MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

Minnesota Cannabis License Holder: Request for Changes to General Information

This document is for business license applicants or 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 mailing address
- Deletion of existing contacts
- Addition of new contacts

Note: Contacts above may include authorized agent, owner, 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 deleting ownership contacts ***(this includes owners and applicants)***
- Changing business name, including DBA
- Updating final plans of record

Please refer to OCM's Making Changes webpage for information on submitting any of the above updates to OCM.

Failure to provide complete and accurate information may result in delays in licensure.

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: Applicant or license holder information on record

Legal business name	
OCM license or application number	
Applicant name	

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 mailing address on record with OCM:

New mailing address:

Section 3: Removing site contact or authorized agent names

Note: This cannot be an owner or applicant.

Current contact name on record with OCM that you would like to remove:

Current contact type (e.g., site contact or authorized agent) on record with OCM that you would like to delete:

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:

Mailing 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 application or license information, please provide a detailed description as to any of types of changes you would like to make. OCM may contact you for additional information.