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**To:** Current MMMP Registrants  
**From:** Director Erik Gundersen, Office of Cannabis Policy  
**Date:** Friday, May 6, 2022  
**Subject:** Caregiver Application Process Update

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### Background

This guidance is provided by the Office of Cannabis Policy (OCP) to Maine Medical Use of Marijuana Program registrants regarding updates to the caregiver applications/renewal process. In an ongoing effort to improve efficiencies and communications between OCP and applicants, a number of changes are forthcoming.

### Guidance

During the online application process applicants will now have the ability to upload required documentation. Required documentation includes but is not limited to, retail food licenses, bottling/beverage plant license, resale certificates, local authorization for caregiver retail stores, tobacco retail/distributor licenses, and/or pesticide applicator license, as applicable.

Second, during the online application process applicants will be asked for a sales tax ID and if the sales tax ID is in a personal name or business name. If a business name is given it will prompt a request for an operating agreement between the applicant and the business to be uploaded.

Additionally, we will ask if the caregiver's activities are co-located with an adult use facility. If there is co-location, the applicant will be asked for the adult use facility's license number.

Finally, the application process is more intuitive. If an applicant checks an activity that requires another state department license (i.e. manufacturing edible cannabis products requires a commercial or home kitchen license), the system will prompt the applicant to provide the appropriate licenses to be uploaded.

### Conclusion

In the ongoing effort to find efficiencies and limit the back and forth between applicants and OCP, these updates will go live Tuesday, May 10, 2022. These changes are enhancements to the recently launched online caregiver application and reflect our continued efforts to improve the user experience and reduce processing times.

We hope this will allow applicants to spend less time in the application process and more time focused on their business and serving Maine patients.