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To: All Nevada Cannabis Licensees

As a reminder, many establishment licenses expire **June 30, 2021**. Licenses must be valid and unexpired in order for an establishment to operate. The Nevada Cannabis Compliance Board (CCB) recommends preparing the necessary renewal documents in advance to avoid submission delays.

Listed below are the steps and documents required to renew a cultivation, production, sales (dispensary/retail), distribution, and/or laboratory license.

- Licensees must register for an Accela account if they have not done so already and link all their licenses to their Accela account. A written tutorial can be found on the CCB website at <https://ccbnvstaging.wpeengine.com/wp-content/uploads/2020/07/Accela-Cannabis-Customer-Portal-Tutorial-071120.pdf>.
- If the establishment does not have access to the license(s) in their Accela account, the Point of Contact will need to obtain the PIN to link the license. To obtain the PIN, the Point of Contact should send a "PIN Request" email to ProgramSupport@ccb.nv.gov and include the 20-digit license numbers and CE ID numbers for which the PINs are being requested.
- License renewal applications must be submitted through the Accela Cannabis Customer Portal. No hard copies or flash drives will be accepted. Renewals will be available in Accela 60 days prior to the license expiration date.
- Download the fillable "License Renewal or Surrender" form from the CCB website: https://ccb.nv.gov/wp-content/uploads/2020/09/6.3-License-Renewal_SG09032020.pdf. This form contains information on license renewal fees including how to submit payment and how to obtain a Letter of Good Standing.
- The notarized "License Renewal or Surrender" form (one form per license number) and the Letter of Good Standing should be uploaded into the license renewal application created in Accela.
- Licensees must be up-to-date on payment for Time & Effort invoices.
- If possible, licensees are encouraged to pay renewal fees via check or money order. If this is not an option for your establishment, a limited number of cash appointments will be available in both CCB offices (Las Vegas & Carson City) starting May 1st. Appointments can be scheduled through the CCB's homepage: ccb.nv.gov.

Questions should be directed to CCBLicensing@ccb.nv.gov.