



MARIJUANA LICENSE TRADE NAME CHECKLIST

MEDICAL TRADE NAME

RETAIL TRADE NAME

LICENSEE NAME: _____

Applications will be accepted via **email (electronic)**.

Submittal: email completed application(s) and all supporting document to: tgula-yeast@fcgov.com

A Marijuana Business wishes to update its legal entity name and or add a trade name dba

A trade name is a name, other than the true name, of an entity or individual under which the entity or individual is authorized to transact business or conduct activities pursuant to section 7-71-101, C.R.S. Sometimes a trade name is referred to as a “doing business as” or “DBA” name. For more information, see section 7-90-102 (63.3), and Article 71 of Title 7, C.R.S

License type	Premise address	New Trade Name	City of Fort Collins License #	MED (State) license #
STORES				
CULTIVATIONS				
MANUFACTURES				
Other				

Applications must be **complete** in all aspects. [All documents](#) must be typed or legibly printed in ink. Please organize your application documents in the same order as the checklist below and place the checklist on top. Incomplete applications will not be accepted. The City Clerk’s Office **will not provide** notary services for application documents.

MEDICAL TRADE NAME

RETAIL TRADE NAME

MAIN APPLICATION DOCUMENTS: review: CRS 7-71-101	
Change of Trade Name (Legal Name) of Regulated Marijuana Business	
Old Trade Name:	New Trade Name:
	Oath of Application (Fort Collins Form) (note: any owner who owns 10% or more-MUST SIGN)
	Report of Changes Application (DR 8545). The same identical application form should be submitted to the State (Marijuana Enforcement Division) Date Ft Collins rec'd MED (State) Application: _____
	Supporting documents: Name of Supporting document(s): _____ Any other documents that may be necessary to support the entity change i.e. State Approval Letter or minutes of corporate meeting, Limited Liability Members meeting, Partnership agreement <input type="checkbox"/> Yes or <input type="checkbox"/> no <input type="checkbox"/> NA
BUSINESS ENTITY DOCUMENTS: a filed statement of trade name with Secretary Of State:	
	<input type="checkbox"/> Certificate of Amendment filed with the Secretary of State (must have Secretary of State date and time stamp, ID numbers, and amount paid shown in upper right-hand corner) <input type="checkbox"/> Copy of new Trade Name Registration <input type="checkbox"/> Articles of Amendment, Statement of Conversion, or other Statement of Change document files with the Colorado Secretary of State (if applicable)



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	<input type="checkbox"/> Secretary of State Certificate of Good Standing for new Entity Name <input type="checkbox"/> Secretary of State Statement of Trade Name for new entity <input type="checkbox"/> Secretary of State Certificate of Good Standing for a Foreign Entity												
FEES & Other documents													
<p>Fees DUE AT TIME OF APPLICATION. <u>Separate checks</u> for each license application. Checks or money orders only, payable to "City of Fort Collins". Application fees are non-refundable You may also mail or drop your application fees off in person to: City of Fort Collins, Clerk's Office 300 LaPorte Ave, Fort Collins, CO, 80522</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="color: red;">FEES</th> <th style="color: purple;">Medical</th> <th style="color: green;">Retail</th> </tr> </thead> <tbody> <tr> <td style="color: red;">Trade Name Change</td> <td><input type="checkbox"/> \$50/license</td> <td><input type="checkbox"/> \$100/license</td> </tr> <tr> <td style="color: red;">Total Due</td> <td></td> <td></td> </tr> <tr> <td style="color: red;">Check #'s</td> <td></td> <td></td> </tr> </tbody> </table> <p>Date Received in Clerk's Office: _____</p>		FEES	Medical	Retail	Trade Name Change	<input type="checkbox"/> \$50/license	<input type="checkbox"/> \$100/license	Total Due			Check #'s		
FEES	Medical	Retail											
Trade Name Change	<input type="checkbox"/> \$50/license	<input type="checkbox"/> \$100/license											
Total Due													
Check #'s													

Please note:

The City of Fort Collins reserves the right to request additional information and documentation throughout the course of the application review and must be provided within 7 calendar days of notification. **Keep a copy of the application for your records.**

- **Proof of state approval** of the proposed trade name change will need to be submitted before any updates to license(s) will be updated.
- Applications will be administratively closed if the application process has not been completed within 12 months.

NOTE: Any change to building and/or freestanding signs requires a sign permit, which can be obtained from the Zoning Department at 281 North College Avenue.

- **any legal documents with new name will need to be updated, properly signed and executed. i.e., City Sales Tax and State Sales Tax documents and organizational/corporate documents**