

# CHECKLIST OF KEY REQUIREMENTS FOR SECURING LICENSES



The following checklist provides an overview of the information you may need to compile for securing state licenses. The information required varies depending upon the specific state licenses you require.

- ✓ Business entity information
- ✓ Proof of ownership or lease of a legitimate business office
- ✓ Business owner, officer and partner information, disclosures, and materials
- ✓ Provide fingerprint cards, copies of drivers' licenses and personal information for state submission of FBI background checks
- ✓ Existing licensures, registrations, and certifications
- ✓ Proof of Standard Operating Procedures (SOPs)
  - Facility and equipment
  - Employee
  - Security
  - License and reporting
  - Due diligence
  - Receiving
  - Outbound shipping
  - Recall/quarantine
  - Records
- ✓ Information on all vended operational relationships licensures and materials
- ✓ Documentation of VAWD certification

**You also may be required to take the following steps:**

- ✓ Complete Secretary of State registrations
- ✓ Secure DEA licensure
- ✓ Establish registered agent relationships
- ✓ Establish registered representative relationships, training and in FL passing an in-person exam
- ✓ Secure surety bonds for some states
- ✓ Respond to and provide information not documented formally by a state's listed requirements