



Alaska Marijuana Control Board

Marijuana Establishment

Form MJ-17b: License Transfer Application Checklist

What is this document?

The following checklists were created to assist applicants with gathering all documents and items required to transfer a marijuana establishment license.

Checklist for All License Applications

The following documents and items must be submitted for all license types before a transfer application will be considered complete:

- ☐ **Form MJ-17c:** License Transfer Application
- ☐ **Form MJ-00:** Application Certifications (a completed copy for each individual person)
- ☐ **Form MJ-17d:** Unaltered Operating Plan and Premises Diagram Affidavit (as applicable)
- ☐ **Form MJ-01:** Marijuana Establishment Operating Plan (as applicable)
- ☐ **Form MJ-02:** Premises Diagram (as applicable)
- ☐ **Form MJ-07:** Public Notice Posting Affidavit
- ☐ **Form MJ-08:** Local Government Notice Affidavit
- ☐ **Publisher's Affidavit**
- ☐ **Form MJ-09:** Statement of Financial Interest (a completed copy for each individual person)
- ☐ **Form MJ-19:** Creditors Affidavit
- ☐ **Proof of Possession for Proposed Premises**
- ☐ **Entity Documents**
 - For a partnership, including a limited partnership, a copy of the **partnership agreement**, along with a copy of **any forms you have submitted or will submit to the Division of Corporations**
 - For a limited liability company, a copy of the **operating agreement**, along with a copy of **any forms you have submitted or will submit to the Division of Corporations**
 - For a corporation, a copy of the **certificate of incorporation**, along with a copy of **any forms you have submitted or will submit to the Division of Corporations**
 - For a local government, a **resolution of the governing body** approving the application and designating an official responsible for the proposed marijuana establishment
- ☐ **State Business License** (for the transferee)
- ☐ **Fingerprint Cards** (a completed copy for each individual person)
- ☐ **Fingerprint Fees**
- ☐ **Transfer Application Fee** (\$1,000 for each license type)
- ☐ **Additional License-Type-Specific Items** (See Page 2 for license-type-specific checklists)
- ☐ **Additional Transfer-Type Specific Items** (Security Interest Transfer or Compelled Retransfer- See Page 2)

There are documents and items that are required for each type of license in addition to the items listed in the checklist on this page. Please review the checklists on Page 2 to determine what additional items need to be submitted before your license application will be reviewed and processed by an Occupational Licensing Examiner.



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License-Type-Specific Checklists

Review the corresponding checklist below for the type of license you are applying to transfer to determine what additional documents and items must be submitted before your application will be considered complete.

Retail Marijuana Store Applications:

- ☐ **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental (as applicable)
- ☐ **Food Safety Permit or Permit Application** (as applicable)

Standard/Limited Marijuana Cultivation Facility Applications:

- ☐ **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental (as applicable)

Marijuana Concentrate/Product Manufacturing Facility Applications:

- ☐ **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental (as applicable)
- ☐ **Food Safety Permit or Permit Application** (as applicable)

Marijuana Testing Facility Applications:

- ☐ **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental (as applicable)

Security Interest Transfer under 3 AAC 306.049, 33 AAC 306.051 and 3 AAC 306.080(d)(2)(B) and Compelled Retransfers under 3 AAC 306.052:

- ☐ **Security Interest Transfers require additional security interest documentation laid out at 3 AAC 306.051:** (Refer to 3 AAC 306.051 for full list of additional documents). Examples: Draft UCC financing statement. List of personal property being conveyed along with the value of the property. Security Interest Agreement.
- ☐ **Compelled Retransfers under 3 AAC 306.052:** All original security interest documents from the prior transfer with security interest.