

## Medical Marijuana Dispenser Instructions

1. Complete Medical Marijuana Dispenser Application
  - a. Can download application from City Website at [www.cityofroseburg.org](http://www.cityofroseburg.org) and click on “Doing Business”, choose “Business Registrations” and then scroll down about 3/4 of the page under the forms and links table and you will see a separate table for the medical marijuana forms.
  - b. Or you can come to the office for an application.
  - c. Or you can call to have our office email or mail you an application.
2. Pay the investigation fee (if a new dispenser) when the application is dropped off at the City Manager’s Office or mailed. Make sure all questions are answered especially the section for violations. You may also pay the permit fee at this time or after police approval.
3. Once the application is received there will be a brief waiting period for the Police Department’s approval (sometimes the same day or more than one day depending on their work schedule and the time of day the application was received).
4. While waiting for an approval, obtain a wallet or passport size picture. Passport pictures can be taken at the County Clerk’s office, Walgreens or any other business offering passport photos. The picture needs to be in color and a face shot only, not body, without anything obstructing the view of your appearance such as a hat. You may take and print your own picture if you choose as long as the print size is passport or wallet size.
5. You will be notified when the application is approved. At that time you bring in the photo and pay the permit fee if you have not already done so. The permit will have your photo attached, signed and then be laminated.
6. You will receive the laminated permit with a copy of your approved application. You keep your permit with you at all times when working in a dispensary. If you are working in multiple locations, please make sure the appropriate permit for that dispensary is with you.
7. Permits are valid per calendar year and must be renewed by the end of December or before your first shift in January. **A new application will be needed and it is your responsibility to complete a new form, pay the yearly permit fee(s) and provide a new photo with enough time to be reviewed by the Police Department and this office.** Permits are not automatically renewed as each year they are subject to a new background check.

Please feel free to contact our office if you have questions about the process at 541-492-6866. Thank you.