
 - This will depend on whether you have created records yet or if this is your first record.

If for any reason you are having trouble with your password, select **Forgot Password** and follow the instructions provided.

You may also find additional assistance on the OCM website.

3) Your dashboard

- a. Select **Create an Application** from the top left of the screen.
- b. In the future when logging into the Citizen Portal, this will display information about records associated with your account.
 - You will now move to the disclaimer page.



4) Disclaimer page

- a. You will always receive the disclaimer page before creating any new record in the system.
 - Use the scroll bar on the right-hand side of the disclaimer window to review the disclaimer in its entirety.
 - Select the check box below the disclaimer box, to acknowledge that you have read and understand the information.
 - This is required to continue.
 - Select **Continue Application**.
 - You will now be taken to the Social Equity Verification (Step 1) screen.

Note: Throughout the system you will see a blue question mark icon. Whenever you see this icon, you can select it to get more information about the field or selection.

The screenshot shows the 'Cannabis' header in a dark box. Below it is a light blue navigation bar with 'Create an Application' and 'Search Applications' links. The main content area is titled 'Online Forms and Applications' and contains a welcome message from the Minnesota Office of Cannabis Management Licensing System. It instructs users to 'Please "Allow Pop-ups from This Site" before proceeding.' and states that users must accept the General Disclaimer before beginning their application. A scrollable box contains the 'General Disclaimer' text, which states that the Office does not warrant the accuracy or timeliness of its web information and is not responsible for any damages. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms.' and a 'Continue Application »' button.

Cannabis

Create an Application Search Applications

Online Forms and Applications

Welcome to the Minnesota Office of Cannabis Management Licensing System. Using this system you can create your account, submit and update information, pay fees, schedule inspections, track the status of your application, and print your license 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding.

You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Office attempts to keep its Web information accurate and timely, the Office neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Office as a result of updates and corrections.

☐ I have read and accepted the above terms.

Continue Application »

6) Social equity verification application

- a. Add your contact information.
 - Select **Select from Account**.
 - The contact information that you created in the registration process will be added.
 - If for any reason, you need to provide alternative information, select **Add New** and fill out all the required fields.
 - Review the details about qualifications to be considered as a social equity applicant. Take a moment to review.
 - Complete the Social Equity Acknowledgement.
 - Select the check box to the left of the acknowledgement statement.
- b. Then, select the radio button to the left of the expanded option, Social Equity Verification.
- c. Select **Continue Application**.
 - You will now be taken to a review screen.

Social Equity Verification

1 Contact Information	2 Review	3 Record Issuance
-----------------------	----------	-------------------

Step 1: Contact Information > Social Equity Applicant

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Social Equity Defined

The definition of Social Equity as referenced in Statute 342.17:

(a) An applicant qualifies as a social equity applicant if the applicant meets one or more of the following:

1. was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023;
2. had a parent, guardian, child, spouse, or dependent who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023;
3. was a dependent of an individual who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023;
4. is a military veteran, including a service-disabled veteran, current or former member of the national guard;
5. is a military veteran or current or former member of the national guard who lost honorable status due to an offense involving the possession or sale of marijuana;
6. has been a resident for the last five years of one or more subareas, such as census tracts or neighborhoods: (i) where the poverty rate was 20 percent or more; (ii) where the median family income did not exceed 80 percent of the statewide median family income or, if in the metropolitan area, did not exceed the greater of 80 percent of the statewide median family income percent of the median family income for that metropolitan area; (iv) where at least 20 percent of the households receive assistance through the Supplemental Nutrition Assistance Program; or (v) where the population has a high level of vulnerability according to the Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Social Vulnerability Index; or
7. has participated in the business operation of a farm for at least three years and currently provides the majority of the day-to-day physical labor and management of a farm that had gross farm sales of at least \$5,000 but not more than \$100,000 in the previous year. (b) The qualifications described in paragraph (a) apply to each individual applicant or, in the case of a business entity apply to at least 66 percent of the controlling ownership of the business entity.

SOCIAL EQUITY ACKNOWLEDGEMENT

*I am interested in being verified as a social equity applicant. I acknowledge that being verified as a social equity applicant does not guarantee a license.



CANNABIS LICENSE TYPE

Please select the license type you are interested in applying for. You will have the opportunity to choose a different license type within the application process. Social Equity Verifications are valid for any license type you apply for:

Cannabis Event Organizer

Additional Information

Applicants will receive a follow-up email from Creative Services Inc. (CSI) within one business day to complete the social equity verification process. If you do not receive an email from CSI within one business day, please check your spam folder.

Save and resume later

Continue Application »

8) Social equity verification application – Review screen

- a. This window provides you the opportunity to review the selections you made on the previous screen. Depending on your choice, follow the appropriate step.
- If all information is correct and you are ready to submit, select **Continue Application** either at the top or bottom of the screen.
 - You will be taken to the confirmation page.
 - If you need to edit any of your selections, select **Edit**.
 - You will return to the previous page.
 - Update the appropriate fields and select continue application.
 - You will be brought back to the review screen.
 - If all information is correct and you are ready to submit, select **Continue Application** either at the top or bottom of the screen.

The acknowledgement page will show you that your application was successfully submitted. You will also receive an email confirming the successful submission with your record ID that you can use to return to your application, and details about next steps. The email will be sent to the email associated with your login credentials.

Social Equity Verification

1 Contact Information	2 Review	3 Record Issuance
-----------------------	----------	-------------------

Step 2: Review

[Save and resume later](#)

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Social Equity Verification

Applicant

[Edit](#)

Kimberly A Maturo-Hilt
Riding in Kind
10235 199th St. W
Lakeville, MN, 55044

Contact Phone: (952) 564-4802
E-mail: kimberly@thehills.com

Social Equity Defined

The definition of Social Equity as referenced in Statute 342.17:

(a) An applicant qualifies as a social equity applicant if the applicant meets one or more of the following:

1. was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023;
2. had a parent, guardian, child, spouse, or dependent who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023;
3. was a dependent of an individual who was convicted of an offense involving the possession or sale of cannabis or marijuana prior to May 1, 2023;
4. is a military veteran, including a service-disabled veteran, current or former member of the national guard;
5. is a military veteran or current or former member of the national guard who lost honorable status due to an offense involving the possession or sale of marijuana;
6. has been a resident for the last five years of one or more subareas, such as census tracts or neighborhoods: (i) where the poverty rate was 20 percent or more; (ii) where the median family income did not exceed 80 percent of the statewide median family income; or (iii) in the metropolitan area, did not exceed the greater of 80 percent of the statewide median family income percent of the median family income for that metropolitan area; (iv) where at least 20 percent of the households receive assistance through the Supplemental Nutrition Assistance Program; or (v) where the population has a high level of vulnerability according to the Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (COCATSDR) Social Vulnerability Index; or
7. has participated in the business operation of a farm for at least three years and currently provides the majority of the day-to-day physical labor and management of a farm that had gross farm sales of at least \$5,000 but not more than \$100,000 in the previous year; (b) The qualifications described in paragraph (a) apply to each individual applicant or, in the case of a business entity apply to at least 65 percent of the controlling ownership of the business entity

SOCIAL EQUITY ACKNOWLEDGEMENT

[Edit](#)

I am interested in being verified as a social equity applicant. I Yes
acknowledge that being verified as a social equity applicant does not
guarantee a license.

CANNABIS LICENSE TYPE

[Edit](#)

Please select the license type you are interested in applying for. You Cannabis Event Organizer License
will have the opportunity to choose a different license type within
the application process. Social Equity Verifications are valid for any
license type you apply for.

Additional Information

[Edit](#)

[Save and resume later](#)

[Continue Application »](#)

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

SEV-24-
000001

Appendix D. Submit Supporting Materials for Social Equity Verification

Purpose:


The purpose of this document is to provide guidance on how to submit your social equity verification materials with OCM's third-party vendor Creative Services, Inc. (CSI).

Step 1:

Once you successfully complete the social equity verification form, you will receive communication from CSI like the one displayed below. The email will come from donotreply@creativeservices.com. You may have to check junk folders.

The subject of the email states **Minnesota Office of Cannabis Management OCM Social Equity Verification**. Click on the link in that email, which will take you to the CSI portal. The link will bring you to a page where you will be asked to provide demographic information.


Minnesota Office of Cannabis Management (OCM) - Social Equity Verification


 donotreply@creativeservices.com
To Minnesota

Reply

Reply All

Forward





Tue 6/18/2024 3:51 PM

TEST TEST,

Thank you for your interest in pursuing your social equity verification with the Minnesota Office of Cannabis Management (OCM). The next step is to complete the online questionnaire that will verify your status as a social equity applicant. This questionnaire will be conducted by our contractor, Creative Services, Inc. (CSI).

Please note, this background investigation is to ensure that CSI can verify that you meet eligibility criteria as a social equity applicant, set forth in state statute. Being verified as a social equity applicant does not guarantee that a person will be placed into any subsequent application lottery conducted by OCM.

Further, this online verification system is only concerned with an individual's ability to verify they meet the given criteria for a social equity applicant and does not investigate, consider, or otherwise evaluate:

- Age
- Race
- Gender
- Ethnicity
- Religion
- Veterans status
- Criminal history
- Or any other personal characteristic of an individual that is not related to the social equity applicant criteria.

Throughout this process you may be asked to print, complete, scan, and upload additional documents required for the verification.

Please note: Even after you have already completed this process, our team may be requesting additional information and/or documents from you to continue processing your verification.

Please click on the following link to begin the process:

<https://secure-screening.creativeservices.com/a/p?o=1907511&k=qYQoCFWen7b3P8sQyFT08nShN1c3fE>

Questions? Contact Creative Services, Inc. at minnesota@creativeservices.com

Please reference order number 1907511

Thank you,
Creative Services, Inc.

Step 2:

Please provide your demographic information. Note all fields highlighted in pink/red must be completed. The question mark next to each field will show acceptable formatting and responses.



PROGRESS

Your Information

- Instructions
- Demographics: TEST TEST
- Authorization
- Review/Sign Forms

[Save Progress - Return Later](#)

[Collapse All Panels](#) ☐ ADA visual styles are DISABLED, check to enable. Please contact 800-227-0002 for assistance.

INSTRUCTIONS

Welcome TEST TEST

This online system is being used to verify your eligibility as a social equity applicant on behalf of the Minnesota Office of Cannabis Management (OCM). Please complete all required fields below.

IMPORTANT: We will collect your social equity qualifications in a later step on the Data Collection Form. You may view qualifying criteria [here](#).

[Continue to Next Step](#)

APPLICANT DEMOGRAPHICS

First Name (Full Legal Name) TEST

Middle Name

☐ Check if no middle name

Last Name (Full Legal Name) TEST

Suffix

[Add an Additional or Previous Name?](#)

Other First Name (Full Legal Name) 1

Other Middle Name 1

☐ Check if no middle name

Other Last Name (Full Legal Name) 1

Other Suffix 1

Other First Name (Full Legal Name) 2

Other Middle Name 2

☐ Check if no middle name

Other Last Name (Full Legal Name) 2

Other Suffix 2

Other First Name (Full Legal Name) 3

Other Middle Name 3

☐ Check if no middle name

Other Last Name (Full Legal Name) 3

Other Suffix 3

☐ Check if no middle name

U.S. SSN (If you do not have a U.S. SSN, please enter 000-00-0000. Please note this SSN for future use)

U.S. SSN Confirmation (Please confirm your U.S. SSN)

Country (Click the ? for acceptable formats)

Date of Birth (MM/DD/YYYY)

Your Email MINNESOTA@CREATIVESERVICES.COM

Your Phone

An additional item to note is that you may select the save progress-return later button on the left at any point in the process. Just use the same link from the original email from CSI to return to their portal. To re-enter, you will be asked for the last four digits of your Social Security number.

Welcome

To continue, verify your information below and click "continue".

Please enter the last four digits of your SSN (format: XXX-XX-####):

continue

Step 3:

After submitting your demographic information, you will be brought to a screen that gives you the option to receive a copy of your consumer report. By default, you are preselected to receive a copy of your consumer report. Select **Continue to Next Step**.

Request a Copy of the Consumer Report

Attention all applicants/employees, including but not limited to California, Minnesota and Oklahoma applicants/employees, please check this box if you would like a free copy of the consumer report/consumer investigative report if one is prepared on you.

☒ I wish to receive a copy of my report.

[Continue to Next Step](#)

Step 4:

On the next page, you will be prompted to review and fill out a series of forms including two disclosures, acknowledgement and authorization form, summary of rights, state notices, and a Tennessee Warning. These forms will provide CSI what they need to review your information to verify your social equity eligibility. Click on each link and digitally sign or review all the options.

The final form on this page is the data collection form. Complete this form by providing all the information to show that you qualify for social equity verification. For every criterion that you indicate you have any supporting documents, the system will auto create upload links in the next step of the process. If you choose to leave the data collection form, your progress on this document will be saved for your return.

Please Fill-Out/Sign Documents

Instructions:
Click each link below to display and review the document. If a document has a purple ball next to it (●), then it requires a signature or an action. If a document has a yellow ball next to it (●), then it only requires review.

Once each document has been reviewed and/or signed in the list below, you may continue to the next step.

Documents:

- [Disclosure Regarding Background Investigation](#)
- [Disclosure Regarding Investigative Consumer Report](#)
- [Acknowledgement and Authorization for Background Investigation](#)
- [Summary of Rights](#)
- [State Notices](#)
- [Tennessee Warning](#)
- [Data Collection Form](#)

Step 5:

On this page, you will be asked to upload all supporting documents for any criteria you indicated from the previous step on the data collection form.

Please Upload Required Documentation

IMPORTANT ITEMS TO NOTE BEFORE MOVING FORWARD:

We need the following listed documentation from you. This is in addition to any of the documents you may have reviewed and signed to this point.

BEFORE PROCEEDING PLEASE NOTE:

- Document uploads only allow 1 upload per link. Please scan/combine any documents with multiple pages into one document for upload. If you do not have access to a scanner, you may take a photo with your cellphone of both pages together prior to uploading.
- Some of these documents may need to be signed by hand and then uploaded. Carefully review the instructions for each document.
- There is no 'Save Progress' button on this page. If you need to leave the site and return later to upload forms, you may simply exit out of your browser. All information provided and forms previously signed will be saved but not submitted. When ready to upload completed documents and submit, click on the original link received and will be required to enter identifying information to access the site.
- Scan and upload all documents by clicking the link that reads "Click to Upload" below.

 #1

Please upload your supporting document here.
Criteria 6 Address 1 Document 1 [Click to Upload](#)

 #2

Please upload your supporting document here.
Criteria 6 Address 1 Document 2 [Click to Upload](#)

[Continue to Next Step](#)

After uploading relevant supporting documentation and completing final steps, you will see a confirmation page.

Note: Save your URL to go back and view a real-time status update.

All Complete

Congratulations, you have supplied all required information.

Your order is in process, it has completed 2 out of 9 searches.

Questions? Contact Creative Services, Inc. at 508-339-5451.



Reference order number 1907564.

[Click Here To Review Status](#)

You can return to this URL for status updates: [/c/p/portal_status_overview?guikey=qYQQoCFWen7b3P8sQyfT08nShN1c3jF](https://secure-screening.creativeservices.com/c/p/portal_status_overview?guikey=qYQQoCFWen7b3P8sQyfT08nShN1c3jF)

You will also receive an email upon completion from donotreply@creativeservices.com. Subject of the email states thank you for submitting your information. If additional information is needed to complete your verification, CSI will contact you in the next few days.

Thank you for submitting your information

 donotreply@creat
To [redacted]  2:08 PM

Thank you for submitting your information for the Minnesota Office of Cannabis Management social equity verification process. Please note: If additional information is needed to complete your verification, Creative Services, Inc. will contact you in the next few days.

Please click the following link to view the status of your verification: https://secure-screening.creativeservices.com/c/p/portal_status_overview?guikey=kYndOk7QTjcdx6Ydf0xNssuRMWT2buS

If you have any questions for Creative Services, Inc. please call 800-227-0002 x 303 or email minnesota@creativeservices.com.

Thank you,
Creative Services, Inc.

Step 6:

Upon completion, applicants will receive a copy of the Background Screening Report. This report will be delivered via a secure link sent in an email. If you meet the requirements and your social equity status is verified, you will receive an email with the link to a PDF of your Background Screening Report stating “CLEAR.”

If you do not meet the requirements and or your social equity status is not verified, you will receive an email with the link to a PDF of your Background Screening Report stating “UNDER REVIEW.” If you have been found to be under review, OCM will notify you with next steps.

If social equity status cannot be verified, you will receive an email with a link to a PDF of your Background Screening Report stating “DEFICIENT.”

You will be responsible for uploading your Social Equity certification report on your application and entering your Background Screening Report Order Number when requested. Failure to do so will result in a failed application for preapproval.

Note: Verification of social equity applicant status does not guarantee admission to the application lottery (for capped license types), ensure license approval, or replace the need for other application materials required by law.

Appendix A: Example Social Equity Certification Report

CLEAR

Subject Information:		Requestor Information:	
Subject:	DOE, JANE	Requestor Name:	CSI
DOB:	01/01/XXXX	Requestor Userid:	mnocml/admin
Social Security Number:	XXX-XX-6789	Requestor Phone:	508-339-5451
Order Number(s):	1896636	Requestor Email:	minnesota@creativeservices.com
Report Disposition:	CLEAR	Email:	atannock@creativeservices.com
Package Name(s):	Social Equity Verification	Billing Identifier 1:	
Address:	355 RANDOLPH AVE SUITE 100	Billing Identifier 2:	
	ST PAUL MN 55102	Billing Identifier 3:	
Order Date:	June 10, 2024 04:28 PM		
Completion Date:	June 10, 2024 04:58 PM		
Time First Completed:	June 10, 2024 04:58 PM		

UNDER REVIEW

Subject Information:		Requestor Information:	
Subject:	DOE, JANE	Requestor Name:	CSI
DOB:	01/01/XXXX	Requestor Userid:	mnocml/admin
Social Security Number:	XXX-XX-6789	Requestor Phone:	508-339-5451
Order Number(s):	1896661	Requestor Email:	
Report Disposition:	UNDER REVIEW	Email:	no@email.com
Package Name(s):	Social Equity Verification	Billing Identifier 1:	
Address:	355 RANDOLPH AVE SUITE 100	Billing Identifier 2:	
	SAINT PAUL MN 55102	Billing Identifier 3:	
Order Date:	June 10, 2024 04:27 PM		
Completion Date:	June 10, 2024 05:02 PM		
Time First Completed:	June 10, 2024 05:02 PM		

CLIENT DETERMINATION – DEFICIENT

Subject Information:		Requestor Information:	
Subject:	DOE, JANE	Requestor Name:	CSI
DOB:	01/01/XXXX	Requestor Userid:	mnocml/admin
Social Security Number:	XXX-XX-6789	Requestor Phone:	508-339-5451
Order Number(s):	1896661	Requestor Email:	
Report Disposition:	UNDER REVIEW	Email:	no@email.com
Package Name(s):	Social Equity Verification	Billing Identifier 1:	
Address:	355 RANDOLPH AVE SUITE 100	Billing Identifier 2:	
	SAINT PAUL MN 55102	Billing Identifier 3:	
Order Date:	June 10, 2024 04:27 PM		
Completion Date:	June 10, 2024 05:02 PM		
Time First Completed:	June 10, 2024 05:02 PM		