

Information on completing background checks for Medical Cannabis Processing Establishments and Agents

All parties planning to apply for medical cannabis processing establishment licenses are encouraged to start the background check process now.

Criminal background checks are required for each individual who has a financial or voting interest of 2% or greater in the cannabis processing facility or who has the power to direct or cause the management or control of such a facility. The fee is \$51.50 per person. Submit payment to UDAF by check, or credit card payment over the telephone (801) 538-7100.

The application that is submitted will include a "[Criminal Background Screening Authorization Form](#)" [Click here](#). This form must be completed and signed by the applicant. The applicant must also complete the [Medical Cannabis Production Establishment Criminal Background Receipt form](#). [Click here](#). You may submit the background check forms one of three ways: Bring them into the Utah Department of Agriculture and Food in person, submit by U.S. Mail, or by emailing the forms to cannabisccheck@utah.gov. Payment may be made in person or via U.S. Mail. If you submit your forms via email, the Department will contact you to take payment over the phone.

Once the application, forms and fees have been submitted to UDAF, UDAF will send the applicant a "Live Scan Fingerprint Authorization Form" to continue the process.

The Live Scan Fingerprint Authorization Form can then be taken to any Utah live scan vendor who has the ability to "transmit" the live scan fingerprints to Public Safety.

Out of state applicants who will not be in Utah at the time of the application, will need to have their fingerprints rolled on a hard card (FBI Applicant form FD-258 - usually done at the local police department) and submit the card with the application. Those hard cards will be scanned into the system for an additional \$12.00 processing fee.

Once Public Safety receives the electronic fingerprints, they will provide a determination of either cleared or denied based on the applicable state statute. Upon receipt of a clear criminal record, UDAF will continue with processing the application.