



Alaska Marijuana Control Board

Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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<https://www.commerce.alaska.gov/web/amco>
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Form MJ-29a: License Conversion Application Checklist

What is this document?

The following checklists were created to assist applicants with gathering all documents and items required to convert a marijuana establishment license in accordance with 3 AAC 306.047.

Checklist for All License Conversion Applications

The following documents and items must be submitted before a license conversion application will be reviewed for completeness:

- Form MJ-29b:** License Conversion Application
- Form MJ-00:** Application Certifications (*a completed copy for each individual person*)
- Form MJ-29c:** License Conversion Operating Plan Change (*if applicable*)
- Form MJ-02:** Premises Diagram
- Form MJ-07:** Public Notice Posting Affidavit
- Form MJ-08:** Local Government Notice Affidavit
- Publisher's Affidavit**
- Proof of Possession for Premises Extension** (*If premises is expanding beyond the current proof of possession in the course of this application*)
- Conversion Application Fee** (\$1,000)
- Difference in License fees** (\$4,000)
 - *This is only applicable to conversions from Limited Cultivation to Standard Cultivation Facility and Concentrate to Product Manufacturers.*
- Food Safety Permit or Permit Application** (*as applicable; manufacturing conversions ONLY*)



Form MJ-29b: License Conversion Application

What is this form?

This form must be used to initiate a license conversion of a marijuana establishment license under 3 AAC 306.047. This license conversion application must be completed and submitted to AMCO's main office, along with all necessary supplemental documents and fees listed in **Form MJ-29a: License Conversion Application Checklist**, before a license conversion will be considered by the Marijuana Control Board.

Section 1 – License Conversion Information

Enter information for the licensee and licensed establishment.

Licensee:		License Number:	
Current License Type:			
New License Type:			
Doing Business As:			
Premises Address:			
City:		State:	Alaska
		ZIP:	
Email:			
Local Government:			
Local Government 2: <i>(if applicable)</i>			

Section 2 – Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual, their email address, and the reason for this authorization:



Form MJ-29b: License Conversion Application

Section 3 – Operating Plan

Read the lines below and sign your initials in the appropriate box to the right of the true statement:

Initials

I certify that there **will not be any changes** to the operating plan or operating plan supplemental approved by the Marijuana Control Board for this license in the course of this conversion.

I certify that there **will be changes** to the operating plan in the course of this application and I have submitted **Form MJ-29c: License Conversion Operating Plan Change**.

Section 4 – Licensee Certifications

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that no ownership changes have occurred for this license since the most recent AMCO approval.

Completed copies of all required documents and fees listed on **Form MJ-29a** are attached to this form.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I agree to provide all information required by the Marijuana Control Board in support of this application.

As an applicant for a marijuana establishment license conversion, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Notary Public in and for the State of Alaska.

Printed name of licensee

My commission expires: _____

Subscribed and sworn to before me this ____ day of _____, 20____.



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Form MJ-29c: License Conversion Operating Plan Change

What is this form?

This operating plan change form is required for all marijuana establishment licensees seeking to change a licensed marijuana establishment's existing operating plan in conjunction with a marijuana establishment license conversion application. With this form, a licensee may request changes to as much or as little as desired of Form MJ-01 and/or the corresponding operating plan supplemental for the establishment's license type.

Please complete and submit with this form the pages of Form MJ-01 and/or the corresponding operating plan supplemental that contain sections that you are requesting to change. All fields must be completed of any page for which you are requesting changes – upon board approval, the submitted pages will replace those currently on file. If your current, approved operating plan is on an out-of-date version of the forms, you may be required to complete and submit the most recent version of the operating plan forms in their entirety.

The form(s) that I am requesting board approval to change is:

- Form MJ-01:** Marijuana Establishment Operating Plan
- Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental

This form must be completed and submitted to AMCO's main office and approved by the Marijuana Control Board prior to changing existing operations.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:			
Current License Type:					
New License Type					
Doing Business As:					
Premises Address:					
City:		State:	Alaska	ZIP:	



Section 2 – Summary of Changes

Provide a summary of the changes for which you are requesting approval.

Section 3 – Declarations

Read each statement below, and then sign your initials in the corresponding box to the right:

Initials

The proposed changes conform to all applicable public health, fire, and safety laws.

As a marijuana establishment licensee, I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Notary Public in and for the State of Alaska.

Printed name of licensee

My commission expires: _____

Subscribed and sworn to before me this ____ day of _____, 20____.