



Lower-Potency Hemp Edible License Application Review and Eligibility Guidance

Version 2.1 | Aug. 1, 2026

Table of Contents

Introduction 3

Grounds for Application Denial 3

Denial and Reconsideration..... 3

Application Review and Statutory Requirements 4

Applicant Instructions 4

Nonpublic and Public Data 5

Tennessee warning 6

Appendix A – Application Review Minimum Statutory Requirements Tables 7

 Photo ID.....8

 Proof of Trade Name Registration9

 Proof of Workers’ Compensation Insurance..... 10

 Labor Peace Agreement..... 11

 Site, Security, and Operations Final Plans of Record – Lower-Potency Hemp Edible Manufacturer 12

 Site, Security, and Operations Final Plans of Record – Lower-Potency Hemp Edible Retailer..... 14

 Site, Security, and Operations Final Plans of Record – Lower-Potency Hemp Edible Wholesaler 15

Introduction

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

For information on creating an Accela account and submitting an application, please visit <https://mn.gov/ocm/businesses/licensing/>.

The information contained in this document is not legal advice, nor is it intended to replace each applicant's and license holder's obligation to thoroughly read and maintain compliance with all applicable laws and rules.

Lower-potency hemp edible business license availability

There is no cap on the maximum number of lower-potency hemp edible licenses that will be issued. Applications for lower-potency hemp edible licenses will be reviewed on a rolling basis in the order received and will 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. § 342.43](#) and [M.S. § 342.44](#)
- Is prohibited from holding a license for any other reason

The office may request additional information from an applicant if the office determines that the information is necessary to review or process the application per [M.S. § 342.14, subd. 3\(d\)](#). 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

The office may deny an application if the applicant does not provide the additional requested information within 14 calendar days, or under other grounds allowed by law. If the office denies an application, the office will notify the applicant of the denial and the basis for the denial. Following a denial of a license application, an applicant may request reconsideration one time.

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

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

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

Requests for reconsideration may not exceed 1,500 words. No new documents, materials, or evidence may be offered or submitted that were not included in the original application or subsequently requested by the office.

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

Application Review and Statutory Requirements

Applications for lower-potency hemp edible licenses will be reviewed for completeness *and* for the requirements pursuant to Minnesota Statutes, chapter 342. 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 statutory requirements will be issued a lower-potency hemp edible license.

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

Applicant Instructions

To promote applicant success while ensuring the requirements for licensure are met, the office has provided the Minimum Requirements 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 statutory requirements.***

Application component requirements by license type:

- Lower-potency hemp edible manufacturer license:
 - Photo ID
 - Signed labor peace agreement
 - Proof of Trade Name Registration
 - Site, Security, and Operations Final Plans of Record ([online fillable form](#))
 - Complete a final plan of record **per site** you are registering. Review the final plan of record and complete all components, including completing workers' compensation insurance information and completing additional insurance requirements as applicable.
- Lower-potency hemp edible retailer license:
 - Photo ID
 - Proof of Trade Name Registration
 - Site, Security, and Operations Final Plans of Record ([online fillable form](#))
 - Complete **one** final plan of record that includes all sites you are registering. Review the final plan of record and complete all components, including completing workers' compensation insurance information and completing additional insurance requirements as applicable.
- Lower-potency hemp edible wholesaler license:
 - Photo ID
 - Proof of Trade Name Registration
 - Site, Security, and Operations Final Plans of Record ([online fillable form](#))
 - Complete a final plan of record **per site** you are registering. Review the final plan of record and complete all components, including completing workers' compensation insurance information and completing additional insurance requirements as applicable.

Instructions for online fillable Final Plan of Record (FPOR) form

1. Access the required online FPOR forms using the links provided.
2. Complete the form for each site you are registering. A PDF copy of each form will be automatically emailed to you upon submission.
3. Upload a PDF copy of your FPOR form to each site registration(s) in your Accela application.

When completing the application, please consider the following:

- All applicants must use the provided online fillable forms (hyperlinked above). Once completed, the applicant must upload these online fillable forms into Accela. Handwritten responses in the fillable sections will not be accepted.
- Application criteria will be evaluated on an eligible/ineligible basis, based on the statutory requirements listed in the third column of the tables in Appendix A consistent Minnesota Statutes, chapter 342.
- Applicants may use each application attachment table as a checklist to ensure all statutory requirements 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 statutory requirements have been met.
- Any aspect of the submitted information or materials that indicate the applicant will not comply with any applicable provision of Minnesota Statutes, chapter 342, or any other relevant state law will result in a denial of the application. ***All relevant statutes and laws should be carefully read and considered prior to the development and submission of an application.***
- Accela **does not** allow you to upload multiple documents per attachment category. You will only be able to attach the **primary** required online form in the manner prescribed in these instructions before submitting payment. There may be some document categories where an applicant may have multiple exhibits to support the requirement. Please combine all exhibits into a single file and upload to appropriate category to ensure timely processing of application. Applicants **will not** be able to upload any additional documents after submitting payment.

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 issued a license, a significant portion of application data become public, except an applicant's business plan, financial information and other trade-secret data (including customer and employee identification). Below is a chart that highlights what is and is not classified as nonpublic data, per [Minnesota Statutes, section 342.20](#):

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

Tennessen warning

On your cannabis or hemp license application, the Minnesota Office of Cannabis Management (OCM), or its vendor, may ask you for information that is classified as “private data” under the Minnesota Government Data Practices Act (Minnesota Statutes, chapter 13) or Minnesota Statutes, chapter 342. The Data Practices Act requires any governmental entity asking an individual to supply private data to inform the individual of:

- (a) the purpose and intended use of the requested data**
- (b) whether the individual may refuse to supply the requested data or is legally required to supply them**
- (c) any known consequence of supplying or refusing to supply private data**
- (d) the identity of other persons or entities authorized by state or federal law to receive the data**

The data requested are to process your cannabis or hemp license application.

Pursuant to, and not limited to, Minnesota Statutes, sections 342.02, 342.11, 342.12, 342.14, 342.16, 342.17, 342.18, and 342.185, and 342.44, 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 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:

- (a) you
- (b) state personnel who determine your eligibility for licensure
- (c) employees of license database vendors
- (d) the Minnesota Department of Revenue
- (e) 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
- (f) person(s) authorized by a court order
- (g) any other person authorized by state or federal law

This guide continues on the next page.

Appendix A – Application Review Minimum Statutory Requirements Tables

Photo ID

Citations for applicant reference: Minnesota Statutes, section 342.44 subds. 1(b)(1), 2(a)(1)

Documents submitted for review in office prescribed manner	Information to be reviewed	Statutory requirements met (eligible)	Statutory requirements not met (ineligible)
Mandatory for all lower-potency hemp license types: Photo ID issued by a government or Tribal body (PDF or JPEG).	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.	- Applicant provides a valid government photo ID that matches the applicant. Please note: OCM will accept all identification for applicants with names that do not match that of the applicant provided the applicant has had a name change and will verify applicant identification through other means such as birthdate and Social Security number. - The applicant is 21 years of age or older.	- Applicant <i>does not</i> provide a valid government photo ID that matches that of the applicant. Please note: OCM will accept all identification for applicants with names that do not match that of the applicant provided the applicant has had a name change and will verify applicant identification through other means such as birthdate and Social Security number. - The applicant is <i>not</i> 21 years of age or older.

Proof of Trade Name Registration

Citations for applicant reference: Minnesota Statutes, section 342.44 subd. 1(b)(3)

Documents submitted for review in office prescribed manner	Information to be reviewed	Statutory requirements met (eligible)	Statutory requirements not met (ineligible)
Mandatory for all lower-potency hemp license types: Proof of trade name registration document provided by Minnesota Secretary of State (PDF).	- Proof of trade name registration for the company name, with assumed name or DBA listed on the registration if applicable. Trade name registration can be documented by providing proof of registration with the Secretary of State. This proof should include the company name along with the assumed name or DBA as listed on the registration. - For more information on how to register your business with the Minnesota Secretary of State, please visit the How to Register Your Business webpage.	- Applicant provides the trade name registration documentation provided by the Minnesota Secretary of State for the company name, with assumed name or doing-business-as (DBA) name listed on the registration, if applicable. - Examples of acceptable documentation (provide one of the following): ○ Certificate of Organization (for LLCs) ○ Certificate of Incorporation (for Corporations) ○ Certificate of Good Standing (for any company other than a sole proprietorship) ○ Certificate of Existence and Registration (for any company other than a sole proprietorship) - Additionally, if the applicant company has a “Doing Business As” or “DBA”, provide one of the following: ○ Certificate of Assumed Name (for any company type including a sole proprietorship that is operating under a name other than that of the sole proprietor’s name) ○ Assumed Name Annual Renewal (for any company type including a sole proprietorship that is operating under a name other than that of the sole proprietor’s name)	Applicant <i>does not</i> provide the trade name registration documentation provided by the Minnesota Secretary of State for the company name, with assumed name or doing-business-as (DBA) name listed on the registration, if applicable.

Proof of Workers' Compensation Insurance

Citations for applicant reference: Minnesota Statutes, section 176.182

Pursuant to Minnesota Statutes, section 176.182, you are required to provide to the Office of Cannabis Management proof of workers' compensation insurance coverage in compliance with section 176.181, subdivision 2 or provide an attestation that you are exempted from obtaining workers' compensation insurance coverage in compliance with section 176.041.

Documents submitted for review in office prescribed manner	Information to be reviewed	Statutory requirements met (eligible)	Statutory requirements not met (ineligible)
Mandatory for all lower-potency hemp license types: Proof of workers' compensation insurance (PDF).	- Proof of workers' compensation insurance as documented in Final Plan of Record. Documentation includes either: - Name of the insurance company, policy number and dates of coverage - Provide attestation that you are exempted from obtaining workers' compensation insurance coverage - Provide attestation of self-insurance and upload copy of permit to self-insure from the Minnesota Department of Commerce, self-insurance identification number and self-insurance effective dates	Applicant provides proof of workers' compensation insurance including either 1) the name of insurance company, policy number and dates of coverage or 2) an attestation that they are exempted from obtaining workers' compensation insurance coverage or 3) an attestation of self-insurance, copy of the permit to self-insure provided to the business by the Minnesota Department of Commerce, self-insurance identification number and self-insurance effective dates.	Applicant does not provide proof of current workers' compensation insurance documentation including 1) name of insurance company, policy number and dates of coverage or 2) an attestation that they are exempted from obtaining workers' compensation insurance coverage or 3) an attestation of self-insurance, copy of the permit to self-insure provided to the business by the Minnesota Department of Commerce, self-insurance identification number and self-insurance effective dates.

Labor Peace Agreement

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

Documents submitted for review in office prescribed manner	Information to be reviewed	Statutory requirements met (eligible)	Statutory requirements not met (ineligible)
Mandatory for lower-potency hemp manufacturer licenses: Labor peace agreement signed by applicant and a bona fide labor organization.	A document signed by a bona fide labor organization stating that the applicant has entered into a labor peace agreement.	Applicant confirms that they have entered into a labor peace agreement signed by a bona fide labor organization as a condition of licensure.	Applicant <i>does not</i> confirm that they have entered into a labor peace agreement signed by a bona fide labor organization as a condition of licensure.

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

Citations for applicant reference: Minnesota Statutes, sections 342.44 and 342.45

Documents submitted for review in office prescribed manner	Information to be reviewed	Statutory requirements met (eligible)	Statutory requirements not met (ineligible)
Mandatory for lower-potency hemp manufacturer licenses: OCM provided “Site, Security, and Operations Final Plans of Record” online fillable form. Complete a final plan of record per each site you are registering.	- A diagram of the physical layout of the facility that includes, at a minimum the 14 requirements requested in the online fillable form. - Plans describing, at minimum, the 13 pieces of information requested for site, security, and operations final plans of record. <i>If seeking internal/external transport activity</i>, plans describing, at minimum, the four pieces of information requested for site, security, and operations final plans of record. <i>If seeking extraction and concentration endorsement (LPHE)</i>, plans describing, at minimum, the five pieces of information requested for site, security, and operations final plans of record. <i>If seeking hemp product exporter endorsement</i>, plans describing, at minimum, the six pieces of information requested for site, security, and operations final plans of record.	- Applicant provides a diagram that, at a minimum, displays the 14 requirements requested for #1 <i>in</i> the online fillable form. - Applicant provides plans describing, at minimum, the 13 pieces of information requested for #2 <i>in</i> the online fillable form. - Applicant provides plans describing, at minimum, the four pieces of information requested for #3 <i>in</i> the online fillable form, if applicable. - Applicant provides plans describing, at minimum, the five pieces of information requested for #4 <i>in</i> the online fillable form, if applicable. - Applicant provides plans describing, at minimum, the six pieces of information requested for #5 <i>in</i> the online fillable form, if applicable.	- Applicant <i>does not</i> provide a diagram that, at a minimum, displays the 14 requirements requested for #1 <i>in</i> the online fillable form. - Applicant <i>does not</i> provide plans describing, at minimum, the 13 pieces of information requested for #2 <i>in</i> the online fillable form. - Applicant <i>does not</i> provide plans describing, at minimum, the four pieces of information requested for #3 <i>in</i> the online fillable form, if applicable. - Applicant <i>does not</i> provide plans describing, at minimum, the five pieces of information requested for #4 <i>in</i> the online fillable form, if applicable. - Applicant <i>does not</i> provide plans describing, at minimum, the six pieces of information requested for #5 <i>in</i> the online fillable form, if applicable.

Documents submitted for review in office prescribed manner	Information to be reviewed	Statutory requirements met (eligible)	Statutory requirements not met (ineligible)
	<i>If seeking edible cannabinoid product handler endorsement (LPHE), plans describing, at minimum, the two pieces of information requested for site, security, and operations final plans of record.</i>	Applicant provides plans describing, at minimum, the two pieces of information requested for #6 <i>in</i> the online fillable form, if applicable.	Applicant <i>does not</i> provide plans describing, at minimum, the two pieces of information requested for #6 <i>in</i> the online fillable form, if applicable.

Site, Security, and Operations Final Plans of Record – Lower-Potency Hemp Edible Retailer

Citations for applicant reference: Minnesota Statutes, sections 342.44 and 342.46

Documents submitted for review in office prescribed manner	Information to be reviewed	Statutory requirements met (eligible)	Statutory requirements not met (ineligible)
Mandatory for lower-potency hemp retail licenses: OCM provided “Site, Security, and Operations Final Plans of Record” online fillable form. Complete one final plan of record, uploading a site list with each site you are registering.	- Plans describing, at minimum, the five pieces of information requested for site, security, and operations final plans of record. <i>If seeking internal/external transport activity</i>, plans describing, at minimum, the three pieces of information requested for site, security, and operations final plans of record. <i>If seeking on-site consumption endorsement (LPHE)</i>, proof of insurance that meets or exceeds the requirements under chapter 340A and plans describing, at minimum, the three pieces of information requested for site, security, and operations final plans of record. <i>If seeking delivery endorsement (LPHE)</i>, plans describing, at minimum, the five pieces of information requested for site, security, and operations final plans of record.	- Applicant provides plans describing, at minimum, the five pieces of information requested for #1 in the online fillable form. - Applicant provides plans describing, at minimum, the three pieces of information requested for #2 in the online fillable form, if applicable. - Applicant provides proof of insurance that meets or exceeds the requirements under chapter 340A in the online fillable form, if applicable and plans describing, at minimum, the three pieces of information requested for site, security, and operations final plans of record. - Applicant provides plans describing, at minimum, the five pieces of information requested for #4 in the online fillable form, if applicable.	- Applicant <i>does not</i> provide plans describing, at minimum, the five pieces of information requested for #1 in the online fillable form. - Applicant <i>does not</i> provide plans describing, at minimum, the three pieces of information requested for #2 in the online fillable form, if applicable. - Applicant <i>does not</i> provide proof of insurance that meets or exceeds the requirements under chapter 340A in the online fillable form, if applicable and plans describing, at minimum, the three pieces of information requested for site, security, and operations final plans of record. - Applicant <i>does not</i> provide plans describing, at minimum, the five pieces of information requested for #4 in the online fillable form, if applicable.

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

Citations for applicant reference: Minnesota Statutes, sections 342.44 and 342.455

Documents submitted for review in office prescribed manner	Information to be reviewed	Statutory requirements met (eligible)	Statutory requirements not met (ineligible)
Mandatory for lower-potency hemp wholesaler licenses: OCM provided “Site, Security, and Operations Final Plans of Record” online fillable form. Complete a final plan of record per each site you are registering.	- Plans describing, at minimum, the four pieces of information requested for site, security, and operations final plans of record. <i>If seeking transporter endorsement</i>, plans describing, at minimum, the nine pieces of information requested for site, security, and operations final plans of record. <i>If seeking hemp product exporter endorsement</i>, plans describing, at minimum, the six pieces of information requested for site, security, and operations final plans of record. <i>If seeking LPHE importer endorsement</i>, plans describing, at minimum, the three pieces of information requested for site, security, and operations final plans of record.	- Applicant provides plans describing, at minimum, the four pieces of information requested for #1 in the online fillable form. - Applicant provides plans describing, at minimum, the nine pieces of information requested for #2 in the online fillable form, if applicable. - Applicant provides plans describing, at minimum, the six pieces of information requested for #3 in the online fillable form, if applicable. - Applicant provides plans describing, at minimum, the three pieces of information requested for #4 in the online fillable form, if applicable.	- Applicant <i>does not</i> provide plans describing, at minimum, the four pieces of information requested for #1 in the online fillable form. - Applicant <i>does not</i> provide plans describing, at minimum, the nine pieces of information requested for #2 in the online fillable form, if applicable. - Applicant <i>does not</i> provide plans describing, at minimum, the six pieces of information requested for #3 in the online fillable form, if applicable. - Applicant <i>does not</i> provide plans describing, at minimum, the three pieces of information requested for #4 in the online fillable form, if applicable.