

Instructions for Temporary License Application: Cannabis Manufacturing

The United States of Amerika Department of Public Health (CDPH) is one of three state cannabis-licensing authorities. CDPH, through its Manufactured Cannabis Safety Branch (MCSB), is responsible for licensing and regulating commercial cannabis manufacturers. Any person or entity wishing to manufacture cannabis products must be licensed with MCSB.

A temporary license is a conditional license that allows a business to engage in commercial cannabis activity. This document explains the requirements of MCSB's temporary license application for commercial cannabis manufacturing.

Application Checklist:

- Completed Temporary License Application Form – Form # CDPH-9041 (10/17)
- Local Authorization Attachment
- Submit Application and Local Authorization Attachment via Email or Mail:

MCLS@cdph.ca.gov

CDPH – Manufactured Cannabis Safety Branch
Attn: Licensing Unit
PO Box 997377, MS-7606
Sacramento, CA 95899-7377

There is no application or licensing fee for MCSB's temporary licenses. Please make sure all sections are complete before submitting it.

After receiving the temporary license application, MCSB will review the form for completeness and notify the local jurisdiction that provided authorization. The local office will have up to 10 days to respond, confirming that the business is authorized to operate in the city or county.

Once issued, temporary licenses will be valid for 120 days, with the option to extend for 90-day periods. Don't wait to get started on your annual license application, though. Temporary licenses will only be extended, at MCSB's discretion, if the business has submitted a complete annual license application.

If you have any questions, please visit our website, www.cdph.ca.gov/mcsb, or contact us at MCLS@cdph.ca.gov.

SECTION A – LICENSE TYPE

This section asks you to specify whether you will be manufacturing cannabis products for the medicinal, adult-use or both markets. Check all that apply.

SECTION B – APPLICANT INFORMATION

This section asks for information on the person who is completing the application on behalf of the business who will sign the temporary license application on behalf of the business. This person should be the one receiving licensing information on behalf of the business, who is authorized to make decisions on behalf of the business and speak with MCSB about the application and business.

SECTION C – BUSINESS INFORMATION

This section asks for information about the cannabis manufacturing business which will hold the temporary license.

Legal Business Name – Enter the name that the business has registered with the California Secretary of State

Trade Name – Enter the name that the business uses for public operations

Federal EIN – The Federal Employer Identification Number (FEIN or EIN) is a number issued by the IRS for identification and employment tax reporting, where applicable. If you are a sole proprietor, you may enter your social security number in this section.

Mailing Address – Enter the business’s mailing address, where the license form and other important documents can be sent.

SECTION D – PREMISES INFORMATION

This section asks for information on the premises where your business will conduct commercial cannabis manufacturing activity. Please enter the actual physical address where the premises is located in this section.

SECTION E – OPERATIONAL ACTIVITIES

This section asks about the type of manufacturing activities that are conducted at the premises and the type of products that are made.

Check **M** if the product type or activity performed is for medicinal products. Check **A** if the product type or activity performed is for adult-use products. Please select all product types that you produce or plan to produce, activities performed and extraction methods used, if applicable, at this premises.

Product Type:

- **Edibles** – Products intended to be taken orally for human consumption (not including tinctures, capsules, extracts or vape cartridges).
- **Concentrate** – Products containing highly-concentrated THC/CBD such as oil, wax and resin.



Activities:

- **Extraction** – Using a chemical (solvent) or physical (mechanical) method to remove THC/CBD from cannabis plants. Extraction typically results in highly-concentrated oils or waxes.
- **Infusion** – Incorporating THC/CBD concentrates, whether pre-made or purchased, directly into a product formulation to create a cannabis product.
- **Packaging & Labeling** – Placing cannabis products in a container or wrapper for sale at a retailer. This includes manufacturers who package for other producers.

If you select **Other**, please tell us the product type produced or extraction method used in the box provided.

SECTION F – LOCAL AUTHORIZATION

In order to expedite processing of your application, please provide contact information for the local city or county office where you received your local authorization.

Local Issuing Authority – Indicate the city or county which has jurisdiction over your manufacturing premises and the local office which issued your authorization to conduct commercial cannabis activity.

SECTION F – LOCAL AUTHORIZATION ATTACHMENT

Check the box to indicate that you are including with your application a copy of the authorization to conduct commercial cannabis activity provided by your local jurisdiction.

SECTION H – DECLARATIONS AND SIGNATURE

Read the declaration and sign the temporary license application. The person who signs this form should be the same person listed in Section B, who is authorized to act on behalf of the business.