Apply for a License
in the CalCannabis Licensing System

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Note: Cannabis is a Schedule I drug, according to the federal Controlled Substances Act.
Cannabis-related activity is subject to federal prosecution, regardless of the protections
provided by state law.
Overview of the License Application Process

In this document, we’ll explore how to apply for a cannabis cultivation license. After you create an account on the CalCannabis Licensing System and log in, you can start the application process, shown below, for a cultivation license.

Here are some of the decisions you will make and information you must provide:

- Choose Adult-Use, Medicinal, or Temporary for the Application Type.
- Choose the cultivation License Type, which is based on the scale of your site and your cultivation method.
- Select a business structure and report other financial interests.
- Provide contact information for people in the required roles:
  - Designated Responsible Party (DRP)
  - Agent for Service of Process
  - Owner(s)
- Provide information about your premises, including water sources, power sources, and the local jurisdiction that you are authorized to cultivate cannabis with in your city or county.
- Identify and upload required documents.
- Electronically sign the application.
- Use your CalCannabis account to review and monitor the progress of your application.
- Each owner fills out and submits an Owner Application. If your business has more than one owner, all of the owners will receive an e-mail to log into their account, complete, and submit an Owner Application. If an owner doesn’t already have a registered account, they’ll also receive an e-mail with instructions to create an account and sign into the CalCannabis Licensing System.
- Your Designated Responsible Party must complete and sign the Declarations and Final Affidavit application.
• Pay the **application fee**; either online or in person in Sacramento (an appointment is required for in-person payments).

• Wait for the CalCannabis Licensing staff to review and approve your application.

• If approved, pay the **license fee** (an appointment is required for in-person payments).

• The CDFA CalCannabis Licensing Division issues your cultivation license.

• Access and print your cultivation license from your CalCannabis account.

**Technical Notes:**

• While using the CalCannabis Licensing System website, disable any pop-up blockers on your browser. The system uses pop-up dialogs extensively.

• To avoid losing work, do not use the Backspace key, the Back button on your browser, or the Refresh function.

  Use your keyboard's Tab key to move between fields on a page. However, Tab will jump to other objects on the screen, such as Help icons and calendar functions.

**Begin Application**

After logging on with your **Username** and **Password**, the **My Dashboard** page displays. Click the **Apply for a License** button to start your application.
General Terms

Check the box to accept the terms of use for the website.

Click **Continue Application**.

Application Type

Next, select the type of application: **Adult-Use, Medicinal or Temporary**.

**Note:** If you choose **Temporary**, the next question will be whether your Application Type will be Adult-Use or Medicinal. **Temporary** licenses are valid for 120 days, with possible 90-day extensions if you have submitted your annual license application. They do not require a fee and have fewer initial documentation requirements, but you must already have authorization from your local jurisdiction, either City or County, to cultivate cannabis commercially.

Click the **Continue Application (Not Saved)** button (there will be a chance to save your work soon).
Note: For the remainder of this document, we'll focus on the full annual license application, with all of its requirements for entering information, uploading documents, and paying fees.

License Type

Make your selection from the License Type dropdown list. Each of these types has a different set of requirements and parameters.

There are 18 types of license that you can apply for, which are listed below. These types combine the size of your site and the cultivation method.

<table>
<thead>
<tr>
<th>Specialty Cottage Outdoor</th>
<th>Specialty Cottage Indoor</th>
<th>Specialty Cottage Mixed-Light Tier 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Outdoor</td>
<td>Specialty Indoor</td>
<td>Specialty Cottage Mixed-Light Tier 2</td>
</tr>
<tr>
<td>Small Outdoor</td>
<td>Small Indoor</td>
<td>Small Mixed-Light Tier 1</td>
</tr>
<tr>
<td>Small Mixed-Light Tier 1</td>
<td>Small Mixed-Light Tier 2</td>
<td></td>
</tr>
<tr>
<td>Nursery</td>
<td>Processor</td>
<td>Medium Mixed-Light Tier 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medium Mixed-Light Tier 2</td>
</tr>
</tbody>
</table>
Red text above the License Type field explains the requirements for the license type you selected. For example, a Specialty Outdoor site has less than or equal to 5,000 square feet of total canopy or up to 50 mature plants on noncontiguous plots.

Cooperative Member – Check Yes or No to indicate whether your business is part of a cooperative. Use the Help function to see the legal definition of a cooperative, per Business and Professions Code Chapter 22. Checking Yes causes another required field to appear where you can enter the name of your cooperative.

Temporary License ID Number – If you have already submitted and been issued a temporary license number, you may enter it here. This will save time and effort in the application process.

Click on Continue Application to move to the next screen.

Note: At any time from this point on, you can click the Save and resume later button. When you return to your online account, the application will be waiting in your My Licenses list for you to resume.
Business Structure

- Select your **Business Entity Structure** from the dropdown list. This choice affects documents you need to provide later in the application.

- Indicate whether your business is a **Foreign Corporation**. This will require documentation later if **Yes** is checked.

- Enter your **Employer Identification Number (EIN)**. If you chose Sole Proprietorship as your Business Entity Structure, a field will display for you to enter your **Social Security Number** rather than an EIN.

- The **Seller’s Permit Number** from the California Department of Tax and Fee Administration (CDTFA) and the **Secretary of State Registration Entity ID** are optional. If a Seller’s Permit is not required, proof from CDTFA will need to be included as an attachment.

Click **Continue with Application**.
Business Information

The Business section asks for contact and address information for the applicant. Click Select from Account to get this information from the contacts saved in your CalCannabis account or click Add New to enter this information.

Choose the Business address type (if you created one, it will be preselected). Then, click Continue.

A pop-up window opens next, prepopulated with your contact information and Business address. The First and Last names, Legal Business Name, Phone, and E-mail address are required fields.

If you supplied Business address information when you registered, the system will prefill it here, or you can click Add Contact Address to enter in an address type.

Click Continue to close the window and scroll to the next section.
Cannabis Licenses

Any financial interest in other state issued cannabis license(s) held by the business entity must be disclosed to CalCannabis. Click **Add a Row** if you have any to report.

For each state-issued cannabis license that the business entity holds, enter in the pop-up window the following information identifying the associated commercial cannabis business: **Legal Business Name, Type of License, License Number, Date Interest Obtained**, and the State agency that the license was **Issued by**.

- **CDPH – Department of Public Health**
- **CDFA – Department of Food and Agriculture**
- **DCA – Department of Consumer Affairs**

Click **Submit** (if applicable). Then, **Continue Application**
Designated Responsible Party

Next, enter your business’s **Designated Responsible Party**. This person must be an owner with a minimum 20% interest in the business, who will receive all communications about the cannabis cultivation license from CDFA. As you did for the **Business Information** above, you can **Select from Account** or **Add New** to enter this contact information. The required address type for the Designated Responsible Party is **Mailing**.

Agent for Service of Process

The Agent for Service of Process must be an individual who resides in California, or a corporation designated to accept service of process (i.e. receive court papers) on behalf of the licensee.

If you plan to fulfill this role, you can **Select from Account** to enter your own information, or click **Add New** to enter this information. The required address type for the Agent for Service of Process is **Mailing**.

Click **Continue Application** to go to the next page.
Owner List

In this section, create a list of owners of your cannabis business. An "Owner" is any of the following:

- A person with an aggregate ownership interest of 20% or more in the cannabis cultivation business applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance.
- The chief executive officer of a nonprofit or other entity.
- A member of the board of directors of a nonprofit.
- An individual who will be participating in the direction, control, or management of the person applying for a license.

Your CalCannabis account automatically prefills the Owner List with your information.

If you have multiple owners, click Add a Row. You can create one or more entries for other owners in the business entity. A pop-up window appears for entering the legal first and last name and e-mail address of each owner (these are all case sensitive for users who already have accounts). Click Submit to save the new Owner entry.
Note: When this application is submitted, each individual entered on the Owner List receives an e-mail asking them to activate their account (if they do not already have an account) with the CalCannabis Licensing System (temporary password provided) and then fill out their Owner Application.

The cultivation license application cannot be processed until all Owner Applications are submitted.

Click Continue Application when finished.

**Premises Information**

Enter the address of your cultivation site, including the City, Premises County, and Assessor Parcel Number (APN).

The Premises Address, Zip, and Date of Initial Operation are optional. However, if you enter a date into the Date of Initial Operation field, you will be required later to attest to its accuracy.

Note: Your premises address is not considered confidential and may be disclosed pursuant to a California Public Records Act request.
You must check the box acknowledging that all records will be kept on site at your premises.

Indicate how you hold possession of your premises by selecting whether you Own, Rent/Lease, or Other. If you choose Rent/Lease, additional fields open up for you to enter the Property Owner’s Mailing Address and Phone Number. If you selected Other, a text field becomes available for you to write a description of your arrangement with the property owner.

**Additional Premises Information**

If your contiguous cultivation site has multiple parcel numbers or more than one address, enter that information in the Additional Premises Information section, which has a table structure to allow for multiple entries.

**Note:** This section is not for listing additional cultivation sites. A different, non-contiguous cultivation site must have a separate license.
Click **Add a Row** to enter other premises parcel numbers or addresses in the pop-up window, as you did in the **Premises Information** section. Then, click **Submit** to save to the **Additional Premises** table.

Click **Continue Application** to go to the next page.

### Water Supply

A source of water supply is required for all license types. You can list multiple water sources of different types.

Click **Add a Row** to list one or more water sources. A pop-up window opens, prompting you to enter information on your water source. Selecting the water source displays only the fields associated with the type of water source. Click **Submit** when finished.

The selected water sources and accompanying information you entered display in the **Water Supply** table in this section. Click **Continue Application** when finished.
**Power Source**

If your application is for an indoor or mixed-light license type, specify one or more types of power source for cultivation activities. Selecting Other opens an additional field for you to enter an explanation.

Click **Continue Application** when finished.

**Local Authorization**

Your premises must be in good standing with your local authority. Select the local jurisdiction that provided your authorization. Choices in the **Local Authority Type** dropdown list are **City** or **County**.

Depending on your choice, the **City** or **County** field will automatically populate form the premises Information you entered previously. The other fields shown are optional.

Click **Continue Application**.
Required Documents

At this point in the application process, the information you have provided requires specific documents to be filed with the CalCannabis Licensing Division. The screen displays a list of these documents and their descriptions.

You must assemble and upload these documents to the CalCannabis Licensing System to support your application. Gather these documents on your computer, so you can easily add them. If you have only paper copies of some documents, you can click Save and resume later and resume your application once you’ve scanned them into a PDF or similar file format.

In the Required Documents section, click the Add button to open a Windows Explorer dialog. Find the file associated with each item in the list.

Double-click on the file or select it and then select Open. If you upload the wrong file, click the red X to delete it, or just click Add again and select the correct file.

Once you’re done uploading documents, click Continue Application.
Review

The next screen displays a long list of all the information you’ve provided so far in the application. You can use the blue Edit button next to each section to go back and revise your entries as needed.

At the bottom of the page is an attestation statement, click the checkbox to certify your application, which automatically enters the date.

Click Continue Application.

Associated Forms

The Associated Forms screen displays next. You’ve submitted your main license application, but now the Owner Applications are listed under Added Items. Each owner must separately fill out and submit their own Owner Application.

You can return to your account by clicking Save and resume later. Then, find your Owner Application under My Licenses.
Owner Application – Additional Owner

The Licensing system emails all the other owners on the application, instructing them to log into their account on the CalCannabis website and complete the Owner Application. A separate e-mail provides a temporary password for logging in if they don’t already have a CalCannabis account.

All Owner Applications must be submitted before the application fee can be paid. We’ll walk through the Owner Application next.

Note: The system will not allow you to complete the Owner Application form for another owner. However, when logged into your own account, you can find your Owner Application in the My Licenses section. Then, click the blue Resume Application link to start filling it out.

After logging in and creating a new password, the owner finds their Owner Application listed under My Licenses and clicks Resume Application.
Enter the **Percentage Ownership (%)** in this business entity (the percentages for all owners should add up to no more than 100).

Enter the **Date Owner Acquired Interest**. Provide either a **California State Issued ID Number** (such as a driver’s license) or some **Other Government Issued ID Number**. Although not marked with a red asterisk, one or the other is required.

You must also enter your **Live Scan Applicant Transaction ID**, which you will receive from a Live Scan facility while being fingerprinted.

If this owner is a business entity (not an individual), that reports taxes using an **Employer Identification Number (EIN)**, click the **Yes** button. Additional fields will appear for your EIN, business name, and title.

In the **Cannabis Financial Interests** section, enter any financial interests this owner may have in other cannabis-related businesses. Click **Add a Row** to create one or more entries naming those interests. A pop-up window opens; enter the **Type of License**, **License Number**, and the agency that the license for the business entity was **Issued By**. Click **Submit** when finished.
• CDPH – Department of Public Health
• CDFA – Department of Food and Agriculture
• DCA – Department of Consumer Affairs

Click Continue Application when done with the page.

In the Acknowledge Owner Disclosures section, enter responses to the questions displayed.

Note: Answering Yes to any of these disclosures may result in denial of your application, or may require you to submit additional information.

If the owner has any history of criminal convictions, they must be reported on the Owner Application. Click on Add a Row to open a pop-up window and add information about each conviction.

Enter the Offense, Conviction, Incarceration, Probation, or Parole Dates. A Rehabilitation Statement may be entered as well. Click Submit when finished.

Click Continue Application when done with the page.
The **Owner** information screen may display a system message that required fields have not been completed.

This is normal as the registration process doesn’t require a birthdate or Social Security Number, but this information is required for all listed business owners.

Click the **Edit** link to display a pop-up window to enter these fields, and any others that may be blank.

If required, click the **Add Contact Address** button to add a Contact address (the **Mailing** address type is required).

**Continue** when finished. Then, click **Continue Application** on the main page.
In the **List of Required Documents** section, upload digital copies of the owner’s government identification and application for fingerprint processing. Click **Add** to open a pop-up window and select your files.

After adding the two required files, click the **Continue** button to close the pop-up and return to the main page.

**Note:** If there are other documents that you wish to upload, possible related to convictions or other special situations, add them through this window and identify them in the next step.

After selecting and uploading your files, you must now identify each file using the required **Type** dropdown list. Use the optional **Description** field if you need to provide more information.

The list of types includes:
- Certificate of Rehabilitation
- Electronic Fingerprint Application
- Evidence of Dismissal
- Government Issued ID
- History of Convictions
- Reference Letters

Be sure to click **Save** at the bottom to finish uploading your files.
The Documents section now displays your uploaded files and their identifying information.

Click **Continue Application** when you are finished uploading files.

Next is the **Review** screen, where you can see all the entries you made in the **Owner Application**. You can use the blue **Edit** buttons to revise any section of your application.

Click the checkbox at the bottom of the screen to certify your application. Then, click **Continue Application**. 
Owner Application – Initial Applicant

We just walked through creating and submitting the Owner Application from the viewpoint of an additional owner. As the initial applicant, you must also complete and submit your Owner Application, using the same steps we just covered. Once you submit that form, you are returned to the Associated Forms page.

Declarations and Final Affidavit

After all Owner Applications are submitted, an application called the Declarations and Final Affidavit displays on the Associated Forms page.

This application can only be submitted by the Designated Responsible Party (DRP). The DRP is sent an e-mail notification that this form is waiting to be signed and submitted. This message also appears under the Announcements once the DRP logs into the Licensing System.

The DRP will need to go to the My Licenses list to view the Declarations and Final Affidavit form and click Resume Application.
The first screen asks you to confirm the Designated Responsible Party's contact information, which is prefilled from the license application. Click Continue Application if this information is correct.

Acknowledge Disclosures is next. Read this section carefully and answer the questions. Answering Yes to any of these questions will require further documentation and may result in denial of your license.
The **Acknowledge Declarations** section requires you to declare under oath that these statements are true. Indicate your declarations with a check mark next to each statement.

Click **Continue Application**.

Next is the review of this form. Use the **Edit** button to revisit any sections as needed. Then, certify your form at the bottom of the page before clicking **Continue Application**.

This indicates your agreement with these statements:

- **I understand I am responsible for knowing and complying with all state laws and regulations governing medicinal and adult-use cannabis cultivation pursuant to MAUCRSA and all other applicable laws and regulations, upon issuance of my license. I understand I am responsible for compliance with subsequent updates to cannabis cultivation laws and regulations.**

- **I hereby declare that the information contained within and attached to this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.**

For more information, please visit: [calcannabis.cdfa.ca.gov](http://calcannabis.cdfa.ca.gov)

Revised 04/06/2018
Pay Fees

Once the Owner Applications and the Declarations and Final Affidavit application are completed, you are returned to the Associated Forms page.

The Continue to Payment button is now active. Click it to begin the payment process for your application fee.

Note: The application fee is the first of two fees. Once your application fee is received, the CalCannabis Licensing Program staff will review your application, and if approved, you will be asked to pay your license fee before your license can be issued.

On the Pay Fees page, your application fee is listed. You can choose to pay online, using either a credit card or bank transfer.

If you choose Cash Payment, the CalCannabis Program will provide you instructions and an invoice that you must bring to pay cash in-person. You must make an appointment with the Bureau of Cannabis Control to pay in-person at their office in Sacramento.

To pay your application fee online, click the Check Out button.
The **Cart** screen displays the records associated with this application and the fee due. You can revisit your application by clicking **Edit Cart** or just continue by clicking **Checkout**.

**Step 1: Select item to pay**

To pay with Credit Card or E-Check click Checkout below. To remove a fee from the shopping cart to pay later click Edit Cart below. Click Continue Shopping to start a new application, search your applications or view your license list. Your application will not be processed until the fees are paid in full. If you later decide to pay with Credit Card or E-Check you can click the Pay Fees Due link next to your record in the My Licenses list. Click on the arrow in front of a row to see the fee details.

**PAY NOW**

4 Application(s) | $535.00
---
Adult-Use Cannabis Cultivation Application 18TMP-000059 | Total due: $535.00
Owner Application 18TMP-000068 | Total due: $0.00
Owner Application 18TMP-000069 | Total due: $0.00
Declarations and Final Affidavit 18TMP-000075 | Total due: $0.00

**Total amount to be paid: $535.00**

Note: Fees amounts shown are for illustration purposes only.

**Credit Card Payment**

On the **Payment Options** screen, choose whether to pay by credit card or bank account. Click **Submit Payment**.
This is the payment portal screen for credit card payment. Your payee information will not be complete, as some personal information does not transfer from your application. Fill out any contact information that is missing.

Your fee is listed. Note: Paying by credit card requires a convenience fee for the payment processor of 2.99% of the application fee. Click on the CREDIT/DEBIT link to display fields for entering your card information.

Enter your payment information and click Submit. You are returned to your application page, where you can print a receipt and continue.

**Bank Account Payment**

Selecting Pay with Bank Account takes you to a different payment screen. Click Submit Payment to continue.
On the (Automated Clearing House) ACH payments screen, choose the type of bank account – either Personal or Business. Click Next.

On the next page, enter any missing contact information and scroll to the bottom of the screen.

Under Payment Method, enter the name of the bank account owner, the bank account number, re-enter the bank account number, and finally enter the bank routing number. Indicate whether this is a checking or savings account and click Next.
On the Payment Review page, your transaction is displayed for you to review before clicking Pay Now.

Once the transaction has been reviewed, click Pay Now. You are now returned to your application, where you can print your receipt.
Application Approval

In your account, go to the My Licenses tab. Your Owner Applications will show as Submitted (until reviewed by CalCannabis Licensing staff). Your Small Outdoor cultivation license application also shows a Status of Submitted and you can click on the application number to see more about the progress of the staff review.

At any time, you can view your application's Processing Status through the Record Info dropdown selection, to see the progress of your application through the back-office of the CalCannabis Licensing System. An hourglass icon displays next to those steps that are in progress, and green checkmarks or a gold asterisk displays next to those that are complete.
If your application is approved, the DRP will receive an e-mail notification that the **License Fee** is due. The DRP can log into the CalCannabis website and the **My Licenses** list will show the application as **Pending Payment** with an action of **Pay Fees Due**. Click on **Pay Fees Due** to return to the payment-processing step to submit your license fee.

<table>
<thead>
<tr>
<th>License Number #</th>
<th>License Type</th>
<th>Legal Business Name</th>
<th>Date</th>
<th>Expire On</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCA18-0000012-DEC</td>
<td>Declarations and Final Affidavit</td>
<td>John Doe (<a href="mailto:jdoe@mailinator.com">jdoe@mailinator.com</a>)</td>
<td>01/11/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCA18-0000012</td>
<td>Adult-Use Cannabis Cultivation Application</td>
<td>J. Doe &amp; Co. Small Outdoor</td>
<td>01/10/2018</td>
<td></td>
<td>Pending Payment</td>
<td>Pay Fees Due</td>
</tr>
<tr>
<td>LCA18-0000010</td>
<td>Owner Application</td>
<td>John Doe (<a href="mailto:jdoe@mailinator.com">jdoe@mailinator.com</a>)</td>
<td>01/10/2018</td>
<td></td>
<td>Review Complete</td>
<td></td>
</tr>
</tbody>
</table>

Once your license fee is paid, you’ll receive an e-mail or postal letter notification that your license is issued. Return to the **My Licenses** list and click on your **Active** cannabis cultivation license.

<table>
<thead>
<tr>
<th>License Number #</th>
<th>License Type</th>
<th>Legal Business Name</th>
<th>Date</th>
<th>Expire On</th>
<th>Status</th>
<th>Action</th>
<th>Short Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCA18-0000106-DEC</td>
<td>Declarations and Final Affidavit</td>
<td>Sheldon Cooper (<a href="mailto:cdfa.test06@oits.cdfa.ca.gov">cdfa.test06@oits.cdfa.ca.gov</a>)</td>
<td>02/16/2018</td>
<td></td>
<td></td>
<td>Sheldon Cooper (<a href="mailto:cdfa.test06@oits.cdfa.ca.gov">cdfa.test06@oits.cdfa.ca.gov</a>)</td>
<td></td>
</tr>
<tr>
<td>LCA18-0000106-0010</td>
<td>Owner Application</td>
<td>Sheldon Cooper (<a href="mailto:cdfa.test06@oits.cdfa.ca.gov">cdfa.test06@oits.cdfa.ca.gov</a>)</td>
<td>02/16/2018</td>
<td></td>
<td>Review Complete</td>
<td>Sheldon Cooper (<a href="mailto:cdfa.test06@oits.cdfa.ca.gov">cdfa.test06@oits.cdfa.ca.gov</a>)</td>
<td></td>
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<tr>
<td>LCA18-0000106</td>
<td>Adult-Use Cannabis Cultivation Application</td>
<td>Big Bang Cannabis Specialty Indoor</td>
<td>02/16/2018</td>
<td></td>
<td>License Issued</td>
<td>Sacramento Co</td>
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<tr>
<td>CAL18-0000010</td>
<td>Adult-Use Cannabis Cultivation License</td>
<td>Big Bang Cannabis Specialty Indoor</td>
<td>02/16/2018 02/16/2019</td>
<td></td>
<td>Active</td>
<td>Sacramento Co</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Do not click on your cannabis cultivation application. The license certificate is only available in your cannabis cultivation license.
Use the **Record Info** dropdown list to navigate to **Attachments**, where you will find your license certificate.

Click on the **Name** of the license certificate document and select **Open** from the pop-up dialog box.

**Note:** You will need to have an Adobe PDF reader installed on your device in order for the license certificate document to open.
Your license certificate will open for you to view and print.

CANNABIS CULTIVATION LICENSE

Legal Business Name:
J. Doe & Co.

Premises APN:
Yolo County - 1234567890

Premises Address:
No Address Provided

Valid:
01/11/2018 to 01/11/2019

License Number:
CAL18-0000012

License Type:
Adult Use-Small Outdoor

---- NON-TRANSFERABLE ----

---- POST IN PUBLIC VIEW ----

eLearning Resources

Find more information and guides to using the CalCannabis Licensing System on our eLearning page, at:

https://www.cdfa.ca.gov/calcannabis/training/