



Social Equity Individual Applicant (SEIA) Eligibility Verification Request Form

The SEIA Eligibility Verification request submission window closes on July 25,
2022 at 4:00 P.M. Pacific Time (PT)

START →



The Eligibility Verification Request Window Closes on July 25, 2022 at 4:00 P.M. Pacific Time (PT)

On July 25, 2022 at 4:00 P.M. Pacific Time (PT), access to this request form will be disabled and the eligibility verification request window will close. The information and documents uploaded to this request form on July 25, 2022 at 4:00 P.M. Pacific Time (PT) will be reviewed by DCR to determine verification eligibility. Information and documents uploaded to this form cannot be changed or amended after July 25, 2022 at 4:00 P.M. Pacific Time (PT) and late submissions will not be accepted. Incomplete and/or deficient submissions may not be

2 Questions

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The Eligibility Verification Request Window Closes on July 25, 2022 at 4:00 P.M. Pacific Time (PT)

By clicking to complete verification eligibility, information and documents uploaded to this form cannot be changed or amended after July 25, 2022 at 4:00 P.M. Pacific Time (PT) and late submissions will not be accepted. Incomplete and/or deficient submissions may not be cured after July 25, 2022 at 4:00 P.M. Pacific Time (PT). Prior to 4:00 P.M. Pacific Time (PT) on July 25, 2022, you may return to this form at a later time to edit prior responses or add additional information by saving your progress and/or hitting "Submit and/or Continue Later" at the end of the questions.

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This request form will be used by DCR to determine if an individual qualifies to be verified as a Social Equity Individual Applicant (SEIA). "Social Equity Individual Applicant" means an individual who meets two of the following three criteria: (1) Low-Income; (2) a prior California Cannabis Arrest or Conviction; (3) ten years' cumulative residency in a Disproportionately Impacted Area. Documents uploaded and submitted with this request form will be reviewed by DCR to determine if there is sufficient evidence to meet two of the three required criteria. *

Disclaimer: I understand that completing this request form shall in no way constitute a legal or binding determination that I can be verified as a Social Equity Individual Applicant under the Los Angeles Municipal Code. I also understand that I can be verified as a Social Equity Individual Applicant only after submitting adequate documentation of the required criteria and that DCR has the sole discretion to determine whether I am a verified Social Equity Individual Applicant. I further understand that DCR's determination is final and not appealable.

As with other records and/or information submitted to DCR, information submitted through this request form may be publicly disclosed in response to a California Public Records Act request (Government Code section 6250, et seq.), as permitted by the Information Practices Act (Civil Code section 1798, et seq.), to another government agency as required by state or federal law, and/or in response to a court or administrative order, a subpoena, or a search warrant.

☒ OK

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Requester Information

Please enter your information here. Requesters must have an ACA Reference ID. ACA Reference ID numbers are assigned when an account is registered on the [DCR Licensing Portal](#) and can be found under the "My Account" or "Account Management". Please enter your ACA Reference ID below.

First Name

Last Name

Email Address

Date of Birth

Phone Number

ACA Reference ID

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Verification of California Cannabis Arrest or Conviction

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Verification of California Cannabis Arrest or Conviction

California Cannabis Arrest or Conviction

"California Cannabis Arrest or Conviction" means an arrest or conviction in California for any crime under the laws of the State of California or the United States relating to the sale, possession, use, manufacture, or cultivation of Cannabis that occurred **prior to November 8, 2016.**

An arrest, prosecution or conviction for a violation of Proposition D, as codified in former Article 5.1 of Chapter IV of the Los Angeles Municipal Code, is not a California Arrest or Cannabis Conviction.

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Do you have a qualifying California Cannabis Arrest or Conviction prior to November 8, 2016? *

A California Cannabis Arrest or Conviction means an arrest or conviction in California for any crime under the laws of the State of California or the United States relating to the sale, possession, use, manufacture, or cultivation of cannabis that occurred prior to November 8, 2016. An arrest, prosecution or conviction for a violation of Proposition D is **not** a California Cannabis Arrest or Conviction.

YES

NO

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Please describe your California Cannabis Arrest or Conviction:

If you have more than one California Cannabis Arrest or Conviction, you may provide details for multiple requests below:

[< PREVIOUS](#)[NEXT >](#)



Please describe your California Cannabis Arrest or Conviction:

If you have more than one California Cannabis Arrest or Conviction, you may provide details for multiple requests below:

[< PREVIOUS](#)[NEXT >](#)



Would you like to provide details for additional California Cannabis Arrest(s) or Conviction(s) prior to November 8, 2016?

If you select "YES", you may provide details on the next page:

YES

NO

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Please describe your additional California Cannabis Arrest(s) or Conviction(s):

If you have more than one California Cannabis Arrest or Conviction, you may provide details for multiple requests below:

Location of California Cannabis Arrest or C...

Date of California Cannabis Arrest or Conv...

Type of cannabis activity related to the California Cannabis Arrest or Conviction

Location of California Cannabis Arrest or C...

Date of California Cannabis Arrest or Conv...

Type of cannabis activity related to the California Cannabis Arrest or Conviction

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Would you like to provide details for additional California Cannabis Arrest(s) or Conviction(s) prior to November 8, 2016?

If you select "YES", you may provide details on the next page:

YES

NO

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Please describe your California Cannabis Arrest or Conviction:

If you have more than one California Cannabis Arrest or Conviction, you may provide details for multiple requests below:

Location of California Cannabis Arrest or C...

Date of California Cannabis Arrest or Conv...

Type of cannabis activity related to the California Cannabis Arrest or Conviction

Location of California Cannabis Arrest or C...

Date of California Cannabis Arrest or Conv...

Type of cannabis activity related to the California Cannabis Arrest or Conviction

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Do you have any government records and/or documents to evidence a California Cannabis Arrest or Conviction prior to November 8, 2016?

DCR accepts certified copies of court records and/or other government records that reflect the Requester's California cannabis arrest/conviction prior to November 8, 2016.

YES

NO

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Please attach government records and/or documents to evidence a California Cannabis Arrest or Conviction prior to November 8, 2016:

One or more government records and/or documents may be uploaded as evidence; if the legal name listed on the government records and/or documents differs from the legal name associated with your ACA Reference ID, you must provide supporting documentation to demonstrate the relationship between the two legal names e.g. birth certificate, marriage certificate, or other government document relating the to legal names.



Drag and drop files here

Max. file size: 10.6MB

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This concludes the California Cannabis Arrest and/or Conviction section.

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Verification of Income and Assets

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Verification of Income and Assets

Income

"**Low-Income**" means both of the following definitions are met: (1) the Social Equity Individual Applicant meets the low-income thresholds established in the annual U.S. Department of Housing and Urban Development (HUD) income limits based upon the Area Median Income (AMI) for Los Angeles County based on household size; and (2) the Social Equity Individual Applicant does not have Assets in excess of four times the Low-Income thresholds based on household size.

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What is your Household Size? *

Household Size" means the number of individuals that meet any of the following criteria:

- 1) Spouses or domestic partners;
- 2) All household members who are under 18 years of age, as claimed on the most recent income tax return;
- 3) Pregnant applicants may be counted as two household members with verifiable medical documentation; and,
- 4) Temporarily absent household members, listed on the Requester's most recent tax return, who intend to live in the residence upon return, may be considered.

*Individuals not listed on the Requester's most recent tax return, such as elderly relatives, live-in assistants, and foster children will not be counted toward household size.

1

1

2





2020 Income Limits

FY 2020 Income Limit Area	Median Family Income Explanation	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Los Angeles Long Beach-Glendale, CA IIUD Metro TMR Area	\$77,300	Very Low (50%) Income Limits (\$) Explanation	39,450	45,050	50,700	56,300	60,850	65,350	69,850	74,350
		Extremely Low Income Limits (\$)* Explanation	23,700	27,050	30,450	33,800	36,550	39,250	41,950	44,650
		Low (80%) Income Limits (\$) Explanation	63,100	72,100	81,100	90,100	97,350	104,550	111,750	118,950

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2021 Income Limits

FY 2021 Income Limit Area	Median Family Income Click for More Detail	FY 2021 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Los Angeles-Long Beach-Glendale, CA HUD Metro FMR Area	\$80,000	Very Low (50%) Income Limits (\$) Click for More Detail	41,400	47,300	53,200	59,100	63,850	68,600	73,300	78,050
		Extremely Low Income Limits (\$)* Click for More Detail	24,850	28,400	31,950	35,450	38,300	41,150	44,000	46,800
		Low (80%) Income Limits (\$) Click for More Detail	66,250	75,700	85,150	94,600	102,200	109,750	117,350	124,900

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Were you considered Low-Income in 2020 or 2021? *

Low-income thresholds established in the 2020 and 2021 annual U.S. Department of Housing and Urban Development (HUD) income limits based upon the Area Median Income (AMI) for Los Angeles County based on household size.

YES

NO

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Do you have any of the following documents to evidence your income?

Requesters that are married and file taxes separately must provide documentation for the Requester and the Requester's spouse. DCR will only accept complete copies (must include all pages and schedules) of the following categories of documents to verify income:

- Requester's Federal tax returns for the calendar year 2020 and/or 2021 (complete filed copies only);
- The spouse of the Requester's Federal tax returns for the calendar year 2020 and/or 2021 (if married filing separately);
- IRS Verification of Non-filing, which is proof from the IRS that you did not file a return for the 2020 or 2021 tax year. Use the IRS Form 4506-T to order a Verification of Non-filing transcript or Form 1040-series transcripts free of charge. For more information, please visit www.irs.gov/form4506t.

YES

NO

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Please attach complete Federal tax returns (2020 and/or 2021) or IRS Verification of Non-filing (IRS Form 4506-T) documents to evidence your income.

DCR will accept



Drag and drop files here

Max. file size: 10.6MB

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Assets

"**Asset**" means net assets at, or below, four times the Low-Income thresholds based on Household Size. Examples of liquid accounts that shall be disclosed include but are not limited to, saving accounts, checking accounts, certificates of deposit, money market accounts, stocks, trusts, and gifts. Qualified retirement accounts and an applicant's primary residence shall be excluded for purposes of the calculation, but other forms of real estate shall be included. Such retirement accounts are limited to accounts that are intended for retirement and that would incur a penalty if withdrawn before a specified retirement age per each account.

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DCR requires applicants to provide an Asset Attestation form (SEP-6003-FORM) to verify that the applicant does not possess assets in excess of the established asset threshold. Have you completed this attestation?

The Asset Attestation Form (SEP-6003-FORM) can be found by clicking on the image below.



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

ASSET ATTESTATION

SEP-6003-FORM

Instructions: This attestation is a required part of the Social Equity Individual Applicant eligibility verification process if you seek to be verified based on the "Low Income" criteria in Los Angeles Municipal Code (LAMC) section 104.20(b)(1). Please carefully review the definitions below to ensure that you understand the relevant restrictions.

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Please upload the Asset Attestation form (SEP-6003-FORM) here:



Drag and drop files here

Max. file size: 10.6MB

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This concludes the Income and Assets section.

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Verification of Residency in a Disproportionately Impacted Area

A minimum of 10 years' cumulative residency is required to qualify.

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Verification of Residency in a Disproportionately Impacted Area

Disproportionately Impacted Area (DIA)

"**Disproportionately Impacted Area**" means Police Reporting Districts as established in the Expanded Social Equity Analysis, or as established using the same methodology and criteria in a similar analysis provided by an Applicant for an area outside of the City.

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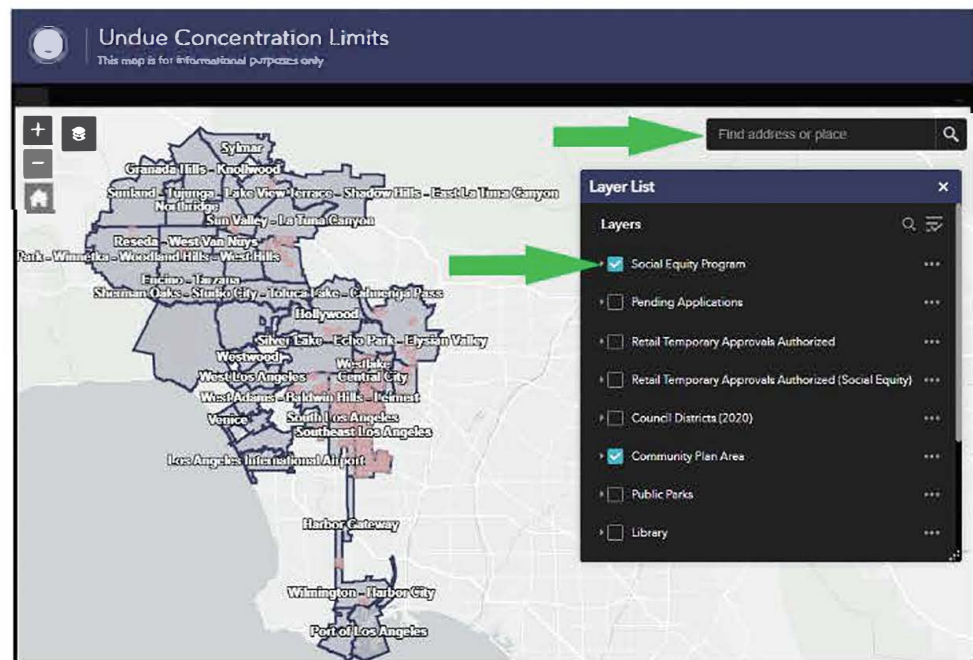
NEXT →





DCR Licensing Map with Social Equity Program Layer Enabled

You can find Disproportionately Impacted Areas by looking at the DCR Licensing Map on DCR's website and clicking the "Social Equity Program" layer, which displays the Police Reporting Districts in pink zones. The DCR Licensing Map can be accessed by clicking on the image below or by navigating to: <https://cannabis.lacity.org/licensing/licensing-information/licensing-map>



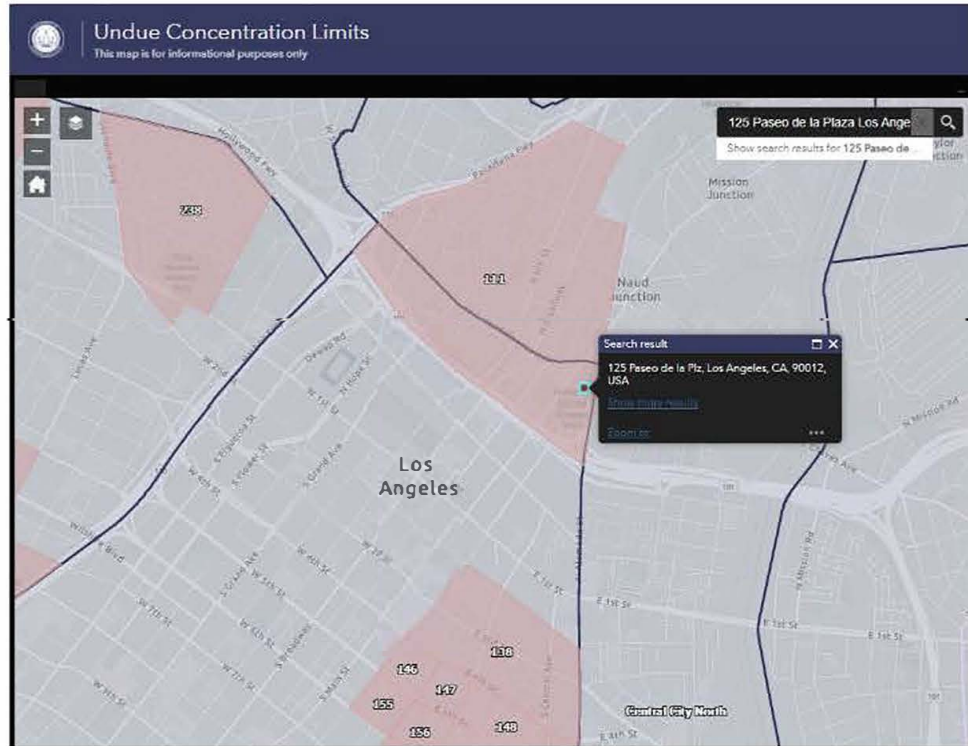
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Example of an Address in a DIA



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Have you resided in a Disproportionately Impacted Area for at least TEN years cumulatively? *

Example: if you lived in a DIA for five years, moved away for two years, and moved back for an additional five years, then that would count as ten cumulative years.

YES

NO

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Residency in a Disproportionately Impacted Area (Years 1 and 2)

Calendar Year for Year 1

Supporting Document Type for Year 1

Address for Year 1

Calendar Year for Year 2

Supporting Document Type for Year 2

Address for Year 2

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Residency in a Disproportionately Impacted Area (Years 3 and 4)

Calendar Year for Year 3

Supporting Document Type for Year 3

Address for Year 3

Calendar Year for Year 4

Supporting Document Type for Year 4

Address for Year 4

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Residency in a Disproportionately Impacted Area (Years 5 and 6)

Calendar Year for Year 5

Supporting Document Type for Year 5

Address for Year 5

Calendar Year for Year 6

Supporting Document Type for Year 6

Address for Year 6

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Residency in a Disproportionately Impacted Area (Years 7 and 8)

Calendar Year for Year 7

Supporting Document Type for Year 7

Address for Year 7

Calendar Year for Year 8

Supporting Document Type for Year 8

Address for Year 8

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Residency in a Disproportionately Impacted Area (Years 9 and 10)

Calendar Year for Year 9

Supporting Document Type for Year 9

Address for Year 9

Calendar Year for Year 10

Supporting Document Type for Year 10

Address for Year 10

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Would you like to provide residency details for any additional years?

If you select "YES", you may provide details on the next page:

YES

NO

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Residency in a Disproportionately Impacted Area (Extra Years)

Calendar Year for Extra Year	Supporting Document Type for Extra Year
Address for Extra Year	
Calendar Year for Extra Year	Supporting Document Type for Extra Year
Address for Extra Year	

← PREVIOUS

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Would you like to provide residency details for any additional years?

If you select "YES", you may provide details on the next page:

YES

NO

← PREVIOUS

NEXT →





Residency in a Disproportionately Impacted Area (Extra Years)

Calendar Year for Extra Year

Supporting Document Type for Extra Year

Address for Extra Year

Calendar Year for Extra Year

Supporting Document Type for Extra Year

Address for Extra Year

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Do you have any of these documents?

DCR will accept the following categories of documents to verify your residency. A sufficient number of documents must be uploaded to evidence the entire 10 year period.

- Federal or State tax returns for the calendar year;
- Property deeds, mortgage documents or residential lease agreements;
- Financial records reflecting lease or mortgage payments that are dated and contain an Applicant's name and address;
- Records reflecting government housing or other assistance that are dated and contain an Applicant's name and address;
- Utility bills, car registration, employment records, insurance documents or government-issued documents that are dated and contain an Applicant's name and address; and,
- Certified education records from a school, including transcripts or enrollment documents, which might reflect an Applicant's residence.

YES

NO

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Please attach documents to verify your residency in a
Disproportionately Impacted Area.



Drag and drop files here

Max. file size: 10.6MB

BROWSE FILES

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This concludes the residency in a Disproportionately Impacted Area section.

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If you have finished this form and do not need to return later, please hit "Submit and/or Continue Later" on this page, then complete the Captcha and click "Submit Form" on the following page. The information and documents uploaded to this form **will** be reviewed after July 25, 2022 at 4:00 P.M. Pacific Time (PT) to determine if you meet the requirements to be verified as a Social Equity Individual Applicant.

If you need to return to this form at a later time, you may do so until July 25, 2022 at 4:00 P.M. Pacific Time (PT) by hitting "Submit and/or Continue Later" on the following page. Once submitted, you may return to the form to edit prior responses or add additional information or documents until July 25 at 4:00 P.M. Pacific Time (PT).

On July 25, 2022 at 4:00 P.M. Pacific Time (PT), access to this form will be disabled and the verification window will be closed. The information and documents uploaded to this form at that time cannot be further amended, changed or updated.

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SUBMIT AND/OR CONTINUE LATER





I am human



Submit Form



Please click each image
containing a seaplane

If there are None, click Skip



EN



Verify



I am human



Submit Form



Thank You!

Your SEIA eligibility verification request has been received for:

First Name: Jason

Last Name: Killeen

Email Address: jason.killeen@lacity.org

Date of Birth: 04/20/2017

Phone Number: 2139780738

ACA Reference ID: 0123456789

APPENDIX

Link embedded in the image on page number 21:

https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn?year=2020&states=%24states%24&data=2020&inputname=METRO31080MM4480*Los+Angeles-Long+Beach-Glendale%2C+CA+HUD+Metro+FMR+Area&sname=%24sname%24&statefp=99&selection_type=hmfa

Link embedded in the image on page number 22:

https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn?year=2021&states=%24states%24&data=2021&inputname=METRO31080MM4480*Los+Angeles-Long+Beach-Glendale%2C+CA+HUD+Metro+FMR+Area&sname=%24sname%24&statefp=99&selection_type=hmfa

Link embedded in image on page number 27:

<https://cannabis.lacity.org/sites/g/files/wph1726/files/2022-05/SEP-6003-FORM%20-%20Asset%20Attestation%20%2805.23.2022%29.pdf>

Link embedded in image on page number 32:

<https://ladcp.maps.arcgis.com/apps/webappviewer/index.html?id=ffd298faf52c4427b9269e1871cf6828>

Page 62 provides an example of an eligibility verification request submission confirmation email, which is emailed to the requester upon the timely submission of a SEIA Eligibility Verification Request via the online portal located at:

<https://www.jotform.com/build/203146916037150>



Jason Killeen <jason.killeen@lacity.org>

Eligibility Verification Request Submitted for ACA Reference ID:0123456789

City of Los Angeles - Dept. of Cannabis Regulation <DCRLicensing@lacity.org>

Wed, May 25, 2022 at 9:44 PM

Reply-To: dcr.sep@lacity.org

To: jason.killeen@lacity.org

Thank you for submitting a Social Equity Individual Applicant Eligibility Verification Request.

To edit your responses, please click the following link: [Edit Submission](#)

On July 25, 2022 at 4 P.M., access to this form will be disabled and the eligibility verification request window will close. The information and documents uploaded to this form at that time cannot be further changed or updated and will be reviewed by DCR. Until July 25, 2022 at 4 P.M., you may return to this form by clicking the link above to supplement your information and/or documents.

**Social Equity Individual Applicant Eligibility Verification Request (2022)**Requester information submitted from IP Address: **N/A**

ACA Reference ID	0123456789
Requester First Name	Jason
Requester Last Name	Killeen
Requester Email	jason.killeen@lacity.org
Requester Phone	2139780738

Do you have a qualifying California Cannabis Arrest or Conviction prior to November 8, 2016?	YES
--	-----

What is your Household Size?	1
------------------------------	---

Were you considered Low-Income in 2020 or 2021?	YES
---	-----

Have you resided in a Disproportionately Impacted Area for at least TEN years cumulatively?	YES
---	-----