



Preparing to Apply for a Cannabis Establishment License

The application window for a White Pine Cannabis Establishment license is limited, so it is recommended that applicants gather necessary documentation before the window opens.

You can find more resources on ccb.nv.gov, including how to apply for an agent card, diversity plan requirements, and additional information on the criteria of merit.

If you have questions about this information, email CCBLicenseApp@ccb.nv.gov

Nevada Business License

Per NRS 678B, all applicants must provide the legal name of the proposed Cannabis Establishment filed with the Secretary of State's office.

Prior to the application period, you must file articles of incorporation or other formation documents, with the State.

To register your business, visit Nevada Silver Flume at nvsilverflume.gov/home or the Secretary of State's office at nvsos.gov/sos. The legal name of the proposed Cannabis Establishment on the application must match the name filed with the Nevada Secretary of State's office.

Please note, applicants are required to comply with applicable licensing and permitting for their local jurisdiction.

Agent Cards

Each individual who is an owner, officer, or board member of a prospective Cannabis Establishment must possess an agent card corresponding to each license type sought. For instance, if seeking both a cannabis cultivation license and a cannabis production license, separate agent card applications must be submitted for each license type: one for cultivation and one for production.

Cannabis Establishment (Cultivation or Production) agent card record numbers will be required fields in the Cannabis Establishment application.

To apply, you will need:

- Full Legal Name
- Date of birth
- Percentage of ownership in business (if owner)
- Country of citizenship
- State or country of residence.
- Government ID type and number (e.g., US or foreign passport, state ID or driver's license)
- Gender
- Natural eye color
- Natural hair color
- Height
- Weight
- Ethnicity
- Race
- Mailing and home address
- Social Security Number or Tax ID Number



In addition to the information on the previous page, you will need to upload two attachments:

- A color copy of your valid government issued ID.
- A passport quality photo: In color from your shoulders up, looking straight at the camera with your head straight, white background, nothing on your face or head (i.e. glasses, mask, hat.).

Additional guidance can be found at <https://ccb.nv.gov/industry/> or by clicking the QR code at the top of the page.

You must be able to affirm or answer truthfully to the following:

- Have you been convicted of an excluded felony offense defined by NRS 678B.050?
- Do you possess an agent card? If so, please provide the number.
- Have not had a Cannabis Establishment Agent Registration Card revoked.
- Are in compliance with any court order for support of a child (if applicable).
- Are at least 21 years of age.

You will need to attest and pledge to the following:

- Pledge not to dispense or otherwise divert cannabis to any person who is not authorized to possess cannabis in accordance with NRS 678B.340.
- Declare under penalty of perjury that the foregoing is true and correct.

Fingerprints

As part of your agent card application, NRS 678B.250 requires each applicant owner, officer, and board member of a prospective Cannabis Establishment to submit a complete set of fingerprints. Once you've applied for your agent card, you will receive instructions, via email, on how to submit your fingerprints.

Applicants must complete all sections of the application, including a complete set of the person's fingerprints, which must be submitted to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report. There is a fee associated with obtaining fingerprints.

Livescan (electronic) submission of fingerprints is REQUIRED for all applicants who will be fingerprinted in Nevada, unless a Livescan facility is not accessible (unavailable in your county/city). Out of state or those without a Livescan option need to obtain fingerprints on a valid FD-258 hard card and submit that to the Central Repository for Nevada Records of Criminal History. Address and further information are provided on your fingerprint submission instruction page.

Owners, Officers, and Board Members

When applying, you must also include identifying information for all known owners, officers, or board members of the prospective Cannabis Establishment. This also includes all owners, officers, and board members of an intermediary company in the ownership structure. To assist in gathering information for the application, please find the Owners, Officers, and Board Members Tracking Sheet at the end of this document.



Criteria of Merit

To determine whether to issue a cannabis establishment license, the Board shall consider a criteria of merit score to evaluate an applicant’s eligibility to qualify for a license.

Each criterion is assigned a point value, which is set forth in [NCCR 5.039](#). You can find a list of acceptable documents that should be submitted with your application to help the Board and its agents assess your score. More information about Criteria of Merit can be found by clicking the QR code in the top right corner or by visiting: <https://ccb.nv.gov/nevada-cannabis-program/#item-0>

Diversity Plan

Applicants may upload a diversity plan at the time of application. Diversity plans should include information on how the business will contribute to diversifying the Nevada cannabis industry. Plans should include, but are not limited to:

- Objectives
- Actionable Steps
- Timetables
- Evaluation Metrics

Please visit our website at ccb.nv.gov or click the QR code in the top right corner of this document.

Local Jurisdiction

Be sure to familiarize yourself with the local ordinances regarding cannabis establishments in White Pine County. Local jurisdictions may have ordinances that need to be considered in conjunction with the regulatory requirements of the CCB.

Payment

To complete an application, applicants must pay a non-refundable processing fee.

Application Processing Fee: \$5,000.00

Payment Methods

- ACH (digital via CyberSource)
- Cashier’s Check (in person)
- Money Orders (in person)

Cashier’s Checks and Money Orders will be accepted at the Las Vegas and Carson City offices. Fees must be paid in full no later than 5:00 p.m. (PT) on the final date of the open application period. Payments in any form failing to clear on time will result in an incomplete application. The CCB will NOT accept cash, debit/credit cards, personal checks, or business checks as payment. Payments must be paid in person or by ACH and cannot be sent by mail or by commercial delivery service. The CCB is not responsible for any technical issues you may experience in submitting payment.

To apply, visit aca.prod.accela.com/NVCCB or find a link by clicking on Industry Login at the top right of the CCB’s website.



OWNERS, OFFICERS, AND BOARD MEMBERS TRACKING SHEET			
	OOB #1	OOB #2	OOB #3
Business Entity Name (if not a business entity, enter "none")			
First Name			
Middle Name			
Last Name			
Date of Birth			
Last 4 of Social Security Number (SSN) or Tax ID Number (TIN)			
Address on Government Issued ID			
City			
State			
Zip Code			
Agent Card Portal Record Number			
Check box if Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check box if Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check box if Board Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the box if the person has direct or indirect ownership of a Cannabis Establishment within the State of Nevada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the box above is checked, provide the Cannabis Establishment ID (CE ID)			
Check the box if the person has direct or indirect ownership of a Cannabis Establishment in another state or country	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, specify which state/country.			