



## FAQs from Medicinal Cannabis Operators on Using the Licensing Portal

On September 26, 2024, the NJ-CRC licensing portal will open to medicinal cannabis business operators. All 2025 renewals must be submitted in the portal by September 30, 2024.

**1. Will we get any information via email, or do we have to go to website?**

A: Emails will be sent, and the information will also be on our website. Please ensure we have your correct email address on file, **and that your mailbox is not full.**

**2. If I have more than one medicinal cannabis business license, will I need to upload materials for each one?**

A: Yes. Each Medicinal license will require separate application materials to be uploaded.

**3. When will the certification letter be emailed?**

A: [Click here](#) to download Certification letter.

**4. What documents are medicinal cannabis business operators required to upload?**

A: Current, approved documentation for Persons and Entities of Interest, business documents, standard operating procedures, and executed agreements.

**5. If you start the application and save it, can you go back into the portal later and pick up where you left off?**

A: Yes.

**6. What is the maximum file size your system can handle on the upload?**

A: 10MB. You may break your file into smaller documents.

**7. Can you please clarify the cost of each Medicinal license renewal? Is there an ATC permit renewal fee and if so, what is that cost?**

A: The Medicinal permit renewal fee is \$20,000.00 per business, not per location.

**8. What is the deadline for remitting payment? Can that be done via mail/check or is payment required to be submitted through the portal?**

A: Businesses will have 30 days to pay once invoiced. Payment must be submitted through the portal.

**9. What form of payment is accepted? ACH? Credit card?**

A: ACH only.

**10. Could you clarify the passive investor inclusion via an attachment; specifically, do they need to be entered into the person of interest area in the portal?**

A: Yes, the portal requires all Persons of Interest be uploaded to make sure the totality of owners in the portal equals 100% of the permit's ownership.

**11. Are we going to have to do a separate application for each Medicinal license, in years past it was only one app that covered all our licenses as an ATC?**

A: Yes. Each Medicinal Cannabis license will require separate application materials to be uploaded.

**12. What if we're only submitting one application? Is it still invoiced later or pay at time of submittal?**

A: All fees will be invoiced.

**13. Just to be clear, we will only have between the 26th and 30th of September to submit our Medicinal license renewal?**

A: That is correct.

**14. Are Personal History Disclosure (PHD) forms needed for each owner?**

A: Yes, we expect filing of PHDs for each owner.

**15. We are an expanded ATC, does this submittal hold true for us or just Medicinal Cannabis Businesses? Is payment due on 9/30/24?**

A: Alternative Treatment Centers (ATCs) are Medicinal Cannabis Permittees. Fees will be invoiced after 9/30/24 as the applications move through the approval process.

**16. Can you clarify if the ATC permit renewal is separate from the Medicinal and adult-use renewals? If so, what is the cost for the ATC permit renewal?**

A: The ATC permit renewal is the same as the Medicinal Cannabis Permit renewal. It operates on the calendar year. The adult-use renewal is separate.

**17. Will the renewed licenses be available in the portal once approved?**

A: Once approved by the Board, the renewed permits will be available for download through the portal.

**18. Should the Medicinal Cannabis renewal certification form be completed by the person submitting the application or ownership?**

The Medicinal Cannabis Renewal Certification can be completed by any individual authorized to correspond on behalf of the business.