Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Alaskabuds, LLC	**License Number:**	10094		
License Type:	Retail Marijuana Store				
Doing Business As:	ALASKABUDS, LLC				
Physical Address:	1005 E 5th Ave				
City:	Anchorage	**State:**	AK	**Zip Code:**	99501
Designated Licensee:					
Email Address:	alaskabuds@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	M1-01

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Alaskabuds, LLC	**License Number:**	10094		
License Type:	Retail Store				
Doing Business As:	Alaskabuds, LLC				
Premises Address:	1005 E 5th Ave				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99501

Mailing Address:	PO Box 241521				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99524

Primary Contact:	Tammy W Miller		
Main Phone:	9072442995	**Cell Phone:**	9072442995
Email:	tmiller041@gmail.com		

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Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

Entry and exit to the facility is through a controlled access point, where identification is verified and access is granted into the general access area of the facility. Signs that read "No one under 21 years of age allowed", compliant with section 3 AAC 306.325 will be posted in clear view at the main access point into the facility. Restricted access areas will be clearly identified with signs that read "No Unauthorized Access", where only employees with specific access and purpose will be allowed to enter. Security alarm systems and video surveillance are in use to monitor all restricted access areas.

Describe your processes for admitting visitors into and escorting them through restricted access areas:

All visitors to the facility must be logged in and out. Each visitor's government-issued identification will be evaluated for the age requirement established in 3 AAC 306.710(c)(1) and will be photocopied or scanned and then added to the log. Upon approval, the visitor will be issued a visitor badge in compliance with 3 AAC 306.710(c)(2). A employee must continuously visually supervise each visitor while on the premises in compliance with 3 AAC 306.710(c)(3), and will ensure that the visitor does not have access to any products, customer records, cash, or proprietary information such as business records.

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Describe your recordkeeping of visitors who are escorted into restricted access areas:

The format of the visitor's log will include, at a minimum, the date & time of arrival, the name of the visitor, the company or agency name represented by the visitor, the stated purpose of the visit, the name of the Employee who will be the responsible escort while the visitor is on-site, and the exit time. Upon completion of the visitor's log by the employee and the acceptance of responsibility by an employee, the visitor will be issued a visitor's identification badge, which will be connected to a lanyard and is required to be prominently displayed at all times. At the end of every week, Alaskabuds will scan the visitor log to identify anyone who has visited multiple times and verify the visits were necessary for Alaskabuds to complete its necessary business

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Exterior lighting will be placed at the entrances to the facility in a manner to operate with video surveillance cameras to ensure the quality of the image is sufficient for identity purposes of an individual who is within 20 feet of an entrance.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

All exterior doors will be equipped with contact sensors, windows will be outfitted with seismic sensors, and motion detectors will be installed in the interior of the building. The alarming system will report system failures and have a UPS backup power system. The system will be monitored by an off site security company who will provide notifications and 911 dispatch when necessary.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

The security system will be key pad operated and will be activated by PIN at the end of each business day with two employees present. Once the system is activated the employees will exit the lobby door and lock it and call the security company to let them know they have activated the alarm and left the facility. The security company will also have the store operating hours and will make notification to the manager and owner if the alarm is not activated during non business hours.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Alaskabuds has instituted several written policies and procedures to prevent diversion of marijuana. These policies and procedures are in the Alaskabuds Employee Manual and each new employee will be trained prior to working at the store. Employees performance will be evaluated daily to determine if additional training is required. The manual includes detailed procedures on receiving into and selling out of marijuana in the POS tracking system along with end of day inventory reconciliation. We have policies in place that cover employee behavior, a few examples are: No employee's may bring personal marijuana on to the premises, employee purchases must be completed by a manager and employees are subject to random checks before they leave the facility after their shift.

Describe your policies and procedures for preventing loitering:

Alaskabud employees will actively engage with customers to facilitate their purchase and escort them out once the transaction is complete. Vendors who make pickups, deliveries or repairs will be escorted and only allowed to be on site only as long as necessary to complete their business. Employees are not permitted to receive visitors at the store. The facility will also have outside surveillance systems that will be monitored by the on duty ID check person. If someone is observed loitering in the parking lot area they will be requested to leave by the on duty manager.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

Alaskabuds has a detailed Security and Emergency Response plan, each employee will be trained and is required to be familiar with these procedures. All exterior access points will be equipped with commercial grade locks, all doors will be equipped with contact solutions and windows will have seismic sensors. Motion detectors will be placed through out the facility and activated and monitored during non business hours. The on duty manager will have a duress switch that can be activated if necessary.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

If a law enforcement agency is alerted during non business hours the manager and owner will report to the facility and wait inside their vehicle for law enforcement to arrive. Once law enforcement is on site the manager or owner will provide any assistance to law enforcement that is requested. They will not enter the premises until law enforcement says it is safe to do so.
If law enforcement is notified during business hours and it is safe to do so the on duty manager will call 911 and report the incident that caused the notification and provide any additional information that will be useful in their response.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	■	☐
Both the interior and exterior of each entrance to the facility	■	☐
Each point of sale area	■	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	■	☐
Clearly and accurately displays the time and date	■	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	■	☐

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Alaskabuds engaged a security company to design a video surveillance system that meets the state requirements. We provided drawings of the store and a copy of the State Regulations and completed an in depth review of the requirements with the team. The system that has been proposed meets or exceeds the current requirements. Cameras will be placed in a manner that their view is not blocked and provides a clear image that is adequate to identify anyone inside the facility. The outside area will be well lit and entrances will be equipped with low light cameras capable of producing images that are clear and adequate to identify an individual within 20 feet of the entrance.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

The video surveillance recording equipment will be mounted in a telco closet that is equipped with a commercial grade door and lock. The owner and store manager will be the only individuals authorized to have keys and grant access to this area. If access is necessary the owner or manager will provide access and escort the requesting party. Records will be secured in a safe in the restricted access area that only the owner and manager have access too.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	■	☐
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	■	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	■	☐
Video surveillance records are stored off-site	■	☐

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Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	■	☐
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	■	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	■	☐
Records related to advertising and marketing	■	☐
A current diagram of the licensed premises including each restricted access area	■	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	■	☐
All records normally retained for tax purposes	■	☐
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	■	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	■	☐

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A marijuana establishment is required to exercise due diligence in preserving and maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Alaskabuds will use MJ Freeway for marijuana and marijuana product transaction recording and document management. All paper documents related to marijuana or marijuana products will be scanned and stored electronically on the MJ Freeway platform. MJ Freeway is hosted in tier-3 data centers that are equipped with redundant power and communication sources, hardware infrastructure, and stringent security protocols that comply with HIPAA and HITEC privacy requirements. MJ Freeway employs a pod infrastructure where each tier-3 data center is located in different states and where client data is backed up on a separate data center nightly, thus providing the capability of restoring customer's data and services within hours of a business interruption or natural disaster.

Alaskabuds will maintain all other electronic and paper records required under 3 AAC 306.755 related to business operations in a fire proof safe on site. Access to the records will be restricted to the owner and manager. Records older than 6 months may be stored off site at a data/document storage facility that has the proper procedures in place that exercise due diligence in preserving and maintaining the records.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	■	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	■	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

Alaskabuds has selected MJ Freeway as its marijuana tracking system. MJ Freeway offers a Software-as-a-Service (SaaS) solution that is designed with compliance, security, and high availability in mind. The geographically diverse centers provide built-in disaster recovery capability and business interruption protection. MJ Freeway has developed detailed procedures and processes for the receiving and shipping of inventory, inventory reconciliation and consumer transactions. Users access the software with unique identification credentials that are linked to specific roles and permissions within the software. Every transaction is recorded to an audit trail with a time/date stamp and user credentials to ensure a clearly documented chain of custody at all times. This ensures accountability for, and oversight of, the business activities, which can then be monitored by management, owners, and regulators at any time, from anywhere. To date, the most common systems employed by other states are Leaf Data System, which is an MJ Freeway product, BioTrack THC, and METRC which is a Franwell Product. In each of these cases, MJ Freeway fully integrates with these systems where API documentation has been provided.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	■	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	■	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	■	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

In addition to the State required Marijuana Handler Training, Alaskabuds will implement and execute a training program for every employee, regardless of the employee's prior level of cannabis knowledge. The program will take place upon the employee's start date, and must be completed before the employee can serve and interact with customers. Key topics of the training program will include: Customer Education Approach, Types of Cannabis, Cannabinoids and their Properties, Terpenes, Dosage Guidelines, Ways to Consume Marijuana, Product and Customer Safety, State Rules and Regulations. Refresher training will be conducted quarterly or as required when the regulations change.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	■	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

Marijuana determined to be waste will be identified in the MJ Freeway inventory tracking system as required under 3 AAC 306.730. All waste product will be labeled and sequestered in a safe, segregated in such a way that no marijuana waste is commingled with regular inventory. Once the facility is ready to destroy the waste they will make notification to the MCB and wait the required 3 days prior to destruction. The manager will grind the material and mix it with non-composable material and transport it to an approved solid waste disposal site.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

The materials that marijuana will be mixed with include paper waste, cardboard waste, plastic waste and vegetable oil.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Marijuana waste will be made unusable by grinding and mixing it with at least an equal amount of other non-compostable materials. The materials that marijuana will be mixed with include paper waste, cardboard waste, plastic waste and vegetable oil. Once the marijuana is rendered unusable it will be delivered to a permitted solid waste disposal center.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	■	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	■	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	■	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	■	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	■	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	■	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	■	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

A retail marijuana store may only transport marijuana or a marijuana product to another retail marijuana store. When packaged for consumer use the packages must not exceed one ounce and wholesale packages must not exceed 5lbs, each package will be identified by a tracking label. Marijuana will be labeled in compliance with 3 AAC 306.470 and 3 AAC 306.475 and marijuana products will be labeled compliance with 3 AAC 306.565 and 3 AAC 306.570. The manager shall use the marijuana inventory tracking system to record the type, amount and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. A complete printed copy of the transport manifest must be kept with the marijuana or marijuana product at all times.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

The marijuana or marijuana product will be placed in a sealed container and then placed in a locked safe connected to the frame of the transport vehicle. The sealed package may not be opened during transport.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

We plan on having two signs to be mounted on the Southwest corner of the building. One will face 5th Ave and the other will face Juneau Street. The signs will be lit, rectangle in shape and measure approximate 48" X 96".

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	■	☐
Promotes excessive consumption	■	☐
Represents that the use of marijuana has curative or therapeutic effects	■	☐
Depicts a person under the age of 21 consuming marijuana	■	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	■	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☒	☐
On or in a public transit vehicle or public transit shelter	☒	☐
On or in a publicly owned or operated property	☒	☐
Within 1000 feet of a substance abuse or treatment facility	☒	☐
On a campus for post-secondary education	☒	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☒	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☒	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☒	☐

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Section 8 – Control Plan for Persons Under the Age of 21

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The entrance to the property will have a sign on the door of a size not less than 12" X 12" with letters of a size not less than 1/2" that reads "No One Under 21 years of age Allowed" which leads into the lobby of the facility. The lobby is separated from the retail area by a door that is locked at all times. There are no marijuana or marijuana products kept or stored in the lobby area. Once inside the lobby the customer will be received by a greeter and requested to provide a valid ID for age verification. If the customer is 21 years of age or older they will be escorted into the retail area through the locked door. If the individual is under 21 years of age or does not have a valid ID they will be told they are not allowed on premise and asked to leave the property.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Tammy M
Signature of licensee

Tammy Miller
Printed name

Subscribed and sworn to before me this 24th day of June, 2016.

Notary Public in and for the State of Alaska.

My commission expires:

NOTARY PUBLIC
DAVID J. BAKER
STATE OF ALASKA
My Commission Expires April 7, 2017

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