

**DEPARTMENT OF CONSUMER PROTECTION**  
**Adult-Use Cannabis Establishment Backer Checklist**  
**Social Equity Backer Applicant**

**Below are materials you may need to complete your backer application. This list is not exhaustive and may be subject to change.**

**IMPORTANT:** All individuals that are identified as backers associated with the cannabis establishment application must also complete a backer application before the close of the cannabis establishment application window to ensure they are considered as part of the application.

**General Application Requirements:**

- Personal Information (i.e. name, address, date of birth, social security number)
- A current, digital, passport sized image taken no more than 30 calendar days before the submission of the application. The image must be:
  - Taken against a plain white or off-white background or backdrop;
  - Two inches by two inches in size;
  - In natural color;
  - A front, unobstructed view of the individual's full face without the use of digital filters or other digital image enhancers;
  - Between 1 and 1 3/8 inches from the bottom of the chin to the top of the head; and
  - In "jpeg" format.
- A legible copy of a valid Government-issued photo ID (i.e. Driver's License, Passport, etc.). *If you do not have a valid Government-issued photo ID, upload a document stating that you do not have this form of identification.*
- Written statement and relevant documents regarding any legal or administrative proceedings resulting in disciplinary action, penalties or fines involving any entity you exercised management or control over.
- Subject to a background check. Background check will be for specific crimes.

**Social Equity Council Income and Residency Requirements**

**In addition to the items listed above, backers applying for consideration as Social Equity Applicants must verify they meet Social Equity Council income and residency requirements.**

**Proof of Household Income Requirement**

- **Household income includes all members of the household 21 years and older.**
- **Household income includes all income over the three tax years immediately preceding the application**

*To demonstrate meeting the household income requirements as described above you must submit one or a combination of the following documents:*

- Notarized income verification from all employers for the past three years
- Pay stubs (three years)
- Tax Returns (1040 EZ or 1040, including all schedules), last three years

- Wage and Tax Statement (W-2), last three years
- Social Security - Proof of Income Letter, three most recent years
- Pension/Retirement Distribution Statement, three most recent years
- Record of Account Transcript - combines the tax return and tax account transcripts into one complete transcript. This transcript is available for the current tax year and returns processed during the prior three years using Get Transcript Online or Form 4506-T. <https://www.irs.gov/individuals/transcript-types-and-ways-to-order-them>
- Annuity Statements which include the applicant's name
- Pension/Retirement Distribution Statement
- Court-Ordered Agreements which includes the applicant's name
- Unemployment Benefits document which includes the applicant's name
- Workers Compensation letter which includes the applicant's name
- Other Supporting Documents (i.e., documents noting incarceration). The Social Equity Council will consider other documents for certain populations.

**Proof of Residency Requirement**

- Government-issued Photo ID Card (Driver's License, State ID, etc.)
- Social Security Card (front and back)
- Long-form Birth Certificate which includes applicant's name (front and back)

**In addition to the documents listed above, you must demonstrate that you lived in a Disproportionately Impacted Area for either:**

1. Five of the ten years preceding the application date; OR
2. No less than nine years prior to turning eighteen.

*To demonstrate living in a Disproportionately Impacted Area as described above you must submit one or a combination of the following documents:*

- Bank records that include the applicant's name.
- Residential property deed that includes the applicant's name.
- Housing authority records that include the applicant's name or family name.
- Signed, notarized lease agreement that includes the applicant's name.
- School records that include the applicant's name.
- Utility bills (electric, gas or water), which includes the applicants name or family name and address.
- Insurance Policy which includes the applicant's name.
- Dated notices or correspondence from a local or state government entity that includes the applicant's name or family name. (i.e., DCF, DSS, DMHAS)

- Other Supporting Documents (i.e., documents noting incarceration). The Social Equity Council will consider other documents for certain populations.