

Minnesota Lower-Potency Hemp Edible (LPHE) License Holder: Request for Changes to General Information

This document is for business license holders to request an update to their official record with OCM.

The following updates can be made using this form:

- Contact email address
- Contact phone number
- Contact address
- Removal of existing contacts
- Addition of new contacts
- Addition or change of site contact

Note: Contacts above may include authorized agent, applicant or site contact.

The following updates cannot be made using this form:

- Withdrawing an application
- Adding a new endorsement and/or business activity
- Withdrawing an approved endorsement and/or business activity
- Changing a site location
- Adding or removing ownership contacts (this includes owners and applicants) (*hemp licenses may not be transferred per state law*)
- Changing business name, including DBA
- Updating final plans of record

There are separate forms for many of these requests. Please refer to [Making Business Changes web page](#) for information on submitting any of the above updates to OCM.

Failure to provide complete and accurate information may result in delays in processing requested changes.

Instructions

Complete Section 1 and any other relevant section. Submit this completed form and required documents (if applicable) via email to ocm.licensing@state.mn.us.

Section 1: License Holder Information

Legal business name	
OCM license number	

Section 2: Changes to Existing Contact Information for Applicant, Authorized Agent, Site Contact, or Owner on Record

Name of contact	
Current email address on record with OCM	
New email address	
Current phone number on record with OCM	
New phone number	
Current address on record with OCM	
New mailing address	

Section 3: Deleting Site Contact or Authorized Agent Names

Note: This cannot be an owner or applicant.

Current contact <i>name</i> on record with OCM that you would like to remove	
Current contact <i>type</i> (e.g., site contact or authorized agent) on record with OCM that you would like to remove	

Section 4: New Site Contact or Authorized Agent Names

Note: This cannot be an owner or applicant.

New contact name to add on record	
Contact type (e.g., site contact or authorized agent)	
Email	
Address	

Section 5: Description of Changes

Please provide a general description of the changes.

Section 6: Changes Not Identified Above

If you are making any other types of changes to your license information, please provide a detailed description of the types of changes you would like to make. OCM may contact you for additional information.