City of Boulder
Finance Department · Licensing Division
1777 Broadway, Boulder, Colorado 80302 · 303 441-4192

MARIJUANA BUSINESS LICENSE
TRADE NAME CHANGE OR
BUSINESS ENTITY NAME CHANGE

CHECKLIST OF REQUIRED DOCUMENTS

☐ City Changes Report Form- completed in pertinent areas as to licensee, address, and license number/type, listing current name and proposed new name and signed under oath of applicant by authorized representative of licensee applicant. City licensing will include the old name as a license condition on reissued city license for 1 year period.

☐ Business Entity name change supporting documents. For trade name changes, city form is all that is needed and no secretary of state amendment documents are needed. For business entity name changes for corporations, limited liability companies, or partnerships, applicant must submit filed certificate of amendment from the Colorado Secretary of State's website. If you cannot produce the certificate of amendment from the secretary of state showing that the licensee business entity is still the same, only the name has changed, please contact us to discuss.

☐ Fees:
☐ $2,000 city change fee payable to "City of Boulder."

☐ Please also contact the State Marijuana Enforcement Division as to your state MJ license, the CO Department of Revenue as to your state sales tax license, and the City of Boulder's sales tax office as to your city business license for their reporting procedures on properly reporting such name changes.

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MARIJUANA BUSINESS LICENSE CHANGES REPORT APPLICATION FOR MEDICAL MARIJUANA BUSINESS (MMB) AND RECREATIONAL MARIJUANA BUSINESS (RMB)

Licensee business entity type:

☐ Corporation ☐ LLC ☐ Individual ☐ Partnership ☐ Association or other

Regulatory License type: ☐ Medical Marijuana Business (MMB) License ☐ Recreational Marijuana Business (RMB) License

License type:

☐ MMB Wellness Center ☐ MMB Greenhouse/Grow ☐ RMB/MMB Manufacture Infused Product
☐ RMB Dispensary ☐ RMB Grow ☐ RMB/MMB Testing Facility

City License No.: _____

Licensee Name: _____

Trade name/DBA: _____

Premise Address: _____
Street address City State Zip Code

Mailing Address: _____
(if different from premise location)

Telephone: _____ **Email:** _____

Before change:
City Sales Tax # _____ **State Sales Tax #** _____ **FEIN:** _____

After change: (Note: if City Sales Tax, State Sales Tax, or FEIN changes, you are likely to be required to file a new MMB license application, pay associated fees and suspend operations until a new city license is issued):

City Sales Tax # _____ **State Sales Tax #** _____ **FEIN:** _____

Change(s) reported- check all that apply and 30 days advanced notice is required [Payable to the City of Boulder]:
$39.50 background check fee per person + $150 keyholder change fee per person for city keyholder changes
$39.50 background check fee per person + $2,000 business entity change fee for all other changes

☐ City keyholder change / addition (section A)
☐ Business entity name (section B)
☐ Trade name (section C)
☐ Officers, directors, partners, members, financiers, primary caregivers, named persons (Section D)
☐ Individual owners or ownership percentages (Section E)

For all above changes, complete the required section(s), attach required documents, and sign oath on last page.
***** Only licensees may make these changes (not applicants)***

SECTION A - CITY KEYHOLDER CHANGE / ADDITION

Effective date of city keyholder change/addition: _____

Former person name: _____

Proposed new keyholder name: _____

Will the new person also hold ownership or have any other business interest? ☐ Yes * ☐ No

☐ Background check form completed by new person

☐ fingerprint card for new person

☐ ID copy for new person, and if will act immediately, copy of State MED badge

☐ Business check or Money Order for $39.50 background check fee and $150 keyholder fee per person attached

*** If yes, also complete Section D and/or Section E**

SECTION B - BUSINESS ENTITY NAME CHANGE

Effective date of business name change : _____

Business entity old name: _____

Business entity new name: _____

☐ Articles of amendment from CO Secretary of State showing new name attached

☐ Operational documents reflecting name change attached

☐ Business entity change fee as Business Check or Money Order of $2,000 payable to City of Boulder attached

☐ Name change reported to City Sales Tax & CO Dept. of Revenue?

SECTION C: TRADE NAME CHANGE

Effective date of trade name change: _____

Trade name old name: _____

Trade name new name: _____

☐ Business entity change fee as Business Check or Money Order of $2,000 payable to City of Boulder attached

☐ Trade name change reported to City Sales Tax & CO Dept. of Revenue?

SECTION D: CHANGE OF OFFICERS, DIRECTORS, PARTNERS, MEMBERS, FINANCIERS, PRIMARY CAREGIVERS, OR NAMED PERSONS

Please note: Changes must be filed at least 30 days before they are effective and the change will not be final until approved by City and State. If change has already occurred and if change request is denied, City may require change become null and void or the new party be divested from new role.

new person:	new position:	mailing address:	individual replaced (If applicable):	% owned: (complete Section E too)

(attach separate sheet if necessary)

☐ Corporate minutes, LLC operating agreement or partnership agreement amendments showing the change. Include letters of resignation, appointment, or employment of any officers, directors, partners, managing members, financiers, primary caregivers, named persons included

- ☐ All new notes, loans, security instruments, profit sharing agreements or other documents related to the addition or employment of new named persons attached
- ☐ Each new individual's background check form attached
- ☐ Each new individual's driver's license or state-issued ID attached
- ☐ Each new individual's fingerprint card attached
- ☐ Business check or money order for $39.50 per background check and Business entity change fee of $2,000 payable to City of Boulder attached

SECTION E: CHANGE OF INDIVIDUAL OWNERS OR OWNERSHIP PERCENTAGES

Please note: Changes must be filed at least 30 days before they are effective and the change will not be final until approved by City and State. If change has already occurred and if change request is denied, the City may require change become null and void or the new party be divested from new role.

New owners/ownership percent changes:

entity/person:	position (if named person, complete Section D too):	mailing address:	replaces former owner (if applicable):	% owned:

(attach a separate sheet if necessary)

- ☐ Each new individual's background check form attached
- ☐ Copy of each new individual's driver's license or state-issued ID attached
- ☐ Each new individual's fingerprint card attached
- ☐ Executed purchase agreement, stock sale certificates, bills of sale, copies of corporate minutes, LLC operating agreement or partnership agreement amendments or other documents to confirm this change. Include letters of appointment, employment, or memorandums of understanding attached
- ☐ All new notes, loans, security instruments, profit sharing agreements or other documents related to addition or employment of new named persons attached
- ☐ Business check or money order for $39.50 per background check and Business entity change fee of $2,000 payable to City of Boulder attached

Oath of Applicant (Owner or Existing Keyholder)

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Boulder Revised Code and all Rules and Regulations which govern my marijuana business license application and any issued marijuana business license.

Signature	**Printed name**	**Title**	**Date**