

Cannabis Production Establishment Owner/Director Background Checklist

Part One: Submit Screening Authorization Form

- Print Cannabis Production Est. Owner/Director Background Check packet
- Review FBI Privacy Act Statement (p. 3)
- Sign and initial Criminal Background Screening Authorization Form (p. 2)
- Make payment of \$51.50 by calling 801-982-2200
- Email completed Criminal Background Screening Authorization Form (p. 2) and payment receipt to cannabis@utah.gov

Part Two: Submitting Fingerprints

- Complete Live Scan Fingerprinting Authorization Form (p. 4)
- Take completed Live Scan Fingerprinting Authorization Form (p. 4) to any fingerprinting location
- If doing fingerprints via Live Scan, this part is complete. If doing fingerprints via hard card, please mail cards to UDAF with the completed Live Scan Fingerprinting Authorization Form.

A list of live scan locations can be found at the end of this document. Google "live scan near me" or "fingerprinting near me" for most up to date listings.

UDAF offers live scan services to Medical Cannabis Production Establishment applicants free of cost. Email cannabisccheck@utah.gov to set up an appointment if interested.

For questions, please email cannabis@utah.gov.



UTAH DEPARTMENT OF AGRICULTURE & FOOD
Medical Cannabis Production Establishment Owner
Criminal Background Screening Authorization Form



First Name:

Last Name:

I understand that my personal information including name, DOB, SSN and fingerprints will be used for the purpose of conducting a criminal history records search through any applicable state and federal databases. This information will be used by Utah Department of Agriculture and Food (UDAF) to determine my eligibility for licensure as a medical cannabis production establishment owner or director, or continued licensure as a medical cannabis production establishment owner or director. My personal information and fingerprints may be retained for ongoing monitoring and comparison against future submissions to the state, regional or federal database and latent fingerprint inquiries. UDAF will establish procedures to ensure removal of my fingerprints from applicable state and federal databases when I am no longer under their purview.

I understand that I may request to review any results of this inquiry and understand that UCA 53-10-108 does not allow UDAF to provide a copy of those results to me. Before a determination is made, I understand that I will be afforded a reasonable amount of time to challenge the completeness and accuracy of the record through the procedures established by UDAF as well as contacting the Utah Bureau of Criminal Identification (Utah Criminal History Results), the State Identification Bureau (SIB) associated with any results that are outside of Utah, or the Federal Bureau of Investigation (Nationwide Criminal History Response Information). Until the completion of the background check, I understand that I will not be issued a medical cannabis production establishment license and continued licensure is contingent upon the results of the background screening. I have read this Privacy Act Statement and understand my rights according to this statement.

Applicant Signature:

Date:

By initialing this line, I acknowledge I have received and read the attached FBI Privacy Act Statement.

FBI Privacy Act Statement

(Written copy must be provided to all applicants submitting fingerprints for an FBI background check. Also located on the back of the FBI Applicant fingerprint card FD-258)

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).



UTAH DEPARTMENT OF AGRICULTURE & FOOD
 Medical Cannabis Production Establishment Owner
 Live Scan Fingerprint Authorization Form



You must present this form and current, valid government issued photo identification (e.g., DL, state ID, military ID, passport, etc.) to be fingerprinted.

Applicant Information

First Name	Eye Color
Middle Name	Hair Color
Last Name	Height
Address	Weight
City	Gender
County	Race
Place of Birth	Date of Birth
Citizenship	SSN

The above information has been reviewed by me and is correct.

Applicant Signature _____ Date _____

Billing Information

<u>Billing Code</u>	<u>Reason Fingerprinted</u>	<u>Agency</u>	<u>WIN/FBI</u>
B-2636	4-41a-202	UDAF	NFUF

Fingerprint Vendor Use

The fingerprint technician must sign, date, and fill in the Applicant TCN.

Applicant TCN _____

Technician Signature _____ Date _____

Location Name	Address	Phone	Hours
Carbon County Sheriff's Office	240 W Main St Price, UT 84501	435-636-3254	Best hours are before 9 am or after 5pm (Call to verify availability) - \$5 Charge
Caregiver Support Network	570 N Main St Kaysville, UT 84037-1880	801-547-0060	Appointment / mask REQUIRED see: http://www.caregiversupportnetwork.com/fingerprinting
Central Utah Educational Services	820 N Main Ste 3 Richfield, UT 84701	435-896-4469	Call for Appt Only - \$20 (cash or check) - No Fri Appts / closed between 12p - 2p
DDMS of Utah	119 S 700 E Suite 109 American Fork, UT 84003	801-642-2087	M-F 9:00-3:30 - Appt Only - \$20 Cash or Business Check Only
DEPARTMENT OF HEALTH	288 N 1460 W Cannon Building SLC, UT 84116	801-273-6601	M-F 9a-4p \$12.00 WEB APPT REQ-No Exceptions: https://www.signupgenius.com/go/9040A4AA4A62FA4FF2-utah
DEPARTMENT OF PUBLIC SAFETY - Main	3888 W 5400 S Taylorsville, UT 84118	801-965-4569	M-F 8-5, \$15 - INDIVIDUAL MUST MAKE A WEB APPOINTMENT!! - NO EXCEPTIONS- https://bci.utah.gov
Dixie State University - Campus Police	225 S 700 E St. George, UT 84770	435-236-4000	By Appt (schedule online) - \$20 payable at DSU Cashier or online - receipt must be presented
Grand County Sheriff's Office	25 S 100 E Moab, UT 84532	435-259-8115	M-F 8-5, No Charge - Specify Live Scan
Iron County Sheriffs Office	2132 N Main St Cedar City, UT 84721	435-867-7500	T, W, Th 9 – 12:45pm \$10 cash/check, \$10+\$1.50 service charge for cards (Appt Only)
Kane County Sheriff's Office	971 E Kaneplex Dr Kanab, UT 84741-5500	435-644-4916	M-F 8-12 & 1-4 - Sat after 12 - \$5 cash
North Salt Lake Police Department	10 E Center St North Salt Lake, UT 84054	801-335-8650	**WILL NOT PRINT IF AGE IS < 18** T and TH 8-430 - \$10
North Sanpete School District	220 E 700 S Mt Pleasant, UT 84647	435-462-2485	Call for Appt. (required) - \$20 cash (shared with South Sanpete)
Ogden School District	1950 Monroe Blvd Bldg #1 Room 105 Ogden, UT 84401-0619	801-737-7320	\$20 fee *Online Appt. Required* Take fingerprint form with you! https://www.ogdensd.org/departments/human-resources/fingerprinting-background-checks
Orem Citizen Help Center	56 N State Street Orem, UT 84057	801-229-7275	M-TH 8a-4:30p, Orem Resident \$12, all others \$30

Provo City Center	351 W Center St Provo, UT 84603	801-852-6000	8:00 am - 6:00 pm M-F \$10
San Juan Sheriff's Office	297 S Main St Monticello, UT 84535	435-587-2237	M-Sat - \$15 - Call for availability
Southern Utah University	36 N 300 W Cedar City, UT 84720	435-586-7793	T-W 2-5pm - \$10 - Pay at SUU Cashier's Office
Springville Police Department	110 South Main Street Springville UT 84663	801-491-5521	8:30a - 4:30p M-F \$10 fee for Residents of Springville, \$20 fee for non residents
Uintah Basin Healthcare	250 W 300 N Roosevelt, UT 84066	435-722-6188 x1188	M-F 830-5 - Uintah Basin Employees Only
Utah State University Public Safety	800 E 1250 N, Logan ,UT 84322-8800	435-797-7468	M-F 430 pm - 820 pm, call for pricing - must schedule appt online http://usupolice.youcanbook.me/
Washington County Justice Court	87 N. 200 E. Suite 301 St. George, UT 84770	435-634-5728	Monday through Thursday 9a-4p - \$20. Call for current fees.
VREITZ Fingerprints	2880 W 4700 S, Unit B1 Salt Lake City ,UT 84129	801-969-3992	M-F 8a-7p Sat 8a-noon \$21 Accepts walk ins (first come first served)
YUP Fingerprinting - Layton	1133 N Main St. #127 Layton, UT 84041	435-359-3151	M-F 9a-5p \$21 APPOINTMENT & MASK REQUIRED https://yupfingerprinting.com
YUP Fingerprinting - Lehi	308 W. Main St. #B, #103 Lehi UT 84043	435-359-3151	M-F 9a - 5p \$21 fee (Appt & Mask required) - schedule online: https://www.yupfingerprinting.com/
YUP Fingerprinting Logan	95 W 100 S #104 Logan, UT 84321	435-359-3151	M-Th 9:00 am - 5:00pm \$21 Fee (Appt required) - schedule online: https://www.yupfingerprinting.com/
YUP Fingerprinting - Provo	37 E Center St. #306 Provo, UT 84606	435-359-3151	M-F 9a-5p \$21 APPOINTMENT & MASK REQUIRED Schedule online: https://www.yupfingerprinting.com/
Yup Fingerprinting - Salt Lake City	231 E 400 S #350 Salt Lake City, UT 84111	435-359-3151	M-F 9a-5p \$21 fee (Appt & Mask required) schedule online: https://www.yupfingerprinting.com/
YUP Fingerprinting - St. George	1240 E 100 S Bldg 23, Ste 202 St. George, UT 84790	435-359-3151	[Tu, Th, Fri 9a-5p], \$21 Fee (Appt/Mask required) - Schedule online: yupfingerprinting.com
Yup Fingerprinting - Taylorsville	3105 W 5400 S #3, Taylorsville UT 84129	435-359-3151	Make Appointment (\$21) - https://www.yupfingerprinting.com/

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