

## **Cannabis Social Equity Program Verification Process**

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### **Verification Process**

The purpose of this document is to provide information and guidelines and should not be construed as legal advice or as a substitute for legal counsel. To qualify as an Equity Applicant for the Cannabis Social Equity Program ("Equity Program"), you must submit a Cannabis Social Equity Program Verification Form ("Verification Form") to the Office of Cannabis Oversight ("OCO").

You must submit all required documents and be verified as an Equity Applicant before applying for an adult-use cannabis business license to receive Equity Program benefits. The Verification Form must be typed or handwritten clearly in blue or black ink, or using the PDF form. All documents must also be correct and complete in all aspects. The Verification Form, along with supporting documentation may be submitted by mail, email, or in-person to the address below. If submitted by e-mail, all documents must be in PDF format.

Long Beach City Hall  
Office of Cannabis Oversight  
411 W. Ocean Blvd., 10th Floor  
Long Beach, CA 90802  
Email: [marijuanaenforcement@longbeach.gov](mailto:marijuanaenforcement@longbeach.gov)

Monday through Friday  
7:30 a.m. to 4:00 p.m.

The OCO will review all of the documents you submit and will send you a verification letter letting you know if you meet the Equity Applicant eligibility criteria. Once you are verified as an Equity Applicant, you may apply for an adult-use cannabis business license as an Equity Business if you have a minimum of 51% ownership of the business that is applying for an adult-use cannabis business license.

PLEASE NOTE: If the OCO determines that you do not meet the eligibility criteria for the Equity Program, and do not qualify as an Equity Applicant, you may still apply for an adult-use cannabis business license without Equity Program benefits or assistance.

For information or questions on eligibility requirements or how to submit a verification form, please contact the Office of Cannabis Oversight at (562) 570-5250 or email us at [marijuanaenforcement@longbeach.gov](mailto:marijuanaenforcement@longbeach.gov).

### **Reminder to All Applicants:**

Any document or record that is used, retained, or maintained by the City during the course of business is considered public record. Unless a specific exemption from disclosure applies, the City may be required to disclose application information in response to a California Public Records Act request (Government Code Section 6250 et seq.).

**CANNABIS SOCIAL EQUITY PROGRAM VERIFICATION FORM**

(All forms must be typed or clearly printed in blue or black ink, or using the PDF form)

**EQUITY APPLICANT INFORMATION**

FIRST NAME
LAST NAME
MAILING ADDRESS
EMAIL
PHONE NUMBER
HOW SHOULD WE GET IN CONTACT WITH YOU?  <input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> MAIL

**ELIGIBILITY CRITERIA**

To qualify as an Equity Applicant, you must meet the following eligibility criteria:

1. Apply as a person, not a company.
2. In the last year, your annual family income was at or below 80% Los Angeles – Long Beach – Glendale (LA County) Area Median Income (AMI). Your annual family income is adjusted based on the size of your family. Please visit our website to check your AMI.
3. Have a net worth below \$250,000.
4. Meet at least **1** of the following **3** criteria:
  - a) Have lived in a Long Beach census tract for a minimum of 3 years where at least 51% of current residents have a household income at or below 80% of the Los Angeles County Area Median Income (AMI).
  - b) Was arrested or convicted for a crime relating to the sale, possession, use, or cultivation of cannabis in the City of Long Beach prior to November 8, 2016 that could have been prosecuted as a misdemeanor or citation under California law.
  - c) Is a Long Beach resident currently receiving unemployment benefits.

Yes, I meet the eligibility criteria                       No, I do meet the eligibility criteria

## SUPPORTING DOCUMENTATION

For eligibility criteria (2) and (3), please provide the following supporting documentation as **proof of income**:

- Federal tax returns or IRS Verification of Nonfiling Letter and;
- At least **1** of the following documents:
  - Wage and Tax Statement (W-2)
  - Two months of pay stubs
  - Proof of current eligibility for General Assistance, Food Stamps, Medical/CALWORKs
  - Supplemental Security Income
  - Social Security Disability (SSI/SSDI)

For eligibility criteria (4), please provide supporting documentation for at least **1** of the following:

- (4a) For **proof of residency**, please provide a minimum of 2 of the documents listed below, evidencing a minimum of 3 years of residency. All residency documents must list the **first and last name** of the applicant, and the Long Beach residence address in a qualifying Long Beach census tract.
  - California driver's record or driver's license
  - California identification card record
  - Property tax billing and payments
  - Verified copies of state or federal income tax returns where a Long Beach address within a qualifying Long Beach census tracts is listed as a primary address
  - School records
  - Medical records
  - Banking records
  - Long Beach Housing Authority records
  - Utility, cable or internet company billing and payment covering any month in each of the 3 years.
- (4b) For **proof of conviction**, please provide federal or State court records indicating the disposition of the criminal matter. NOTE: If you wish to submit court records concerning arrests or conviction you sustained as a juvenile, you should obtain permission from the appropriate juvenile court before sharing those records with us.
  - Federal court records
  - State court records
- (4c) For **proof of unemployment benefits**, please provide the following:
  - Notice of Unemployment Insurance Award* issued by the State of California Employment Development Department (EDD), evidencing an active claim at the time of submission of this application.
  - Proof of residency anywhere in Long Beach by providing a minimum of 2 of the residency documents described above under eligibility criteria 4(a).

OATH OF APPLICATION

I declare under penalty of perjury that all of the information provided in this application and provided in all attachments are true and correct. I certify that this application has been complete to the best of my knowledge. I have read, understand, and will ensure compliance with the provisions of Long Beach Municipal Code Chapter 5.92. I also acknowledge that it is my responsibility to comply with the provisions of the Long Beach Municipal Code and all laws, rules, and regulations which govern my application to be eligible for the Cannabis Social Equity Program. I acknowledge and understand that including false, misleading, or fraudulent information in this application may cause my adult-use cannabis business license application to be denied or my adult-use cannabis business license to be suspended or revoked.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)