



**Office of Cannabis Management - Adult-Use Licensee Amendment Request  
Survey Guidance  
Issued August 27, 2024**

The Office of Cannabis Management (the Office) is pleased to announce the launch of the [Adult-Use Cannabis Licensee Amendment Request Survey](#).

This survey is to be used by Adult-Use Cannabis licensees to submit information to the Office to request an amendment to the licensee's license record. In order for a licensee's amendment to be considered by the Office, the request with all required information must be submitted via the Adult-Use Cannabis Licensee Amendment Request Survey. If you had previously e-mailed or called the Office requesting an amendment, please resubmit the request through the survey to capture all required information necessary to process the request.

The Survey includes four main areas in which a licensee can request an amendment to their license record which are detailed below.

**1) License Overview** – this section will allow requests to update the following information:

- Entity Legal Name (Entity name changes only, changing entity types is not permitted except for sole proprietors, described below)
- Doing Business As (DBA) Name
- Business Website
- Only for Sole Proprietor Licenses – collection of certain information to request an entity change.

**Important:**

- Requests to change an entity's legal name requires the upload of the Department of State (DOS) Certificate of Amendment as proof of your Legal Name change
- Requests to add or change your DBA name require the Certificate of Assumed Name granted by the DOS as proof of your DBA or Trade Name change

**2) Contact Information** – this section will allow requests to update the following information:

- License Primary Contact Information
- Person Upon Whom Process can be Served
- Business Mailing Address
- Office / Record Keeping Address

**Important:**



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- Requests to change the Primary Contact who serves as the main point of contact between the Office and the licensee require the upload of the front and back of a valid photo ID issued by a local, state, or federal government
- Requests to change the Person whom Process can be Served on the license can only be an owner who is listed on the license.

### 3) Location Change Request - this section will allow requests to update the following information:

- Operating Address (where cannabis operations are performed)
- Certain Cultivation Tier Requests (if applicable for the license type)

#### **Important:**

- The Amendment Survey can only process one location at a time, if you have multiple locations to request to add or remove, the submission of separate surveys for each location is required.
- For Retail Dispensary Licensees this survey will allow a licensee to request to relocate from their current licensed location to a new location. Please note that all proximity requirements including distances from schools, houses of worship, designated public youth facilities and proximity to other dispensaries applies. Retail licensees are encouraged to consult the [Proximity Protection Location Map](#) and other resources related to proximity protection on the [Office's Licensing Page](#).
- To request to relocate, Retail Dispensary Licensee's will need to provide the following information:
  - Address of the proposed location
  - GPS coordinates
  - Description of any other businesses or activities at the proposed location (if applicable)
  - Proof of control over the proposed location which may be in the form of a conditional lease, lease or deed
    - The Office will only grant a licensee proximity protection over a location that satisfies the proof of control requirements.
  - Information about the landlord or owner of the property
  - A Certificate of Occupancy or its equivalent for the proposed location. This document can also be provided to the Office at a later date.
  - The proposed hours of operation for the retail dispensary
  - Identification of the business activities to be performed at the location (delivery, sales of non-cannabis products, drive-through)
    - If selling non-cannabis products, a Certificate of Authority from the Department of Taxation and Finance. This document can also be supplied to the Office at a later date.
  - Proof the [Notice to Municipality form](#) has been sent to the applicable municipality or Community Board.



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- A list of the proposed management staff who will be employed at the location.
- Microbusinesses requesting to move or add a retail dispensary location will require the same information required for Retail Dispensary relocation amendment requests listed above.
  
- For Cultivators, Processors, Distributors and Microbusinesses the survey includes three options for a location change:
  - Relocation from an existing operating location to a new location
  - Removal of an operating location (if the licensee has multiple operating locations and is removing one)
  - Addition of a new location, but not relocating or removing any of the licensee's existing operating locations.
- In addition to the above, Cultivators and Microbusinesses have the option to request a cultivation method or tier change at an existing location.
  - Be aware the Office **is only** accepting cultivation tier or method change requests for Microbusinesses and Cultivators that were previously conditional cultivators and the change requested is one of the cultivation tiers or methods available to conditional cultivators upon the transition to a final license.
  - More information on these cultivation tiers and method is available in the [Conditional Licensee Transition Guidance](#).
- To request to relocate or add a new location, Cultivator, Processor and Distributor Licensee's will need to provide the following information:
  - Address of the proposed location
  - GPS coordinates
  - Description of any other businesses or activities at the proposed location (if applicable)
  - Proof of control over the proposed location which may be in the form of a conditional lease, lease or deed
  - Information about the landlord or owner of the property
  - A Certificate of Occupancy or its equivalent for the proposed location. This document can also be provided to the Office at a later date.
  - Information about the cultivation tier or cultivation method, if applicable
  - Information about the processor extraction type, if applicable. Note, at this time, processors are unable to request an amendment to change their processing type.
- Please note – location changes require approval by the Cannabis Control Board.

#### 4) Notification of Ownership and True Party of Interest (TPI).



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- At this time, the Office is not accepting ownership change requests or updated TPIs from licensees. However, the Office is issuing updated guidance “[Interim Guidance for True Party of Interest Changes](#)” which outlines certain actions licensees can take now to add or remove TPI.
- This section of the survey is used to sign-up to be notified by the Office when the amendment system is available, to be able to enter any changes which may have occurred while following the “[Interim Guidance for True Party of Interest Changes](#)”.

Please note the submission of the survey **does not** constitute approval for any updated information or amendments to the licensee’s record. Office approval is required for any update to take effect and in some instances Board approval is required before a change can take effect (e.g. requests for location changes). Additionally, the Office is beginning to process amendment requests in addition to the ongoing work of reviewing and issuing applications. Please be patient as your request is reviewed and works its way through the review process. The Office will be providing an update on the anticipated time it will take to process amendment requests based on staff resources and the volume of requests from licensees.

If you have any questions, please reach out to [AULicensing@ocm.ny.gov](mailto:AULicensing@ocm.ny.gov) including your business name and license number.