



STATE OF NEVADA
DEPARTMENT OF TAXATION

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Designee Change Request Form

Designee is the individual authorized to receive and provide information regarding establishment Agent Cards. Changes to the Designee may be requested by the current Designee or current Point of Contact (POC) on record with the Division. The person being appointed as the new Designee must have a current agent card for each type of establishment for which he/she is being appointed Designee. This form must be hand-signed. Electronic signatures will not be accepted. Submissions may be e-mailed, however it is not recommended as e-mail may not be secure. MJChange@tax.state.nv.us Hard-copy submissions may be received at any Nevada Department of Taxation Office, Attention: Marijuana Enforcement Division, Designee Change, Carson City.

Marijuana Establishment ID #: \_\_\_\_\_ (Example: D026) TID # \_\_\_\_\_

Marijuana Establishment Official Name: \_\_\_\_\_

Current Designee Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

New Designee Information

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Establishment Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I APPROVE CHANGING THE CURRENT DESIGNEE TO THE NEW DESIGNEE

CURRENT DESIGNEE OR POC NAME: \_\_\_\_\_

CURRENT DESIGNEE OR POC SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

I have attached required government-issued ID for person signing document.

Internal use only

Table with 2 columns and 3 rows for tracking: Received by, E-filed & hard copy filed in establishment folder, Designee added to list by; Received Date, Designee has all appropriate agent cards, Change date.