Recreational Cannabis Business License Application Guide
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Registration Overview

Review this guide before beginning the application process for a New Jersey recreational cannabis business license, then refer to the document as you navigate through the online application platform. **Applications can only be submitted online.** Required supporting documents must be scanned and uploaded with your application. Only electronic submissions will be accepted.

A list of required documents is available here: [https://www.nj.gov/cannabis/businesses/](https://www.nj.gov/cannabis/businesses/)

Once you begin to fill out the application, use the **Save & Continue** feature regularly and be sure to answer all questions that relate to your application. Questions may seem to repeat but it is important to submit a complete and accurate application. An incomplete application will not submit.

This symbol appears through the application platform. Click on it for additional information or links to CRC web pages that will help you complete the application question.

New platform users must first register an account by clicking on the **Apply Here** button at [nj.gov/cannabis/businesses/](https://nj.gov/cannabis/businesses/) or going directly to [https://nj-crc-public.nls.egov.com/#!/nj-crc/register](https://nj-crc-public.nls.egov.com/#!/nj-crc/register).
Once the registration information is submitted, confirm your email address by clicking the link sent to your inbox at the email address you used to register.

ético If you didn't receive your verification email, please click here.

You have been registered successfully. Please check your email to verify your account.

Our system just sent you an email verification. You will NOT be able to login to your account until you click the link in this message. Your account will not be accessible until you click this link.
Log In

Once your new account email has been verified, you can log in:

If you forget your password, click the Forgot Password button, provide your email address, and follow the instructions.
Applications

Be sure to verify that you are working in the proper account by verifying the information in the blue box. Click Create Application to start the application.

Note: User accounts may have more than one application in process.

Follow the tabs outlining the required information and documents.

**Business Name** must be identical to the name on business formation documents, as registered with the New Jersey State Department. You may note any existing trade names, alternate names, or “doing business as” names here. However, licensed business may only operate under its registered business name, and not under any alternate names.

**Entity ID/Corp ID** refers to the 10-digit identifier on your Tax Form 941.

Be sure to use a monitored email address, as this will be the most immediate means of communicating with you during the registration process.
License Information

An overview of the recreational business license types is available at nj.gov/cannabis/businesses. Applicants for retail licenses will not be able to submit an application before March 15, 2022.

You are eligible for a conditional license if you and your team meet income thresholds from the preceding tax year. Apply for a conditional license in order to pursue a temporary license without gaining site control or municipal approval first. Conditional applications are prioritized.

If applicants don’t meet the criteria for a conditional license, or have site control and municipal approval, they can apply for an annual license. Annual applications are reviewed after conditional applications.

Diversely owned as certified by New Jersey Department of Treasury’s Division of Revenue and Enterprise Services. Applicants will need to submit proof of certification.

Information on Impact Zones and Social Equity applicants is available at nj.gov/cannabis/businesses/priority-applications.

Social Equity applicants should review and submit the Social Equity Business Certification on the CRC’s website, along with proof of qualification for the Social Equity Business designation.
Applicants

A “Person of Interest” (POI) is any person substantially involved in the financing, operating, or management of a license applicant or license-holder. It includes owners, principals, management services contractors, and financial sources but does not include passive investors, employees, or volunteers. The primary contact for a license applicant must be a Person of Interest.

The POI’s title is at it appears in the organization’s chart or business plan.

The Adjusted Gross Income must be taken from the Person of Interest’s Federal Income Tax return for the immediately preceding year.

A “Significantly Involved Person” is person/entity a person that holds at least 5% investment interest in a proposed or licensed cannabis business, or who is a decision making member of a group that holds at least a 20% investment interest in a proposed or licensed cannabis business, in which no member of that group holds more than a 5% interest in the total group investment interest, and the person/entity makes controlling decisions regarding the proposed or licensed cannabis business.

Applications can be submitted even if an address is not verified by the system.
Questions

Be sure to state your stake in any other applications (in New Jersey or anywhere else) or in any existing cannabis business.
# Primary Contact Person

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
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<tr>
<td>Last Name</td>
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<tr>
<td>Title</td>
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<td>Phone Number</td>
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<td>Email</td>
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<td>Fax</td>
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<tr>
<td>Primary Contact Address</td>
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<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>Unit No / Apt No</td>
<td></td>
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<tr>
<td>City</td>
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<tr>
<td>State</td>
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<tr>
<td>Zip Code</td>
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<tr>
<td>Zip +4</td>
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<tr>
<td>Address Verified?</td>
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</tr>
</tbody>
</table>

**Verify Address**

[SAVE] [SAVE & NEXT] [CANCEL]
Location Information

For annual license applicants, municipal approval for your business and evidence of site control will need to be submitted with your application.

Conditional license applicants need to have a location identified and listed in the application, but do not need site control or municipal approval at the time of application.
Questions

Some marijuana offenses qualify applicants for priority under the Social Equity category. Information about Social Equity applications is available here [Economically Disadvantaged Areas (nj.gov)](https://www.nj.gov) and information about getting court records, including expungement certificates, are available at [Copies of Court Records (njcourts.gov)](https://www.njcourts.gov).

Information about Management Services Agreements and Financial Service Agreements is available here [MSA FSA Need to Know.pdf (nj.gov)](https://www.nj.gov).
In the license applicant majority-owned (51% or more) by persons who have lived in an economically disadvantaged area for 3 of last 5 years? *

- Yes
- No

Is the license applicant majority-owned (51%) by persons with either 1 indictable marijuana offense or 2 disorderly persons offenses in their criminal history, whether expunged or not? *

- Yes
- No

Does the License Applicant, any associated Persons of Interest, or any Entities of Interest, have any outstanding tax obligations? *

- Yes
- No

Do any of the Persons of Interest or Entities of Interest hold a financial interest in another applicant for, or holder of a conditional license? *

- Yes
- No

Does the License Applicant, any of the Persons of Interest, or Entities of Interest hold a financial interest in another applicant for an annual license? *

- Yes
- No

Does the License Applicant, any of the Persons of Interest, or Entities of Interest hold a financial interest in a license-holder of an annual license? *

- Yes
- No

Is the license applicant majority-owned (51% or more) by persons who have lived in an economically disadvantaged area for 3 of last 5 years? *

- Yes
- No

Is the license applicant majority-owned (51%) by persons with either 1 indictable marijuana offense or 2 disorderly persons offenses in their criminal history, whether expunged or not? *

- Yes
- No

Does the License Applicant, any associated Persons of Interest, or any Entities of Interest, have any outstanding tax obligations? *

- Yes
- No

Do any of the Persons of Interest or Entities of Interest hold a financial interest in another applicant for, or holder of a conditional license? *

- Yes
- No

Does the License Applicant, any of the Persons of Interest, or Entities of Interest hold a financial interest in another applicant for an annual license? *

- Yes
- No

Does the License Applicant, any of the Persons of Interest, or Entities of Interest hold a financial interest in a license-holder of an annual license? *

- Yes
- No

Does the License Applicant have any current or proposed management services agreements? *

- Yes
- No
Is the Licensed Applicant a Nonprofit Under New Jersey Law? *

☐ Yes
☐ No

Does this business qualify under Social Equity, Impact Zone and/or Diversity Owned designation? *

☐ Yes
☐ No

Does the License Applicant have any current or proposed financial source agreements? *

☐ Yes
☐ No

Does the License Applicant have any current or proposed vendor-contractor agreements? *

☐ Yes
☐ No

Does the License Applicant, any of the Persons of Interest, or Entities of Interest hold any cannabis permits or licenses in other states? *

☐ Yes
☐ No

Has the License Applicant, any of the Persons of Interest, or Entities of Interest been previously approved by the commission to serve as an officer, principal, or manager of an alternative treatment center or personal use cannabis establishment, distributor, or delivery service, or served in that capacity for at least 6 months? *

☐ Yes
☐ No

Does the license applicant have a plan to obtain liability insurance? *

☐ Yes
☐ No

Does the license applicant have control of the proposed site of operation? *

☐ Yes
☐ No

Does the license applicant have approval from the governing body of the municipality for the application? *

☐ Yes
☐ No

Does the license applicant have a letter or affidavit from municipal officials stating the site conforms to local zoning requirements? *

☐ Yes
☐ No

Does the license applicant have a Labor Peace Agreement? *

☐ Yes
☐ No

Is the license applicant party to a Collective Bargaining Agreement with a bona fide labor organization? *

☐ Yes
☐ No

Does the license applicant have a signed project labor agreement with a bona fide labor organization for construction related to the proposed facility?*

☐ Yes
☐ No

Does the license applicant have one significantly involved person who is a resident of New Jersey?*

☐ Yes
☐ No
Does the license applicant have one significantly involved person who has been a resident of New Jersey for the last 5 years?

☐ Yes
☐ No

Does the License Applicant intend to enter into (or has entered into) a Partnership with a Re-entry Program? *

☐ Yes
☐ No

I attest that all the information provided is truthful to my knowledge. *

☐ Yes
☐ No

Signature *

Signature Date *

This field is required.
Documents

Please consult the Notice of Application Acceptance for a list of the documents required for your specific application type. The documents with an “*” are required for your application by the system, however, based on the Notice there may be additional mandatory documents that need to be submitted. Simply because the system lets you submit, does not mean the application is complete. Applicants are solely responsible for reviewing the rules, the Notice of Application Acceptance, and associated guidance, and for ensuring their application submissions are complete.

Applicants may submit a current, unexpired document from this list as proof of residency:

- New Jersey driver’s license
- Federal, state, or local government issued identification card showing applicant’s name and current New Jersey address
- Utility bill issued within the 90 days preceding the application date addressed to the applicant and at a New Jersey address
- Correspondence from the IRS (Internal Revenue Service) or the New Jersey Division of Taxation issued within the year preceding the application date addressed to the applicant at a New Jersey address
- Identification card issued by the New Jersey Motor Vehicle Commission
- Correspondence from the federal, state, or local government issued within the 90 days preceding the application date addressed to the applicant at a New Jersey address
- Bank statements or credit card bills issued within each of the three months preceding the application date addressed to the applicant at a New Jersey address
- Residential lease or rental agreements with the name of the applicant as lessee or renter
- Deed or title to real residential property
- Pay stubs for the prior three months that show the applicant’s name and New Jersey address

Government issued identification must be current, unexpired photo identification issued by a local, state, or federal government entity.

Every applicant (POI) is subject to a background check. You are not required to submit records here regarding a prior conviction or adjudication for a criminal offense. Applicants may, however, voluntarily provide documentation in support of a priority application, or as evidence of rehabilitation since conviction or adjudication. Prior application support documents include (but are not limited to) local, state or federal court records that indicate the disposition or outcome of a criminal case, sealed court records, expungement certificates, an order of expungement signed by a judge, or an expungement petition.

For Diversely-Owned license-applicants, only certificates issued by the New Jersey Department of Treasury’s Division of Revenue and Enterprise Services will be accepted with your application.
Your application does not require all the documents listed below. For guidance on which documents you are required to submit with this application review application instructions here.

The application guides will ultimately be here: Cannabis Businesses (nj.gov)

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Upload Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDG Personal History Disclosure</td>
<td>Upload NEW +</td>
</tr>
<tr>
<td>PDG Resumes</td>
<td>Upload NEW +</td>
</tr>
<tr>
<td>PDG Tax Returns</td>
<td>Upload NEW +</td>
</tr>
<tr>
<td>PDG Proof of Residency (State, Microbusiness, Impact Zones, Economically Disadvantaged Area)</td>
<td>Upload NEW +</td>
</tr>
<tr>
<td>PDG Criminal History Explanation and Documents</td>
<td>Upload NEW +</td>
</tr>
<tr>
<td>PDG Government Issued Identification</td>
<td>Upload NEW +</td>
</tr>
<tr>
<td>PDG Background Check Verification</td>
<td>Upload NEW +</td>
</tr>
<tr>
<td>PDG Statement of Truth, Release Authorization, Waiver of Liability</td>
<td>Upload NEW +</td>
</tr>
<tr>
<td>EGD Entity Disclosure form</td>
<td>Upload NEW +</td>
</tr>
<tr>
<td>EGD Formation Documents</td>
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<tr>
<td>Document Type</td>
<td>Action</td>
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<tr>
<td>---------------------------------------------------</td>
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<tr>
<td>EOE Management/Service/Financial Agreements</td>
<td>Upload new</td>
</tr>
<tr>
<td>EOE Tax Returns</td>
<td>Upload new</td>
</tr>
<tr>
<td>EOE Statement of Truth, Release Authorization, Waiver of Liability</td>
<td>Upload new</td>
</tr>
<tr>
<td>License Applicant New Jersey Business Registration</td>
<td>Upload new</td>
</tr>
<tr>
<td>License Applicant Disclosure Form</td>
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<tr>
<td>License Applicant Statement of Truth, Release Authorization, Waiver of Liability</td>
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</tr>
<tr>
<td>Examination Documents</td>
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</tr>
<tr>
<td>Site Plan</td>
<td>Upload new</td>
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<tr>
<td>Site Control</td>
<td>Upload new</td>
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<tr>
<td>Evidence of Local Approval</td>
<td>Upload new</td>
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<tr>
<td>Zoning Approval</td>
<td>Upload new</td>
</tr>
<tr>
<td>Management Service Agreements</td>
<td>Upload new</td>
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<tr>
<td>Financial Source Agreements</td>
<td>Upload new</td>
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<tr>
<td>Vendor Contractor Agreements</td>
<td>Upload new</td>
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<tr>
<td>Diversity Plan</td>
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<tr>
<td>Labor Peace Agreement</td>
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<tr>
<td>Collective Bargaining Agreement</td>
<td>Upload new</td>
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<tr>
<td>Minority, Women’s, Disabled Veterans’ Certifications</td>
<td>Upload new</td>
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<tr>
<td>Proof of Impact Zone Status</td>
<td>Upload new</td>
</tr>
<tr>
<td>Proof of Residency Requirements</td>
<td>Upload new</td>
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<tr>
<td>Agreement with Institute of Higher Education Field</td>
<td>Upload new</td>
</tr>
<tr>
<td>Proof of Project Labor Agreement</td>
<td>Upload new</td>
</tr>
</tbody>
</table>
Payment

You will be directed automatically to a third-party secure site for processing payments. You will receive a receipt via email.

Applicants can pay fees with credit card or ACH (automated clearing house), but any payment over $250 must be paid via ACH.

Information on licensing fees is available here [nj.gov/cannabis/businesses/personal-use/](http://nj.gov/cannabis/businesses/personal-use/).
Review

Ensure all your information is complete. Review the Notice of Application Acceptance to ensure your application includes all required information. **Applicants are solely responsible for reviewing the rules, the Notice of Application Acceptance, and associated guidance, and for ensuring their application submissions are complete.**

A red X indicates that edits or additional information is needed before the application can be submitted.

Once your application is submitted, you will receive an email notification. Be sure to monitor your email inbox for updates as your application is reviewed. If there are any potential issues with your application, you may receive a “rejected” application. You will receive an email notification when this occurs. Rejected applications must be corrected and resubmitted through this system.
License Dashboard and Applications Dashboard

License Dashboard will display the approved applications, licenses.

The Applications Dashboard will display all your applications, whether submitted, rejected, open and saved. When an application is incomplete or otherwise not accepted the primary contact person will be contacted with next steps. Applicants whose applications are denied will have an opportunity to cure and resubmit.
Payments & Invoices

The balance amount that is due will be invoiced and sent to your dashboard. You will receive a notification that there is an amount to pay.

The invoice view, after it has initiated and needs an action taken on it.
Fees over $250 can only be paid via ACH.
After successful payment, you will see this screen:

**Your transaction has been approved.**

Your payment is processing.
You will be sent a confirmation email within the next hour.

RETURN TO INVOICE
When you return to invoice, you will see status as “paid.”

If you do not agree with the invoice amount, you may select “Dispute Invoice” and give a reason for the dispute. This is sent back to the regulator portal.
Update Applications

From time to time, a licensee may need to update information on file, such as name or address. To report such a change, select the Update application type and complete the required information.

Change Password

While logged in, you will find “Change Password” when you click on your name in upper right corner.
Support

Program Help
More information about the application process and supporting documents is available here nj.gov/cannabis/businesses

Technical Help
If you have technical support questions and need assistance with logging in, or utilizing the portal properly, click on the Help/FAQ icon at the top of your dashboard screen.

Help Screens and Online User Guides
Help information, contact numbers, emails and this user guide are in the portal. Click on the Help button in upper right of your screen.