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

BUSINESS MANAGER CHANGES CHECKLIST OF REQUIRED DOCUMENTS FOR MEDICAL MARIJUANA BUSINESS (MMB) AND FOR RECREATIONAL MARIJUANA BUSINESS (RMB) CITY LICENSES

- ☐ **City Change Report Application**- 3 page city form entirely complete, listing former manager (if any) and new manager to be added, and signed on the 3rd page by a prior approved business manager or licensee owner.
- ☐ **City Background Check form**- this form should be fully completed by new proposed manager, including any prior violations of law by the new business manager. Please include court documents, explanations, or evidence of rehabilitation if applicable.
- ☐ **State issued ID or Driver's License copy from new business manager**- as described on the city background check form, please include a copy of the new manager's picture ID.
- ☐ **Fingerprint card for new business manager**- city licensing will accept fingerprint cards produced by other law enforcement agencies, but information for the Boulder Police Department locations that complete fingerprints is included in this packet.
- ☐ **Business Manager change fee of $150 for each manager and $39.50 per fingerprint card**- This fee should be payable to "City of Boulder". City licensing does not take cash for licensing fees but instead only will accept business checks or money orders for licensing fees.

* Please Note: The proposed new business manager may not act in a manager capacity (on-premise alone, set alarm, open up or close up, supervise regular employees through work direction) for the first 30 days after the change application submittal because such changes must be filed at least 30 days before they become effective.

On the 31st day, the business manager may act in a "pending" capacity until final determination on the manager is made by city licensing. The manager is not finally approved until a city licensing approval letter is received by the licensee. The City of Boulder's background check review requirements are more strict than the State MED so obtaining a "key badge" from the state may not be used in place of city approval letter for Boulder business managers.

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

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 business manager change fee per manager for business manager changes
$39.50 background check fee per person + $2,000 business entity change fee for all other changes

☐ Business manager 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 - BUSINESS MANAGER CHANGE / ADDITION (You must inform the City 30 days before a new manager starts)

Effective date of business manager change/addition: _____

Former business manager name: _____

Proposed new business manager: _____

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

☐ Background check form completed by new manager

☐ fingerprint card for new manager

☐ ID copy for new manager

☐ Business check or Money Order for $39.50 background check fee and $150 manager 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 Manager)

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**

Fingerprinting Information

Fingerprinting procedures for City of Boulder liquor licensing and marijuana licensing purposes:

1) Applicants are preferred to be fingerprinted on Boulder Police Department (BPD) fingerprint cards. If the liquor license applicant or medical marijuana applicant lives out of state or out of the City of Boulder, you may be fingerprinted at your local police department or sheriff's office if the outside agency prints on and you are able to provide the Licensing Clerk with standard cardstock FBI fingerprint cards. Please contact the Licensing office at 303-441-4192 to discuss other arrangements.

2) Applicants should be prepared to let the BPD department employee who is fingerprinting them know whether they live in the City of Boulder or, because they have a signed lease or deed for their proposed licensed establishment, that they currently work in the City of Boulder qualifying them for BPD printing.

3) On the fingerprint card there is a box that asks "Reason Fingerprinted." Unless the police department directs you otherwise, you can leave this box blank. The city licensing office and the police department may have stickers to put in this section. The stickers says: "Liquor License, City of Boulder, CO; C.R.S. 12-47-307(3)(a)(b)." for liquor licensing or " Med. Marijuana License, City of Boulder, CO; C.R.S. 12-43.3-307 (2) (a) (c)" or "Retail Marijuana License, City of Boulder,CO; C.R.S. 12-43.4-306 (2)(c)" for marijuana city licensing. If the police officer printing you wants you to write something in, then you should write the above information in.

4) When you submit your application, you must submit $38.50 for liquor licensing prints or $39.50 for marijuana licensing prints per person in certified funds or pre-printed business checks. Please make your money orders or cashier's checks payable to the **City of Boulder**.

There are 2 locations to be fingerprinted for City of Boulder license applications. Fingerprinting services are offered at the main police station and the downtown Community Police Center (CPC). There is an $11.00 fee per fingerprint card. Please call the below PD location to ensure that the fingerprint specialist is on duty that day.

Boulder Police Department
Public Safety Building
1805 33rd Street
Phone: 303-441-3300
Days & Hours: Tuesdays & Thursdays: 8:00 a.m. - 6:00 p.m.

Downtown Mall CPC
1500 Pearl St., Ste. E
Phone: 303-441-3300 or 303-413-7324

Updated Days & Hours: Monday - Thursday: 10:00 a.m. - 2:00 p.m.

CITY OF BOULDER BACKGROUND CHECK FORM AND FINANCIAL INTEREST RECORD FOR MEDICAL MARIJUANA BUSINESS (MMB) OR RECREATIONAL MARIJUANA BUSINESS (RMB)

The Applicant must provide an Individual History Record for ALL OWNERS, OFFICERS, DIRECTORS, PARTNERS, MANAGING MEMBERS, BUSINESS MANAGERS, FINANCIERS, PRIMARY CAREGIVERS, ALL NAMED PERSONS, AND ALL AGENTS who manage, advise, or are paid more than $1,000 a year by the applicant. Each of these individuals, MUST ALSO BE FINGERPRINTED, MUST PROVIDE AN INDIVIDUAL HISTORY RECORD FORM WITH COPY OF ID, and any other documentation permitted by Chapter 6-14 or Chapter 6-16, B.R.C. evidencing good moral character. Please submit court documents with final dispositions or evidence of rehabilitation if necessary.

NOTICE: This individual history record provides basic information which is necessary for the licensing authority investigation. All questions must be answered in their entirety or your application may be delayed or not processed. EVERY answer you give will be checked for its truthfulness. A deliberate falsehood or omission will jeopardize the application as such falsehood within itself constitutes evidence regarding the character of the applicant.

1. Name of Business

2. Your Full Name (last, first, middle)

3. List any other names you have used.

4. Mailing address (if different from residence)

5. Home Telephone

6. Your personal email address if city has further questions or needs additional information? _____

7. List all residence addresses' below. Include current and previous addresses for the past five years. (Attach separate sheet if necessary.)

STREET AND NUMBER	CITY, STATE, ZIP	FROM	TO
Current			
Previous			

8. List all current and former employers or businesses engaged in within the last five years (Attach separate sheet if necessary)

NAME OF EMPLOYER	ADDRESS (STREET,	CITY, STATE, ZIP)	POSITION HELD	FROM	TO

9. List name(s) of relatives working in or holding a financial interest in an MMB or RMB licensed business.

Name(s) of Relative	Relationship to you	Position Held	Licensee Name

10. Have you ever applied for, now hold, ever held, or had any percentage interest in a State of Colorado Marijuana business, a Marijuana Business License in Boulder or any other jurisdiction, or helped financed, loaned money, furniture or fixtures, equipment or inventory, to any Marijuana business licensee? ___ Yes __No

Explain: Name Address Type of Business Date/ License #

_____

_____

11. Have you been denied an application for a marijuana business, withdrawn an application for a marijuana business, or had a marijuana business license revoked by any jurisdiction?

___Yes __No

Explain:_____

_____

_____

12. Have you ever received a violation notice, suspension or revocation, for a license violation, related to liquor, marijuana, gaming, professional services, or any other type of license anywhere in the U.S.?

___Yes ___No

Explain:

_____

_____

13. Have you had a license application as described in paragraph 10 denied, suspended or revoked by any jurisdiction?

___ Yes __No

Explain:_____

_____

_____

14. Have you had a business temporarily or permanently closed for failure to comply with any health, safety, failure to pay tax, reporting violations, or other law?

___ Yes __No

Explain:_____

_____

_____

.

15. Have you had an administrative, civil, or criminal finding of delinquency for failure to pay sales or use tax, or any other tax?

____ Yes ____ No

Explain:_____

_____

16. Have you ever been arrested for a crime, convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or have you been found liable or responsible in a civil or administrative proceeding for violation of any law or regulation, or do you have any such criminal, military, civil, or administrative charges pending? Please explain below.

____ Yes ____ No

Explain: _____

17. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence or subject to any order requiring payment of fines or fees or monitoring for any civil or administrative violations? ____ Yes ____ No

Explain:

_____

18. Have you ever had any STATE issued licenses suspended, revoked, or denied including a drivers license? ____ Yes ____ No

Explain:

_____

19. Have you ever been convicted of a felony, or found in violation of any applicable law (other than traffic violations that did not involve a controlled substance or injury to any party) in a federal, state, or other court? ____ Yes ____ No

Explain: _____

20. Have you ever been convicted of driving or operating other machinery under the influence of alcohol, drugs or medication, or driving while impaired or driving with excessive alcohol content in a federal, state, or other court? ____ Yes _____ No

Explain: _____

21. Have you ever been convicted of a crime or completed any portion of a criminal sentence in a federal, state, or other court? _____ Yes ____ No

Explain: _____

22. If the answer is "yes" to any of the above questions 16 to 21 for any violations of law, please provide answers on the name and location of court, charge(s), and sentence: (if necessary, provide additional information on a separate sheet)

Person's Name	Name and Location of Court	Charge(s)	Sentence/ Settlement	Date of Sentencing/ Settlement	Last date of incarceration/ parole/probation/ monitoring/liability for fees

PERSONAL AND FINANCIAL INFORMATION

Unless otherwise provided by law in Section 24-72-204 C.R.S., information provided below will be treated as CONFIDENTIAL. Marijuana business licensing requires the following personal information in order to determine your suitability for licensure pursuant to Chapter 6-14 or Chapter 6-16.

23. a. Date of Birth_____ b. Social Security Number SSN_____

c. Place of Birth_____ d. U.S. Citizen? ____ Yes ____ No

e. If Naturalized, list where _____ f. When _____ g. Name of District Court _____

h. Naturalization Certificate Number _____ i. Date of Certification. _____

j. If an Alien, Give Alien's Registration Card Number _____

k. Permanent Residence Card Number _____

l. Height _____ m. Weight _____ n. Hair Color _____

o. Eye Color_____ p. Sex _____ q. Race _____

r. Do you have a current Driver's License? ____ Yes ____ No If Yes, give number and state _____

Please attach copy of your current Driver's License, State Issued Picture ID, or Passport to this document.

24. Financial Investment Information.

a. Total investment being made in business by Applicant entity, corporation, partnership, limited liability company, or other. $_____

b. List the total amount of your investment in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases and fees paid $_____

24. Financial Investment Information (cont.)

c. Provide details of total business investment. You must account for the sources of all cash or other monies (how acquired) that you have made in the business. Attach separate sheet if needed.

Type: Cash, Services or Equipment	Source: Name of Bank; Account Type and Number	Amount

d. Loan Information (attach copies of all notes or loans)

Name of Lender and Account Number	Address	Term	Security	Amount

25. Give name of bank where business account will be maintained; Account Name and Account Number; and the name or names of persons authorized to draw thereon.

_____

_____

_____

Related to answer to question 25, please attach business entity bank records for MMB or RMB license applicant entity for the last 3 months for all checking, savings, and other bank accounts that hold applicant business entity funds to City License Application in accordance with the instructions listed as Attachment J.

Oath of Applicant

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 applicable laws regarding this application and operation of a Marijuana Business.

Authorized Signature	Printed Name and Title	Date