



Cannabis Event Organizer License Application Review and Qualifications Guidance

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Table of Contents

Introduction 3

Grounds for Application Denial 3

Reconsideration..... 4

Application Review and Minimum Qualifications 4

Local Government Approval of Cannabis Events 5

Applicant Instructions 5

Nonpublic and Public Data 8

Tennessen Warning..... 9

Appendix A – Application Review Minimum Qualifications Tables 10

 Confirmation of Local Government Approval..... 11

 Disclosure of Ownership and Control 12

 Disclosure of Ownership and Control – Additional Documentation 14

 Capitalization Table(s) 15

 Social Equity Verification(s) 17

 Site, Security, and Operations Final Plan of Record 18

 Proof of Trade Name Registration 19

 Photo ID..... 20

 Background Check..... 21

 Training and Education for Employees Final Plan of Record 22

 Quality Assurance Standard Operating Procedure Final Plan of Record 23

 Inventory Control, Storage, and Diversion Prevention Standard Operating Procedure Final Plan of Record 24

 Accounting and Tax Compliance Standard Operating Final Plan of Record 25

 Disclosure of Cannabis Event Retailers..... 26

Introduction

Pursuant to Minnesota Statutes, chapter 342, the Office of Cannabis Management (OCM or the office) may issue cannabis event organizer licenses, available to both social equity applicants and general applicants.¹

Applications for cannabis event organizer licenses may be made through Accela. The cannabis event organizer license application is open year-round, allowing applicants to apply at any time. Event license applications will be reviewed on an ongoing, rolling basis. For information on creating an Accela account and submitting an application, visit <https://mn.gov/ocm/businesses/licensing/>.

Information listed below is not a substitute for reading and following all relevant laws.

Cannabis business license availability

Cannabis event organizer licenses will be issued without a cap on the maximum number of licenses available. Applications for cannabis event organizer 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 ineligible under chapter 342 or would otherwise violate chapter 342 if issued.
- Contains a materially false statement or does not meet the requirements under [M.S. § 342.14, subds. 1, 3, 5, and 6](#), [M.S. § 342.16](#), and [M.S. § 342.18, subd. 3](#).
- Is prohibited from holding the license under [M.S. § 342.18, subd. 2](#) or for any other reason.
- Does not receive approval from the local government under [M.S. § 342.39, subd. 2](#).
- Does not provide verification of social equity status in the manner prescribed by the office representing no less than 65% ownership of the business.
- Violates true party of interest (TPOI) provisions under [M.S. § 342.185](#).

In general, a person identified as a TPOI under [Minnesota Statutes, section 342.185](#) may **not** apply for more than one application per license type or for multiple types of licenses. **If a TPOI with more than 10% ownership applies for more than one application within the same license type or for multiple license types, all associated applications will be denied.** This limitation does not apply to an individual, business, or entity that holds no more than 10% ownership of the business entity and in certain other specific cases. A person identified as a TPOI **may**:

- Contract with a city or county to operate no more than ten municipal cannabis stores.
- Hold up to 33% ownership of up to four businesses that are social equity applicants.
- Be affiliated with the following combinations of applications:
 - A single cannabis cultivator license and a single cannabis manufacturer license.
 - A single cannabis wholesaler license and a single cannabis transporter license.
 - A single cannabis wholesaler license and a single cannabis delivery service license.
 - A single cannabis transporter license and single cannabis delivery service license.
 - A single cannabis wholesaler license, a single transporter license, and a single cannabis delivery service license.
 - A single cannabis retailer license and a single cannabis delivery service license.

For capped license types, the office will notify each qualified applicant that they are being entered into the lottery. Upon selecting applicants, the office will notify selected applicants whether they have been selected or not, as well as next steps for obtaining a cannabis business license.

¹ Visit OCM's [Application Process webpage](#) for information about other license types.

For uncapped license types, the office will notify each qualified applicant that their application has met minimum criteria, as well as next steps for obtaining a cannabis business license.

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 office denies an application for licensure, the applicant may seek reconsideration from the office. The office's determination following a request for reconsideration is final.

Denial and Reconsideration

If the office denies an application for a license or removes an applicant from a lottery, the applicant may seek reconsideration from the office. Following a denial of a license application or a license that was preliminarily granted, an applicant may request reconsideration one time per application or preliminary license, as provided in [Minnesota Statutes, section 342.14, subd. 8](#).

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 2,500 words. If the applicant is requesting a new inspection for a preliminarily approved license as part of their reconsideration, they must inform the office when that inspection is scheduled. The office will not review the reconsideration request until after the inspection.

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.

Application Review and Minimum Qualifications

Applications for cannabis event organizer 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 cannabis event organizer license.

In this document the *pieces of information requested* refers to the content submitted in the applicant's final plan of record.

Local Government Approval of Cannabis Events

Prior to completing the application for a cannabis event organizer license, applicants must receive approval from the appropriate local government authority for the planned cannabis event. This approval must be submitted to the office using the [Local Approval of Cannabis Event form \(PDF\)](#) and must contain information regarding the estimated size of the cannabis event, local government contact information, and local government certification that the event plans meet all local rules, regulations, laws, and ordinances.

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.***

When completing the application, please consider the following:

- All applicants must use the provided online fillable forms, fillable PDFs, and Excel (.xls) templates 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.
- The Capitalization Table is a single Excel (.xls) file. It is the applicant's responsibility to ensure all forms are saved correctly with responses populated.
- 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.***
- The 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. 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.
- Applicants must add each owner into the Accela under the contact section.
- For documents requiring signatures, e-signatures are considered acceptable in addition to ink/wet signatures.
- 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:**
 - Confirmation of Local Government Approval (fillable PDF)
 - Capitalization Table (fillable .xls file(s))
 - Disclosure of Ownership and Control (fillable online form)
 - Accounting and Tax Compliance Standard Operating Final Plan of Record (fillable online form)
 - Site, Security, and Operations Final Plan of Record (fillable online form)
 - Inventory Control, Storage, and Diversion Prevention Standard Operating Procedure Final Plan of Record (fillable online form)
 - Quality Assurance Standard Operating Procedure Final Plan of Record (fillable online form)

- Training and Education for Employees Final Plan of Record (fillable online form)
- Vendor Participation List (fillable online form)
- Any application submitted fewer than 30 days prior to the event runs the risk that OCM will not have ample time to review the license and may result in a license not being issued before the event. We encourage all applicants to submit their application 30 or more days prior to the event.
- Prior to submitting your application, you will need to have the following completed documents ready for attachment **in form (PDF)**.
 - Site Diagram
 - Additional documents for the Disclosure of Ownership and Control (as applicable).
 - If the applicant is a corporation, copies of the applicant's articles of incorporation and bylaws and any amendments to the applicant's articles of incorporation or bylaws.
 - Copies of any partnership agreement, operating agreement, or shareholder agreement.
 - Copies of any promissory notes, security instruments, or other similar agreements.
 - If a qualified social equity applicant – Social Equity Certification Report with *Clear* status provided from CSI Inc. Social equity applicants must have at least 65% of the controlling ownership of the business entity. The document uploaded must reflect the *applicant's* Social Equity Certification Report with “Clear” status.
 - For applications with multiple verified social equity owners comprising no less than 65% of ownership, applicants will need to provide the Social Equity Certification Report with “Clear” status unique number from CSI for all individuals associated in the capitalization table. See the instructions on the capitalization table for where to place these unique numbers.
 - Proof of Trade Name registration provided from Minnesota Secretary of State.
 - Valid photo ID issued by a governmental or tribal agency.
 - An attestation signed by a bona fide labor organization that the qualified applicant has entered into a labor peace agreement (LPA).
 - Results from a third-party background check submitted to the office that meets the linked requirements: [Background Check Resources / Office of Cannabis Management](#) This must be submitted directly to the office at ocm.licensing@state.mn.us by third-party background vendor. Note: The applicant must request a background check not more than 60 days before submitting the application.

Instructions for required document uploads

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

1. Online fillable forms
2. Fillable PDFs
3. Capitalization table (fillable Excel .xls file)

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.
 - [Disclosure of Ownership and Control \(fillable online form\)](#)
 - [Accounting and Tax Compliance Standard Operating Final Plan of Record \(fillable online form\)](#)
 - [Site, Security, and Operations Final Plan of Record \(fillable online form\)](#)
 - [Inventory Control, Storage, and Diversion Prevention Standard Operating Procedure Final Plan of Record \(fillable online form\)](#)
 - [Quality Assurance Standard Operating Procedure Final Plan of Record \(fillable online form\)](#)
 - [Training and Education for Employees Final Plan of Record \(fillable online form\)](#)
 - [Vendor List \(fillable online form\)](#)
2. Complete each 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.

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

Fillable PDFs and Capitalization Table (.xls File)

1. Access the required fillable PDFs and Excel file using the links provided below.
 - [Local Approval of Cannabis Event form \(PDF\)](#)
 - Note: This form must be completed and submitted on Accela prior to completing any other forms, including prior to the completion of the online fillable forms and the capitalization table.
 - [Capitalization Table \(.xls file\(s\)\)](#)
2. Complete each form in its respective format.
3. Upload all completed PDFs and the Excel file to your Accela application.

Diagram of Event Layout

Create a diagram of the layout of the cannabis event in accordance with Minnesota Statutes, chapter 342 and Minnesota Rules, chapter 9810. Make sure that includes the following:

- Name of event
- Event organizer business name
- Event organizer primary contact
- Event organizer phone number
- Address of event
- Key with labels for each symbol used
- Where the event will take place on the grounds/property
- Square footage of event (defined as area fenced in) along with dimensions
- All entrances and exits that will be used by participants during the event
- Commercial grade fencing or other physical barriers used to segregate the event space and to screen the consumption area(s)
- All cannabis and/or hemp consumption areas that will comply with the Minnesota Clean Indoor Air Act (indoor events) or local outdoor smoking ordinances (outdoor events).
- All retail areas where cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products will be sold
- Any location where cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products will be stored
- Any location where cannabis waste will be stored

This guide continues on the next page.

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 plans, financial information, customer and employee identification, data related to transportation vehicles, and other trade secret data. Below is a chart that highlights what is and is not classified as nonpublic data, per [Minnesota Statutes, section 342.20](#):

Nonpublic applicant data	Public applicant 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. • Data reported to the office using the statewide monitoring system.	• 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 the volatile chemicals that 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. • Status of an application, except for an applicant’s status as a social equity applicant.

This guide continues on the next page.

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 people 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

This guide continues on the next page.

Appendix A – Application Review Minimum Qualifications Tables

Confirmation of Local Government Approval

Citations for applicant reference: Minnesota Statutes, section 342.39, subd. 2(a)(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)
9. Mandatory: Use OCM's Local Approval of Cannabis Event form (PDF).	1. The full legal name, contact information, and signature of an authorized local government official certifying that the applicant's planned cannabis event details are compliant with all relevant local laws, rules, regulations, and ordinances. 2. The estimated size of the planned cannabis event, including (i) estimated daily attendance, (ii) estimated total attendance across the duration of the event, (iii) and estimated number of employees and licensed business entities present at the event.	1. Applicant provided the full legal name, contact information, and signature of an authorized local government official certifying that the applicant's planned cannabis event details are compliant with all relevant local laws, rules, regulations, and ordinances. 2. Applicant provided plans describing, at a minimum, the three (3) pieces of information requested for #2 <i>in</i> the attachment form (PDF).	1. Applicant <i>did not</i> provide the full legal name, contact information, and signature of an authorized local government official certifying that the applicant's planned cannabis event details are compliant with all relevant local laws, rules, regulations, and ordinances. 2. Applicant <i>did not</i> provide plans describing, at a minimum, the three (3) pieces of information requested for #2 <i>in</i> the attachment form (PDF).

Disclosure of Ownership and Control

Citations for applicant reference: Minnesota Statutes, sections 342.14, subds. 1(a)(2), (12), 1(b), 1(e)

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)
Mandatory: Use OCM's Disclosure of Ownership and Control form (PDF) OR applicant provides an attestation affirming that the ownership and control structure and capitalization table are materially identical to those submitted for the applicant's previously approved licenses. As applicable: Additional uploaded copies of documents outlined in the form (PDF).	- Identification of the full legal name of each owner, officer, director, manager, or general partner of the business. - A statement from the applicant and, if the applicant is a business, from every officer, director, manager, and general partner of the business, indicating whether that person has previously held, or currently holds, an ownership interest in a cannabis business in Minnesota, any other state or territory of the United States, or any other country. If none, put N/A. This should include all individuals listed in criterion 1 and listed on the applicant's capitalization table, including the applicant. - An explanation detailing the funding sources used to finance the business. - A list of operating and investment accounts for the business including any applicable financial institution and account number.	- Applicant lists the full legal name of each owner, officer, director, manager, or general partner of the business in the attachment form (PDF). - Applicant and, if the applicant is a business, every officer, director, manager, and general partner of the business has disclosed ownership interest in cannabis businesses, and detailed ownership interest if any, in the attachment form (PDF). - Applicant provided an explanation detailing the funding sources used to finance the business in the attachment form (PDF). - Applicant provided a list of operating and investment accounts for the business in the attachment form (PDF).	- Applicant does not list the full legal name of each owner, officer, director, manager, or general partner of the business in the attachment form (PDF). - Applicant, and, if the applicant is a business, every officer, director, manager, and general partner of the business, does not disclose ownership interest in cannabis businesses, and detailed ownership interest if any, in the attachment form (PDF). - Applicant does not provide an explanation detailing the funding sources used to finance the business in the attachment form (PDF). - Applicant does not provide a list of operating and investment accounts for the business in the attachment form (PDF).

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)
	5. A disclosure of any violation of a license agreement or a federal, state, or local law or regulation committed by the applicant or any true party of interest in the applicant's business that is relevant to business and working conditions. 6. A list of each outstanding loan and financial obligation obtained for use in the business including the loan amount, loan terms, and name and address of the creditor. 7. If the applicant is a corporation, signature of at least two officers or managing agents of that entity. Note: Only entities that are either incorporated under Minnesota Statutes, chapter 302A, or are a corporation incorporated in another state and registered with the Minnesota Secretary of State under Minnesota Statutes, chapter 303 are required to provide two signatures.	5. Applicant disclosed of any violation of a license agreement or a federal, state, or local law or regulation committed by the applicant or any true party of interest in the applicant's business that is relevant to business and working conditions in the attachment form (PDF). 6. Applicant provided a list of each outstanding loan and financial obligation obtained for use in the business in the attachment form (PDF). 7. If the applicant is a corporation, applicant provided signature of at least two officers or managing agents of that entity in the attachment form (PDF). 8. If applicable, applicant completes attestation affirming that the ownership and control structure is materially identical to those submitted for the applicant's previously approved licenses.	5. Applicant does not disclose of any violation of a license agreement or a federal, state, or local law or regulation committed by the applicant or any true party of interest in the applicant's business that is relevant to business and working conditions in the attachment form (PDF). 6. Applicant does not provide a list of each outstanding loan and financial obligation obtained for use in the business in the attachment form (PDF). 7. If the applicant is a corporation, applicant does not provide signature of at least two officers or managing agents of that entity in the attachment form (PDF). 8. If applicable, applicant completed attestation affirming that the ownership and control structure is materially identical to those submitted for the applicant's previously approved licenses, however, upon review, this attestation was determined to be false or inaccurate.

Disclosure of Ownership and Control – Additional Documentation

Citations for applicant reference: Minnesota Statutes, section 342.14 subd. 1(b)

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. As applicable: Uploaded copies of documents outlined in the Application Review Minimum Qualifications Table.	1. <i>If the applicant</i> is a corporation, copies of the applicant's articles of incorporation and bylaws and any amendments to the applicant's articles of incorporation or bylaws. 2. <i>If applicable</i>, copies of any partnership agreement, operating agreement, or shareholder agreement. 3. <i>If applicable</i>, copies of any promissory notes, security instruments, or other similar agreements.	1. Applicant attests <i>in</i> the application that by not uploading the additional documentation listed in Information to Be Reviewed #1-3, that the documentation does not exist. 2. <i>If uploading additional documentation</i> listed in Information to Be Reviewed column #1-3: ○ All of the submitted documents comply with requirements of all relevant laws and chapter 342, Laws of Minnesota 2024, chapter 121, article 2, section 76, and the chapter of Minnesota Statutes under which the applicant is organized.	1. Applicant <i>does not</i> attest <i>in</i> the application that by not uploading the additional documentation listed in Information to Be Reviewed #1-3, that the documentation does not exist. 2. <i>If uploading additional documentation</i> listed in Information to Be Reviewed column #1-3: ○ Any of the submitted documents <i>do not</i> comply with requirements of all relevant laws and chapter 342 or the chapter of Minnesota Statutes under which the applicant is organized.

Capitalization Table(s)

Citations for applicant reference: Minnesota Statutes, sections 342.14 subds. 1(a)(14), 1(b)(1); 342.185

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)
Mandatory: Use OCM's Capitalization table template (.xls file(s)) OR applicant provides an attestation affirming that the ownership and control structure and capitalization table are materially identical to those submitted for the applicant's previously approved licenses.	- The management structure, ownership, and control of the applicant or license holder, including the name of every cooperative member, officer, director, manager, general partner, or business entity; the office or position held by each person; each person's percentage ownership interest, if any. - If the business has a parent company, the name of each owner, board member, and officer of the parent company and the owner's, board member's, or officer's percentage ownership interest in the parent company and the cannabis business. This should include all individuals listed in the applicant's Disclosure of Ownership and Control form (PDF).	- Applicant provides all necessary capitalization table(s) and required information reflecting all true parties of interest and ownership in attachment form (PDF). - All true parties of interest identified in the capitalization table(s) result in individual persons. - If applicable, applicant provided an attestation affirming that the capitalization table is materially identical to those submitted for the applicant's previously approved licenses. - Capitalization table(s) equate to 100% ownership, and include all owners, even if they are publicly traded companies. - Capitalization table(s) reflects ownership of no less than 65% from verified social equity applicants, if the applicant is a social equity applicant.	- Applicant does not provide all necessary capitalization table(s) and required information reflecting all true parties of interest and ownership in attachment form (PDF). - All true parties of interest identified in the capitalization table(s) did not result in individual persons. - If applicable, applicant provided an attestation affirming that the capitalization table is materially identical to those submitted for the applicant's previously approved licenses however, upon review, this attestation was determined to be false or inaccurate. - Capitalization table(s) did not equate to 100% ownership, or did not include all owners, even if they are publicly traded companies.

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)
		6. Capitalization table(s) matches the ownership structure as indicated in the additional documentation, if provided as listed in the Disclosure of Ownership and Control, Information to Be Reviewed #6-9. 7. The true parties of interest listed on the capitalization table(s) are not associated with any other application for this license type. 8. The true parties of interest listed on the capitalization table(s) are not associated with any other application for any other license type that would result in prohibited license ownership in section 342.18.	5. Capitalization table(s) does not reflect ownership of no less than 65% from verified social equity applicants, if the applicant is a social equity applicant. 6. Capitalization table(s) does not match the ownership structure as indicated in the additional documentation listed in Disclosure of Ownership and Control, Information to Be Reviewed #6-9. 7. The true parties of interest listed on the capitalization table(s) are associated with any other application for this license type. 8. The true parties of interest listed on the capitalization table(s) are associated with any other application for any other license type that would result in prohibited license ownership in M.S. § 342.18. Refer to Page 4 of this guidance document for this information.

Social Equity Verification(s)

Citations for Applicant Reference: Minnesota Statutes, section 342.14, subd. 1c

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)
9. As applicable: Social Equity Certification Report provided by Creative Services Inc. (PDF).	1. Proof that the applicant is a social equity applicant.	1. Applicant provides the Social Equity Certification Report indicating Clear status from Creative Services Inc. (CSI) for the applicant, and the Social Equity Certification Report numbers indicating Clear status from CSI for each individual comprising no less than the 65% ownership as indicated on the capitalization table(s) and all documentation submitted in the Disclosure of Ownership and Control.	1. Applicant <i>does not</i> provide the Social Equity Certification Report indicating Clear status from Creative Services Inc. (CSI) for the applicant, and the Social Equity Certification Report numbers indicating Clear status from CSI for each individual comprising no less than the 65% ownership as indicated on the capitalization table(s) and all documentation submitted in the Disclosure of Ownership and Control.

Site, Security, and Operations Final Plan of Record

Citations for applicant reference: Minnesota Statutes, section 342.14, subd. 1(a)(6), (10)

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)
Mandatory: Use OCM's Site, Security, and Operations Final Plan of Record online fillable form. Mandatory: Labor peace agreement signed by applicant and a bona fide labor organization. - A labor peace agreement (LPA) is required for the business entity as part of the application process. Once obtained, the LPA may be reused for future applications, provided it remains active and valid.	- A diagram of the physical layout of the temporary cannabis event that includes, at a minimum the eight (8) requirements requested in the online fillable form. - Plans describing, at minimum, the eleven (11) pieces of information requested in the online fillable form. - A document signed by a bona fide labor organization stating that the applicant has entered into a labor peace agreement.	- Applicant provides a diagram that, at a minimum, displays the eight (8) requirements requested for #1 <i>in</i> the online fillable form. - Applicant provides plans describing, at minimum, the eleven (11) pieces of information requested for #2 <i>in</i> the online fillable form. Applicant provides a signed LPA from a union.	- Applicant <i>does not</i> provide a diagram that, at a minimum, displays the eight (8) requirements requested for #1 <i>in</i> the online fillable form. - Applicant <i>does not</i> provide plans describing, at minimum, the eleven (11) pieces of information requested for #2 <i>in</i> the online fillable form. Applicant does not provide a signed LPA from a union.

Proof of Trade Name Registration

Citations for applicant reference: Minnesota Statutes, section 342.14 subd. 1(a)(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: 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 doing business as (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, 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 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 DBA name listed on the registration, if applicable.

Photo ID

Citations for applicant reference: Minnesota Statutes, section 342.14 subd. 1(a)(1), (14)

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: 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. 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 does not provide a valid government photo ID that matches that of the applicant. 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.

Background Check

Citations for applicant reference: Minnesota Statutes, section 342.15; Minnesota Rules, part 9810.1001

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)
3. Mandatory: A criminal background check performed by a third-party consumer reporting agency or background screening company that is in compliance with the federal Fair Credit Reporting Act and accredited by the Professional Background Screening Association. This must be submitted directly to the office at ocm.licensing@state.mn.us by third-party background vendor. A list of approved vendors can be found on OCM's Background Check Resources for License Applicants webpage (https://mn.gov/ocm/businesses/licensing/resources/licenseapplicants)	1. Criminal history of the applicant and any controlling persons against prohibited convictions per Minnesota Rules, part 9810.1001.	1. Applicant provides criminal background checks for applicant and all controlling persons that adhere to standards. 2. Applicant and all controlling persons of the business do not have criminal offenses that are disqualifying under rules.	1. Applicant does not provide a criminal background checks for applicant and all controlling persons that adhere to standards. 2. Either the applicant or any controlling person has any disqualifying criminal offenses.

Training and Education for Employees Final Plan of Record

Citations for applicant reference: Minnesota Statutes, section 342.14, subd. 1(a)(11); Minnesota Rules, part 9810.1102

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: Use OCM's Training and Education for Employees Final Plan of Record online fillable form.	1. Plans describing, at minimum, the two (2) pieces of information requested in the online fillable form.	1. Applicant provides a plan that includes two (2) pieces of information in the online form.	1. Applicant <i>does not</i> provide a plan that includes two (2) pieces of information requested in the online form.

Quality Assurance Standard Operating Procedure Final Plan of Record

Citations for applicant reference: Minnesota Statutes, section 342.14, subd. 1 (a)(9)(i)

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: Use OCM's Quality Assurance Standard Operating Procedure Final Plan of Record online fillable form.	1. Plans describing, at minimum, the seven (7) pieces of information requested in the online fillable form.	1. Applicant provides plans describing, at minimum, the seven (7) pieces of information requested in the online fillable form.	1. Applicant <i>does not</i> provide plans describing, at minimum, the seven (7) pieces of information requested in the online fillable form.

Inventory Control, Storage, and Diversion Prevention Standard Operating Procedure Final Plan of Record

Citations for applicant reference: Minnesota Statutes, section 342.14, subd. 1(a)(9)(ii); Minnesota Rules, parts 9810.1104, 9810.1100, subp. 2A(5)

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: Use OCM's Inventory Control, Storage, and Diversion Prevention Standard Operating Procedure Final Plan of Record online fillable form.	- Plans describing, at minimum, the five (5) pieces of information requested in the online fillable form. - Plans describing, at minimum, the two (2) pieces of information requested in the online fillable form.	- Applicant provides inventory control, storage, and diversion prevention standard operating procedures final plan of record that includes the five (5) pieces of information requested in the online fillable form. - Applicant provides onsite consumption inventory control, storage, and diversion prevention standard operating procedures final plan of record that includes the two (2) pieces of information requested in the online fillable form.	- Applicant <i>does not</i> provide inventory control, storage, and diversion prevention standard operating procedures final plan of record that includes the five (5) pieces of information requested in the online fillable form. - Applicant <i>does not</i> provide onsite consumption inventory control, storage, and diversion prevention standard operating procedures final plan of record that includes the two (2) pieces of information requested in the online fillable form.

Accounting and Tax Compliance Standard Operating Final Plan of Record

Citations for applicant reference: Minnesota Statutes, section 342.14, subd. 1(a)(9)(iii)

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: Use OCM's Accounting and Tax Compliance Standard Operating Final Plan of Record online fillable form.	1. Plans describing, at minimum, the three (3) pieces of information requested in the online fillable form.	1. Applicant provides accounting and tax compliance standard operating procedures final plan of record describing, at minimum, the three (3) pieces of information requested in the online fillable form.	1. Applicant <i>does not</i> provide accounting and tax compliance standard operating procedures final plan of record describing, at minimum, the three (3) pieces of information requested in the online fillable form.

Disclosure of Cannabis Event Retailers

Citations for applicant reference: Minnesota Statutes, section 342.39, subd. 2(a)(5)

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)
4. Mandatory: Use OCM's Disclosure of Cannabis Event Retailers form (PDF).	1. A list of the name, number, and type of licensed cannabis businesses and hemp businesses that will sell cannabis plants, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, and hemp-derived consumer products at the event. 2. A completed attestation that confirms the applicant's understanding that the Disclosure of Cannabis Event Retailers form (PDF) is completed and accurate.	1. Applicant provides a list of the name, number, and type of licensed cannabis businesses and hemp businesses that will sell cannabis plants, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, and hemp-derived consumables <i>in</i> the provided form (PDF). 2. Applicant completed attestation that confirms the applicant's understanding that the Disclosure of Cannabis Event Retailers form (PDF) is completed and accurate <i>in</i> the provided form (PDF).	1. Applicant <i>did not</i> provide a list of the name, number, and type of licensed cannabis businesses and hemp businesses that will sell cannabis plants, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, and hemp-derived consumables <i>in</i> the provided form (PDF). 2. Applicant <i>did not</i> complete attestation that confirms the applicant's understanding that the Disclosure of Cannabis Event Retailers form (PDF) is completed and accurate <i>in</i> the provided form (PDF).