CORPORATE OWNERSHIP, LLC SHARE OWNERSHIP, AND CORPORATE OFFICERS/LLC MANAGING MEMBERS 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 entity managers, owners, and officers and all new named persons to be added, and signed on the 3 rd page by a prior approved officer, owner, or entity manager.
Corporation, Limited Liability Company, or Partnership documents- the submitted documents should fully explain the reported change in ownership, officers, directors, members, managing members, and partners i.e. stock or share purchase agreements signed by both seller and buyer, corporate minutes signed by corporate secretary, signed letters of resignation, signed letters of appointment, signed amendments to bylaws, corporate articles, LLC operating agreements and exhibits, and partnership agreements.
City Background Check form - this form should be fully completed by new named person to be added, 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 persons - as described on the city background check form, please include a copy of the officer, owner, or entity manager's picture ID.
CABS receipt from vendor for digital prints- city licensing will accept receipts that show digital prints have been submitted by the outside vendor so that City Licensing receives back both CBI and FBI background results.
Business Entity change application fee of \$750.00 per application - 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: Ownership, entity manager, and officer changes must be filed at least 30 days before they become effective. Unlike business manager changes who are only employees, the proposed new named persons may not act in an owner capacity (on-premise alone, set alarm, open up or close up, supervise regular employees through work direction) until they are finally approved by city licensing. The City of Boulder also conducts background reviews on all financiers.

City licensing will not review to approve or deny the background checks for the new persons until all documents, disclosures, court documents, and results from both the CBI and FBI are received by us which can take several months. 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 owners, officers, and managers. It is a negotiated matter between buyer and seller whether the purchase agreement is funded before final approval by city licensing.



City of Boulder

Finance Department · Licensing Division
P.O. Box 791, 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:

LLC ☐ Individual Association or other Corporation ☐ Partnership Recreational Marijuana Business (RMB) License License type: ☐ MMB Wellness Center MMB Greenhouse/Grow RMB/MMB Manufacture Infused Product RMB Grow RMB Dispensary 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: State Sales Tax # FEIN: City Sales Tax # After change: (Note: if City Sales Tax, State Sales Tax, or FEIN changes, you are likely to be required to file a new MMB/RMB license application, pay associated fees and suspend operations until a new city license is issued): State Sales Tax # City Sales Tax # Change(s) reported- check all that apply and 30 days advanced notice is required [Payable to the City of Boulder]: \$750 business entity change fee for all other changes N/A 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 /LIST

City Keyholder change	/addition date:			
Former keyholder nam	e:			10
Proposed keyholder na	ime:			
Just City Keyholder list	desired?:			
Will new person also h	old ownership o r	П., .	□ No	
have any other busines	ss interest?	☐ Yes *	□ No	1
Background check for	orm completed by	new person		
			ediately, copy of State MED badg	e attached
	•	60 keyholder change fee per		ge atta crieu
		es, also complete Section D		
	no SE	CTION B - BUSINESS ENTITY	NAME CHANGE	
Effective date of busine	-			
Business entity old nam				
Business entity new na				
Articles of amendm	ent from CO Secret	ary of State showing new na	ame attached	
Operational docume	ents reflecting name	change attached		
Business entity chan	ge fee as Business	Check or Money Order of \$	750 payable to City of Boulder a	ttached
☐ Name change report	ted to City Sales Ta	x & CO Dept. of Revenue?		
		SECTION C: TRADE NAM	IE CHANGE	
Effective date of trade	name change:			
Trade name old name:				
Trade name new name	2:			
Business entity chan	ge fee as Business	Check or Money Order of S	750 payable to City of Boulder at	ttached
	_	ales Tax & CO Dept. of Rever		
- Trade hame change	reported to city st	nes tax a co bept. of hevel	ide.	
SECTION D: CHANGE OF	OFFICERS, DIRECT	ORS, PARTNERS, MEMBERS	, FINANCIERS, PRIMARY CAREG	VERS, OR NAMED PERSO
	·		•	
Please note: Changes r	nust be filed at leas	t 30 days before they are ef	fective and the change will not b	e final until approved by
City and State. If chang	e has already occui		denied, City may require change	become null and void or
		the new party be divested j	rom new role.	
new person:	new position:	mailing address:	individual replaced (If applicable):	% owned: (complete Section E too)
				-
	1			
-		(attach separate sheet if	necessary)	
П		•	• •	
			ment amendments showing the	_
financiars primary			any officers, directors, partner	rs, managing members,

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	l's driver's license or state	e-issued ID attached				
Each new individua	's CABS receipt to co n fir	m digital prints attache	d			
Business entity char	nge fee of \$750 payable t	o City of Boulder attacl	hed		f	
	SECTION E: CHANGE	OF INDIVIDUAL OWN	ERS OR OWNERSHI	P PERCENTAGES		
City and State. If change			enied, the City may			
New owners/ownership	percent changes:					
entity/person:	position (if named person, complete Section	on D too): mailing add	ress: f	replaces former owner (if applicable):	% owned:	
*						
	(att	ach a separate sheet if	necessary)			
Each new individual	's background check forn	n attached				
Copy of each new individual's driver's license or state-issued ID attached						
Each new individual	's CABS receipt to confirm	n digital pri nts attache	d			
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 Business entity change fee of \$750 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	D.	inted name	Tit	No.	Date	

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, CITY KEYHOLDERS, FINANCIERS, PRIMARY CAREGIVERS, ALL NAMED PERSONS, & 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, m			3. List any other names you have use				
4. Mailing address (if different f	rom residence)				5. Home Telephone		
6. Your personal email address	s if city has further ques	tions o	r needs ad	ditional informat	ion?		
7. List all residence addresses'	below. Include current	and pr	evious addr	esses for the pa	st five years. (Attach s	eparate sheet if	necessary.)
STREE T AND NU	IMBER		CITY,	STATE, ZIP		FROM	ТО
Current							
Previous							
8. List all current and former en	nployers or businesses	engag	ed in within	the last five yea	rs (Attach separate sh	eet if necessa	ary)
NAME OF EMPLOYER	ADDRESS (STRE	ET.	CITY,	STATE, ZIP)	POSITION HELD	FROM	ТО
9. List name(s) of relatives wor	king in or holding a fina	ncial ir	nterest in an	MMB or RMB li	censed business.		
Name(s) of Relative	Relationship to	<u>you</u>		Position I	<u>leld</u>	Licens	ee Name
10. Have you ever applied for,							
Marijuana Business License in inventory, to any Marijuana bus		risdicti	on, or helpe	d financed, loar	ned money, furniture o		ipment or sNo
N	lame	Ad	ldress	Туре	e of Business	Date/ Licer	ise #
Explain:							

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

		party) in a federal, state,		(other than traffic	violations that did not involve Yes No
Explain:					
•					
		driving or operating other accessive alcohol content i			drugs or medication, or Yes No
Explain:					
21. Have you e	ever been convicted of a	a crime or completed any	portion of a criminal sen	ntence in a federal,	state, or other court?Yes No
Explain:					
					provide answers on the ion 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
					3 2
Marijuana busi Chapter 6-14 o				ermine your suitabi	ility for licensure pursuant to
			-		Yes No
		When		me of District Cour	
	·		= -		
h. Naturalizatio	n Certificate Number _		i. Date of Certification.		
j. If an Alien, G	Give Alien's Registration	Card Number			
k. Permanent Residence Card Number					
I. Height m. Weight n. Hair Color o. Eye Color p. Sex q. Race					
r. Do you have	a current Driver's Licer	nse? Yes N	lo If Yes, give numb	er and state	<u></u>
Pleas	se attach copy of your	current Driver's Licens	e, State Issued Picture	ID, or Passport to	o this document.
24. Financial Ir	nvestment Information.				
a. Total investr	ment being made in bus	siness by Applicant entity,	corporation, partnership	o, limited liability co	ompany, or other.
b. List the total		nent in this business inclu			quipment, operating capital,

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: Na	me of Bank; Account Type a	and Number	Amount			
d. Loan Information (attach copies of all ne	otes or loans)		F				
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			

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Declaración de la Ley de Privacidad

Esta declaración de la ley de privacidad se encuentra al dorso del FD-258 tarjeta de huellas digitales.

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencies de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. 1 These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.2
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.3

¹ Written notification includes electronic notification, but excludes oral notification.

² https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.1 Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.2
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su
 historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la
 agencia no permite que se le provea una copia del historial, usted puede obtener una copia
 del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener
 información referente a este proceso en https://www.fbi.gov/services/cjis/identity-historysummary-checks y https://www.edo.cjis.gov.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de .https://www.edo.cjis.gov. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la
 investigación de su historial criminal lo usarán para los propósitos autorizados y que no los
 retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales,
 o reglas, procedimientos o normas establecidas por el National Crime Prevention and
 Privacy Compact Council.3

2

Actualizado 6/11/2019

La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

² https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).