



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce,  
Community,  
and Economic Development

Alcohol and Marijuana Control Office

550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

April 25, 2022

RE: Marijuana Establishment License Renewal Application Notice

Dear Licensee,

Your marijuana establishment license is due to renew. No later than **June 30, 2022**, the complete electronic renewal application, corresponding fees, and supplemental documents must be submitted to the Alcohol & Marijuana Control Office (AMCO), as required under 3 AAC 306.035. Any corporations or limited liability organizations that apply for renewal must also be in good standing with the Division of Corporations for the renewal application to be considered complete.

**The following documents and items must be submitted for all license types:**

- **Online Renewal Application**
- **Form MJ-20: Renewal Application Certifications**
- **Form MJ-20a: Residency Exception Affidavit**
- **Fingerprint Card** (one for each individual licensee)
  - **Fingerprint Fees** (\$48.25 per person)
  - **If you have multiple marijuana licenses being renewed, one fingerprint card and fee for each individual licensee will suffice for all marijuana licenses being renewed.**
- **Proof of Right to Possession of the Licensed Premises**
- **Entity Documents**
  - For a corporation:
    - Certificate of Incorporation
    - Corporate by-laws
    - The name of each corporate officer, and a list of all current shareholders and their ownership percentage
  - For a limited liability company:
    - The LLC Operating Agreement
    - A current list of all members and managers, and their ownership percentage
  - For a partnership (including limited partnerships):
    - Partnership Agreement
    - The name of each general or managing partner, and their ownership percentage
- **Renewal Application Fee: \$600.00**
- **Onsite Consumption Endorsement Renewal Application Fee (if applicable): \$600.00**
- **License Renewal Fee:**
  - Limited Cultivation: \$1,400.00
  - Concentrate Manufacturing: \$2,000.00
  - Testing Facilities: \$5,000.00
  - Product Manufacturing, Retail Store, and Standard Cultivation: \$7,000.00
- **Endorsement Renewal Fee (if applicable): \$2,000.00**

To access the Online Renewal Application, please log into your MyAlaska account or visit the following link:

<https://www.commerce.alaska.gov/abc/Marijuana/secure>

To access fillable PDFs of Form MJ-20: Renewal Application Certifications and MJ-20a: Residency Exception Affidavit, visit the following link: <https://www.commerce.alaska.gov/web/amco/MarijuanaLicenseApplication.aspx>

**Temporary licenses will only be issued to those licenses who have submitted a complete application by the deadline, but whose renewal status is not resolved by August 31, 2022.**

**AN APPLICATION WILL BE CONSIDERED INCOMPLETE UNLESS AND UNTIL ALL REQUIRED SUPPLEMENTAL DOCUMENTS HAVE BEEN ACCURATELY COMPLETED AND SUBMITTED, AND ALL REQUIRED FEES HAVE BEEN PAID.**

Personal or bank checks, cashiers' checks, and money orders are the only acceptable forms of payment at this time. **Payment for all fees must be submitted to AMCO's Anchorage office no later than 4:00 pm on June 30, 2022.**

**Any application that is submitted or incomplete after June 30, 2022 is delinquent and will be assessed an additional non-refundable \$1,000 late renewal application fee under 3 AAC 306.100(b).**

Any marijuana establishment that fails to submit a complete license renewal application on or before August 31, 2022, for any reason, including failure to pay any required fees or submit accurate and complete copies of any required supplemental documents, will have its corresponding license expire at 11:59 pm on August 31, 2022. Any holder of an expired license must immediately surrender the license to the Board. **Any holder of an expired license that seeks authority to operate must file a complete new license application.** If you do not intend to seek a renewal of your license, please send a written notification to AMCO staff by emailing [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov).

The Marijuana Control Board (MCB) will decide whether to grant or deny an application not later than 90 days after receiving the complete application. The MCB may hold a hearing under 3 AAC 306.070 to ascertain the reaction of the public or a local government to any complete application, either on its own initiative or in response to an objection or protest received under 3 AAC 306.060 or 3 AAC 306.065 respectively. If the MCB approves your renewal application, your 2022/2023 marijuana establishment license will be delivered to you by an AMCO investigator or mailed to you at the mailing address on file.

Please scan and email complete supplemental documents (with the exception of payment and fingerprint cards) and send any questions or concerns about your renewal application to [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov).

Sincerely,

A blue ink handwritten signature that appears to read "Carrie Craig". The signature is stylized and somewhat cursive.

Carrie Craig  
Acting Director/Records and Licensing Supervisor