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

Alaska Marijuana Control Board

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:	HEMPCO, LLC.	**License Number:**	12618		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	HEMPCO, LLC.				
Premises Address:	43280 KENAI SPUR HIGHWAY				
City:	NIKISKI	**State:**	ALASKA	**ZIP:**	99635

Mailing Address:	1540 N. SHORELINE DRIVE				
City:	WASILLA	**State:**	ALASKA	**ZIP:**	99654

Primary Contact:	JENNY FOSTER		
Main Phone:	9078308666	**Cell Phone:**	9078308666
Email:	jenny@hempco.org		

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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:

Facility will not be open to the public. No tours or leisure visits are permitted. Any visitor to the premises will have to be able to prove: over 21 years of age, a need to be escorted into any restricted access area. If a need is determined, Visitor's identification will be screened, and the visitors log will be filled out. Visitor will wear an identification tag at all times while in the facility. No more than 5 visitors per employee or agent will be permitted in the facility at a time, in accordance with applicable laws.

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

1. Determine if purpose of visit is business essential.
2. Screen Identification for age 21 years or above, sign visitor's log, issue visitor I.D. badge.
3. Escort visitors in accordance with 3 AAC 306.710
4. Collect visitors I.D. badge, and ensure visitors log is updated with departure time upon completion of visit.

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

A logbook to record the persons full name, date of visit, time of entry and departure and nature/purpose of visit will be maintained. Visitor's I.D. numbered badges will also be required to be worn at all times while upon the premises. Badges will be returned at the end of said visit and they will be accounted for at the end of each visit as well.

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

See below.

HEMPCO, LLC.
Employee:

JENNY FOSTER
(Photo goes here)

AMCO Handler Permit # _____

HEMPCO, LLC.

VISITOR

Badge #: _____

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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:

Commercial type exterior lighting will be provided on all sides of the building and covering all facility exits. Some of the lighting will be motion sensitive. Security cameras will be I.R. capable, and the field of view will cover the approach up to each exterior door. Security cameras will record 24 hours per day, seven days per week, 365 days per year and go back a minimum of 40 days as required.

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

(1) Pursuant to 3 AAC 306.715(c)(2) a security alarm system on all exterior doors and windows; and The Licensed Facility will have the following equipment type:
Interlogix Concord 4 Control Panel
RJ31X/CA31A JACK, 8 COND, MINI TELCO
CLASS 2 TRANSFORMER, 16.5V, 40VA
Shatter Detection Window Sensor
Wireless Window senors
Door Sensors
LTE Wireless Back up Alert Monitor and
Motion detectors within the facility.

Security system will be monitored by a third-party monitoring (Alarm.com) agency 24/7. In the event of an alarm activation local law enforcement and the business owner will be notified. See Ex. A.

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 alarm system will be monitored by a third party agency. Alarm.com certifications include IQ Certified Central Station , UL Certified Facility, UL Certified Operators, SIA Certified Operators., SIA Central Station Trained Instructors, APCO Certified Operators and - FARA and Federal UL 2050. Supporting Alarm Communications and Interactive Service from Every Major Manufacturer
The list includes Connect 24, C24 Interactive, Alarm NET, AES, Uplink, DMP Internet, Tellular, Alarm.com. Based in Maryland with monitoring centers nationwide that are staffed 24 hours a day, 7 days a week. During non-business hours monitoring of all devices (Motion Detectors, door contacts and GE Glass break detectors) within the system will be active and monitored. In the event of a security breach of the licensed premises an exterior as well as interior sounder will be activated immediately, an alarm signal will be received by the monitoring center who will notify security, local law enforcement and the licensee. All doors and windows will be monitored for intrusion, glass breakage etc.

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

Owners, employees, visitors and other individuals will be held to a zero-tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1)). The electronic tracking system will be used to ensure diversion of marijuana does not occur throughout the normal processes of the cultivation facility. Marijuana will be entered into the system and tracked throughout the cultivation, packaging, testing, disposal and selling process. If the tracking system shows potential diversion of product authorized personnel will initiate an investigation that will include; talking to employees on shift, assessing last login to the system and product in question, notifying the Marijuana Control Board and reviewing video feed.
In addition to the above, authorized personnel will randomly check video feed for potential diversion (1x per week), will supervise all visitors and require them to remain in the building until law enforcement arrives if diversion is suspected, restrict access to restricted areas where marijuana or cash are present as well as will provide information pertaining to the consequences of breaking the policy. Consequences include notifying law enforcement, immediate termination, visitor access removal and prosecution of crimes.

Describe your policies and procedures for preventing loitering:

Signs will be posted stating a clear message that "No Trespassing" or "No Loitering" is permitted, and that area is video monitored 24/7. Video surveillance of the exterior areas will be available to employees inside the facility. Standard policy is to notify law enforcement of any violation these regulations or of any suspicious activity. There will be no loiterers or trespassers. Anyone caught loitering will be asked to leave. If they will not leave voluntarily, law enforcement will be contacted immediately to deal with the situation.

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:

(1) Motion detectors are utilized for after hours monitoring of the licensed premises.
(2) Duress and panic switches are easily accessible to facilitate a response by public safety and security in an efficient manner and will be utilized by licensee, employees and agents during business hours. These devices are silent alarms and will be activated in the event of a security breach in progress such as robbery, or in the event of an assault on the premises.
(3) All key pads will be programmed with a silent medical and fire duress option to alert medical personnel or fire fighters in the event of a medical emergency or fire.
(4) Any use of the duress or panic buttons will notify the monitoring center by silent alarm, giving the appropriate agency information that a security breach is in progress and to use extreme caution when approaching.

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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:

The licensee, all employees and agents shall assist in any way to help law enforcement by providing detailed descriptions of person/persons and events leading up to the breach in security. The licensee, employees and agents shall protect and preserve any evidence or area where the breach occurred, restricting access to the area and not disturbing anything until law enforcement arrives.

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:

Security cameras will Video Surveillance System
Equipment Type
48 Interior IP Cameras - Milesight H. 265 Image Compression 2 MP.
4 Exterior Camera - Milesight H. 265 Secure Dome 2 MP.
Matrix Network Video Recorder to record at a minimum of 40 days continual recording
Network Access Storage
Security Wall mount Enclosure
All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area. Cameras will be placed at a height of 12 feet to insure unobstructed viewing of all product, plants and persons insuring all are captured on a maximum clear sight picture. All cameras will have a recording resolution of at least 1920x1080(2mp)-2560x1920 (5mp), and will can see at night using infrared technology for night time recordings.
Interior cameras will be installed in growing, trimming and processing areas, curing and designated waste processing area to insure 360-degree coverage of the secure areas. See Ex. A.

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:

All video surveillance will be stored in a digital format on a local device. Storage will be sized appropriately to maintain 40 days of recording, and a digital back-up of all data. Server rack will consist of a wall mountable, lockable cabinet sized appropriately to contain all necessary computer components. The rack will be located within the main work area of the proposed licensed facility as set forth on form MJ-02, ensuring that only authorized personnel are able to access the video surveillance equipment. This are is Not open to the public. See Ex. A.

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 maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

A fire rated safe will be provided to protect and preserve essential physical records. Daily data back-ups of all product tracking and surveillance data will ensure continuity of daily operations in the event of an equipment failure.

Electronic video storage is password protected to prevent any alterations. The security system will generate a daily open/close report by user. All systems are programmed with password lockout protection. The security room housing all supporting security and camera equipment will be insulated and temperature controlled to insure the integrity of all security supported hardware for the licensed facility.

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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:

The proposed facility will purchase a license to use Franwell's "METRC" tracking solution. All tracking tags that are used will be supplied by Franwell. This is the company that the SOA is using in this industry and our systems of sharing information are all compatible. This will track all marijuana grown from "seed to sale."

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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:

The proposed establishment will require all licensees, agents, or any other employee associated with it, to hold current Alaska marijuana handler permits. Copies of all employee permits will be kept in a physical form at the proposed premises. All expiration dates will be noted and calendared for employee recertification prior to their expiration.

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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:

Extra care will be taken not to generate excess waste in the cultivation process. However, in the event that waste is generated that cannot be reused in a beneficial way, it will be stored on-site until disposal can be arranged with Alaska Waste or similar company or taken to the landfill for solid waste disposal after mixing/mulching in a 50/50% ratio with organic biodegradable materials such as grass clippings, leaves, food or household paper etc. Three days notice must be given to AMCO before making the marijuana unusable. All attempts will be used to once again utilize the water on the plants, however, excess water will be disposed of via commercial septic and commercial leach field. A certain percentage of unused water will also be subject to natural evaporation.

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

Organic material, such as soil, grass clippings and leaves, household food products, as well as shredded paper will be mixed with the ground marijuana waste at a 50/50% ratio.

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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:

Any solid plant waste (stems, root balls, leaf material etc.) will be ground up and mixed with a minimum 50% organic material (soil/ grass clippings/ leaves/household garbage(non-plastic materials). The unusable material will then be subject to disposal through Alaska Waste or the local landfill in Fairbanks, AK. which will take the material once it has been rendered unusable. Three days notice must be given to AMCO prior to making the marijuana unusable.

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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:

After product has been harvested and processed, a sample will be taken from each batch and sent for testing. While results are pending, batch will be "quarantined" until it is deemed acceptable by the testing facility. Marijuana product will be packaged in a variety of ways. Bulk batch packs of up to 5 pounds may be produced. Batches of single gram packs will also be produced. All labeling on all packaging will meet the standards as required for cultivators. All marijuana product slated to leave the facility will be placed into a durable, tamper-evident METRC packaging prior to transport. The shipment will be accompanied by the appropriate manifest, and will be verified by the licensee or designated agent before the shipment is permitted to leave.

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

The locked, safe and secure storage compartment is located behind the rear seat of our transport vehicle and will be bolted or chained in to the vehicle frame. All marijuana product will be contained within this safe. The compartment measures approximately 8" wide x 5" tall x 59" long. In the event that the proposed facility's planned transport vehicle is not available, a contract transportation/ security company such as Valkyrie Security & Asset Protection or The Transfer Answer will be utilized to carry out product transfers.

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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:

No signs are anticipated to be posted at our establishment. However, this could change to one sign not exceeding 4800 sq. inches on the front of the building designating the name of the facility: HEMPCO, LLC.

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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STATE OF ALASKA

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

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

(1) Visitors must present a valid I.D prior to entering the licensed premises. (ie. State Drivers License, State issued I.D. Card, Governments I.D. card or passport). All valid IDs must be unaltered; no other documents will be considered valid.
(2) Any person without valid identification will not be allowed within the licensed premises or any Restricted Access Areas.

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.

Signature of licensee

Jenny L Foster
Printed name

Subscribed and sworn to before me this 11th day of August, 2017.

LANCE C. WELLS NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 6/18/19

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(Additional Space as Needed):

N/A.

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