

# LPHE Final Plan of Record Material Changes Form

## Submission Instructions

This form is used to notify OCM of material changes to your lower potency hemp edible (LPHE) license final plan of record (FPOR). To submit a material change request, email the following documents to OCM via [ocm.licensing@state.mn.us](mailto:ocm.licensing@state.mn.us):

- A completed copy of this Final Plan of Record Material Change form
- A PDF of the updated FPOR document\* ([Lower-Potency Hemp Edible Business: Site, Security, and Operations Final Plan of Record](#))

\*When completing a new, updated version of your FPOR via the online fillable FPOR form, you are required to resubmit all information associated with the form, even if certain details have not changed. As a reminder, once you complete the fillable online form, a PDF copy of your new FPOR will be emailed to you.

If your online FPOR PDF or any related attachments exceed email size limits, upload the updated documents to your Accela account under Site Registration instead of submitting them by email. When submitting your FPOR Material Change form, indicate in your email that the supporting documents have been uploaded to Accela.

For additional information on what constitutes a material change to your final plans of record, please refer to the guidance on the [Making Business Changes webpage](#).

## License Holder Information

Legal business name	
License number	
Site address	
Primary contact name	
Title	
Email	
Phone	

## Description of Proposed Change

Provide a detailed description of the change(s). Please include: what is changing, why the change is being made, and whether operations will pause or be modified.

**Response:**

## Implementation Timeline

Proposed implementation date: \_\_\_\_\_

Has the change already occurred?

- No
- Yes

## Attestation

I certify that the information provided is true and accurate to the best of my knowledge and that the proposed changes will not be implemented until approval is received from the office when required.

**Print name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_