



Alaska Marijuana Control Board Marijuana Handler Permit Application Instructions

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

amco.admin@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

What is in this packet?

Each licensee, employee, or agent of a marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit card from AMCO before being licensed or beginning employment at a marijuana establishment, per 3 AAC 306.700.

Marijuana handler permits are valid for three years from the date of course completion.

There are no Alaska residency restrictions for marijuana handler permits.

The following instructions regarding new marijuana handler permit applications for submission to the Alcohol and Marijuana Control Office (AMCO) were created to assist you in completing forms and gathering necessary documents. The AMCO staff has worked diligently to make these instructions easy to understand and provide valuable training and resources for all applicants to ensure that permit applications and supplemental documents are completed accurately.

Applicants should complete the following before proceeding with a new marijuana handler permit application:

- Read these instructions
- Review our video instructions. <https://youtu.be/fLCzq0R3rDY>
- Initiate the Marijuana Handler Permit online application through myAlaska. (see page #3)
- Complete a Marijuana Control Board approved **Marijuana Handler Permit Education Course**

If you have completed the above bulleted requirements and still have a marijuana handler permit question, please send your question in an email to amco.admin@alaska.gov.

Alcohol and Marijuana Control Office Hours

If you are unable to visit the Anchorage or Fairbanks office, please mail your application documents to:

AMCO
Attn: Handler Permit
550 West 7th Ave Suite 1600
Anchorage, AK 99501

Anchorage:
550 West 7th Ave, Suite 1600
Monday through Friday from 9:00am to 11:00am, Alaska Time

Fairbanks:
1648 Cushman St, Suite 203
Wednesdays from 9:00am to 12:00pm, Alaska Time



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Document Submission and Card Issuance Instructions

In order to receive a marijuana handler permit card, please complete the following steps:

1. Complete the marijuana handler permit online application, starting on myAlaska (detailed instructions are included on page 3-4).
2. Complete a Marijuana Control Board approval Marijuana Handler Permit Education Course. Complete list on our website. <https://www.commerce.alaska.gov/web/amco/MarijuanaHandlerPermit.aspx>
3. Obtain a Criminal History Background Check at any local Alaska State Trooper Post. <https://dps.alaska.gov/Statewide/R-I/Background/WalkIn>
4. Gather required documents listed below.
5. Bring completed application to the Anchorage or Fairbanks office, or mail to the Anchorage office.

Checklist for All Permit Applications

The following documents and items must be submitted before an application will be considered complete:

Walk ins:

- Standard Cover Page
- Marijuana Handler Permit Education Course Completion Certificate (copy)
- Permit Fee (\$50, paid by check or money order, payable to the State of Alaska) (**No cash or credit card**)
- Valid Government Issued ID (if mailing in, please provide a clear photo copy)
- A Criminal History Background Check.

Additionally required for mail ins:

- Photo (2" x 2" "passport size" in full color photo)

Additionally required for replacement cards:

- Marijuana Handler Permit Replacement Form and \$50 replacement fee



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Online Application Instructions

In order to receive a marijuana handler permit card, please complete the following steps:

1. Go to <https://www.commerce.alaska.gov/web/amco/MarijuanaHandlerPermit.aspx>. Click the button titled “Initiate Handler Permit Application.”
2. You will be redirected to myAlaska where you will use your myAlaska login ID and password to log in.
3. Once you have logged in, you will arrive at a home screen.
4. Click the button titled “Apply for a new Handler Permit.”
5. Fill out the application entirely, and then click the “Submit Application” button.
6. Click the button titled “Review Application,” and **REVIEW YOUR APPLICATION!!!**
7. Once you have reviewed your application for accuracy and completeness, click the “Submit Application” button.

You will be redirected to your account home, where you can view your permit information by clicking on the handler permit number. From there, click on the “Standard Cover Page” button and print the generated PDF.

Handler Permit Number	First Name	Last Name	Issue Date	Effective Date	Expiration Date	Handler Status
21540	Marijuana	Handler				Initiated

HANDLER PERMIT 21540

Handler Permit Number: 21540
Handler Status: **Initiated**
Issue Date:
Effective Date:
Expiration Date:
Name: Marijuana Handler
Date of Birth: 01/01/1998
Phone Number: 907-269-0350
Email Address: marijuana.handler@alaska.gov
Mailing Address: 650 W. 7th Ave.
Suite 1600
Anchorage, AK 99501
UNITED STATES

Actions & Documents
Standard Cover Page

8. Once you have reached this stage of your online application, you will need to submit payment to the AMCO office.