

State of California, Department of Cannabis Control

# Equity Fee Relief Request Form

Cannabis equity businesses in California may be eligible for license fee relief from the Department of Cannabis Control (DCC) if they meet certain criteria.

Use this form to request a fee waiver, fee deferral(s), or both. DCC will process fee relief requests in the order in which the license application or renewal has been approved. For fee relief on a license renewal, the request must be submitted at least 60 days prior to the expiration of the license.

## Description of Fee Relief

**Fee Waiver:** provides an opportunity for qualified and approved equity applicants/licensees to have either their initial or renewal license fee waived. Please note that equity fee waivers do not apply to application fees, and businesses with more than one license **can only obtain a fee waiver for one license per calendar year.**

**Fee Deferral:** provides qualified and approved equity applicants/licensees an six months to pay their initial or renewal license fees. Businesses with more than one license can request deferrals on each license within the same calendar year. Note: All deferrals must be paid in full no later than six months after the issuance of a license or renewal of a license. Businesses with more than one license **can request a deferral one time on each license within the same calendar year.**

## Business Information

Legal business name:

## Type of Request (Select all that apply)

**Fee Waiver** – Fill out all applicable fields below and include preferred application or license number for one waiver.

Application/ license number:

License type:

Expiration date (if any):

Local Jurisdiction:

Initial license fee or renewal fee?



Gross Revenue for Fee Waivers\*

**Initial License Fee Waiver:** enter estimated gross revenue for the business’ first year of operations:

**Renewal License Fee Waiver:** enter gross revenue for current 12-month license period:

*\*Enter the business’s gross revenue during the first year of operation (for new applicants) or during the 12-month license period (for renewals). Gross revenue must be \$5 million or less per business to qualify for a fee waiver. Renewal applicants must include tax documentation verifying their gross revenue in their email to the DCC.*

**Fee Deferral(s)** – Fill out all applicable fields below and include all application or license number(s) for deferrals (may attach additional pages as necessary). Note: All license fees must be paid in full no later than six months after the issuance or renewal of a license.

Application or License #	License Type	Expiration Date (if any)	Local Jurisdiction	Initial or Renewal*

*\*Indicate whether the deferral is for an initial license fee or a renewal fee*

Attestation

With this signature, I attest that I am authorized to act on behalf of the commercial cannabis business requesting a fee relief. I also attest that the qualified equity applicant(s) or licensee(s), either individually or in combination, own no less than 50 percent of the commercial cannabis business that is applying for licensure or is licensed.

Applicant/Licensee name:

Applicant/Licensee signature:

## Equity Ownership Information (Owner #1)

Identify each owner of the cannabis business who meets the equity criteria (each “equity owner”). At least 50% of the business must be owned by individuals who meet the equity criteria. You can download an [additional equity ownership form](#) if you need to report more owners.

Owner name:

Ownership %:

Job title:

Email:

Phone:

Equity eligibility

Owner arrest

Owner conviction

Income

Number of earners in the household

Disproportionately impacted county

**And one of the following:**

Unemployment and poverty census tract

Immediate family member arrest

Immediate family member conviction

Is this owner a locally verified equity applicant or licensee?

Yes\*

No\*\*

*\*By selecting yes, the owner attests that: “Under penalty of perjury, I hereby declare that I am a locally verified equity applicant or licensee. I further declare that I satisfy at least one of the criteria set forth in CCR 15014.1(d). I understand that the Department may investigate the accuracy of these declarations, and that a misrepresentation of fact is cause for rejection of this fee relief request.”*

*\*\*Attach evidence of eligibility, as described below, for each owner who is not a locally verified equity applicant or licensee.*



## Equity Ownership Information (Owner #2)

Identify each owner of the cannabis business who meets the equity criteria (each “equity owner”). At least 50% of the business must be owned by individuals who meet the equity criteria. You can download an [additional equity ownership form](#) if you need to report more owners.

Owner name:

Ownership %:

Job title:

Email:

Phone:

Equity eligibility

Owner arrest

Owner conviction

Income

Number of earners in the household

Disproportionately impacted county

**And one of the following:**

Unemployment and poverty census tract

Immediate family member arrest

Immediate family member conviction

Is this owner a locally verified equity applicant or licensee?

Yes\*

No\*\*

*\*By selecting yes, the owner attests that: “Under penalty of perjury, I hereby declare that I am a locally verified equity applicant or licensee. I further declare that I satisfy at least one of the criteria set forth in CCR 15014.1(d). I understand that the Department may investigate the accuracy of these declarations, and that a misrepresentation of fact is cause for rejection of this fee relief request.”*

*\*\*Attach evidence of eligibility, as described below, for each owner who is not a locally verified equity applicant or licensee.*



## Instructions: Equity Owner Criteria and Evidence

Qualified equity applicants or licensees, either individually or in combination with other qualified equity applicants or licensees, who meet [equity criteria](#) must own 50% or more of the cannabis business. Business owners can show they were impacted by past cannabis criminalization in a number of ways. You only need to meet one of the following criteria to qualify.

### Conviction or arrest

**The owner was convicted of or arrested for a cannabis offense before November 8, 2016.**

You can show proof of conviction or arrest using any of the following:

- Copies of federal or state court records that show the outcome of the case
- Records showing dismissal or expungement
- Any other court or law enforcement record that show proof of conviction or arrest

### Income

**The owner's household income is less than or equal to 60 percent of the area median income for the local jurisdiction in which they live.**

You can show proof of income using any of the following:

- Individual federal tax returns, state tax returns, or W-2s
- At least two consecutive paystubs
- Proof of eligibility for a program that provides financial aid to adults without enough income or resources, such as CalFresh, MediCal, CalWORKS, supplemental security income, or social security disability

The records must include the individual's name and be dated within two years of the date of the fee waiver request. Income documentation must be submitted to demonstrate the equity owner's income as well as each earner in the equity owner's household.

### Neighborhood and family member conviction or arrest

**The owner lived for at least five years between 1980 and 2016 in a county disproportionately impacted by past criminal justice policies implementing cannabis prohibition.**

In addition to having lived in a disproportionately impacted county, the owner must have resided in a census tract that is among the top 25 percent for civilian unemployment and poverty in the state based on the United States Census Bureau's 2013-2017 American Community Survey or has an immediate family member who was convicted or arrested for a cannabis offense before November 8, 2016.

Use our [map tool](#) to see if you lived in a qualifying area. Qualifying counties are outlined in black and qualifying census tracts are shaded in green.



You can show proof of residence using any **two** of the following:

- California Driver's License or State Identification Card
- Property tax bill or payment, or evidence that the owner is exempt from property tax payment
- Signed rental agreement, or deed or title to residential property
- Copies of state or federal tax returns
- School records
- Banking or credit card records
- Voter registration
- Credit reports
- Utility, cable, or internet billing or payment records
- Vehicle titles or proof of vehicle registration

The records must include the equity owner's name, show an address in the jurisdiction, and be dated between 1980 and 2016.

Immediate family member may include: child, stepchild, parent, stepparent, brother, sister, half-brother, half-sister, stepsibling, legal guardian, grandparent, or great grandparent. You can show proof of conviction or arrest using any of the following:

- Copies of federal or state court records that show the outcome of the case
- Records showing dismissal or expungement
- Any other court or law enforcement record that show proof of conviction or arrest

