

After the application is submitted

Updating Your Submission

- If you notice an error in your application, you may request to amend your submission
- You can submit this request to OCM within 30 days of the application submission
- During this period you can make changes to your documentation and ownership structure.
- You may also get a request from OCM for additional documentation or clarification – make sure you respond to those requests in a timely manner

If Your Application is Selected...

- If your application is selected to move forward, you will be contacted by OCM via email
- You will be given a period time outlined by OCM to finalize plans and documentation for your dispensary
- At this is the point in the application process the actual location for the dispensary you're applying to open will be determined
- To move forward with this license will you also be asked to submit additional information on your dispensary and update your TPI

Additional Information Required

During the second phase of your application (once you receive notification from OCM) you will be asked to submit information including but not limited to:

- Updated or New True Parties of Interest
- Staff List
- Certificate of Occupancy
- Financial Statements
- Vendor Agreements
- Workers Comp Insurance
- Paid Family Leave Insurance
- Unemployment Insurance
- Certificate of Authority from New York State Department of Tax and Finance (if applicable)
- Certificate of Incorporation or Application for Authority from New York State Department of State
- Labor Peace Agreement
- Business Continuity Plan
- Fingerprints (to obtain criminal justice history)

Be Timely in Your Responses



- Be on the look out for any follow up communication from OCM
- Applicants will have limited windows of time to respond to official communication from OCM
- Failure to respond to requests for additional information or follow up from OCM could result in an applicant failing to obtain a license

Stay Connected to OCM

- Pay attention to regular updates on the OCM website
 - Staff are reviewing questions submitted to the Office and updating the FAQ section of the website
 - Be sure to read through the FAQs thoroughly as they will contain the most up to date information
- Additional online training is coming
 - OCM will be providing an additional recorded training on the application submission process closer to the application launch date
- Continue submitting questions to: licensing@ocm.ny.gov