



Alaska Marijuana Control Board Marijuana Handler Permit Application Instructions

Alcohol and 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

What is 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 issue.

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 the **Frequently Asked Questions (FAQs)** provided on our website at <http://www.commerce.alaska.gov/web/amco>
- Read these **Instructions**
- 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, you may send your question in an email to amco.enforcement@alaska.gov.

Cynthia A. Franklin
Director

Sarah Daulton Oates
Records & Licensing Supervisor

Alcohol and Marijuana Control Office Hours

AMCO will begin issuing marijuana handler permit cards the week of May 16, 2016. For the week of May 16 – May 20, 2016, marijuana handler permit cards will be issued in Anchorage in Room 108 of the Atwood Building (550 W 7th Avenue). Applicants who live in Fairbanks or Juneau must schedule an appointment with your local AMCO investigator to have permit cards issued.

AMCO Headquarters (Anchorage Office)

Marijuana Handler Permit Card hours: Tuesday and Thursday: 9:00am – 11:00am and 1:00pm – 3:00pm Alaska Time

Regular office hours: Monday – Friday: 9:00am – 4:00pm

Our office closes: Every day from 12:00pm – 1:00pm for lunch



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Checklist for All Permit Applications

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

- Online Application
- Standard Cover Page
- Marijuana Handler Permit Education Course Completion Certificate (original copy)
- Passport Photo (2" x 2" full color photo)
- Permit Fee (\$50, paid online)

Document Submission and Card Issuance Instructions

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

1. Complete a Marijuana Control Board approval Marijuana Handler Permit Education Course.
2. Complete the marijuana handler permit Online Application (detailed instructions are included on Page 3).
3. Log in to your account and pay the \$50 permit fee.
4. **For applicants who live near Anchorage, Fairbanks, or Juneau:**
Bring a copy of your Standard Cover Page, your original Marijuana Handler Education Course Completion Certificate, an original passport photo, and a valid form of photo identification to your local AMCO office (see page 1 for office hours). Your card will be issued and provided to you by AMCO staff.
For applicants who do not live near Anchorage, Fairbanks, or Juneau:
Mail a copy of your Standard Cover Page, your original Marijuana Handler Education Course Completion Certificate, an original passport photo, and a clear and readable color copy of a valid form of photo identification to the Anchorage AMCO office at the address below. Your card will be issued within five business days and mailed to you at the mailing address on your application.

Alcohol & Marijuana Control Office
Attn: Enforcement
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501



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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/MarijuanaLicenseApplication.aspx>. Click the button titled "Initiate Marijuana 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. Select the button titled "Secure Site".
4. Click the button titled "Apply for a new Handler Permit".
5. Fill out the application entirely, and then click the "Save Handler" 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, you will click on the "Standard Cover Page" button and print one copy.

HANDLER PERMIT 1000

Welcome, *MarijuanaUser3* [Account Home](#) [Sign-Out](#)

Handler Permit Number: 1000
Handler Status: **Initiated**
Issue Date:
Effective Date:
Expiration Date:

ACTIONS & DOCUMENTS

[Standard Cover Page](#)

Name: Jim Morrison
Date of Birth: 05/17/1955
Phone Number: 907-269-0350
Email Address: marijuana@alaska.gov
Mailing Address: 550 W 7th Ave
Suite 1600
Anchorage, AK 99501
UNITED STATES

HANDLER EVENTS

▶ Initial Application

Status: Incomplete

8. Once you have reached this stage of your Online Application, AMCO staff will make payment available to you online. Pay the \$50 fee by accessing your myAlaska account.