



Cannabis Control Division Fingerprinting Requirements and Instructions

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Applicants for a Montana Cannabis Control Division (CCD) License, Endorsement, or Worker Permit must submit fingerprints to the CCD upon initial application. Individuals listed as part of a business license or endorsement must submit new fingerprints every 5 years afterwards with name based background checks run in each non-fingerprint year. The fingerprints are used to facilitate a background check by the Federal Bureau of Investigation (FBI) to determine an applicant's eligibility based on the requirements in statute and administrative rule.

Fingerprints must be mailed in and a Privacy Act Statement and Consent to Fingerprint Form must be submitted with your application. Please go to our website at MTRevenue.gov/Cannabis and follow the instructions to apply for or renew a business license or Worker Permit.

Once you have applied online for a new or renewal business license and/or Worker Permit, please follow these instructions to have your fingerprints rolled:

1. Take this letter to a law enforcement agency to have your fingerprints rolled. The CCD requires 2 fingerprint cards to be submitted.
2. Bring a postage paid envelope, large enough to hold the fingerprint cards without folding them, to the law enforcement agency with you, addressed to:

Montana Department of Revenue
Cannabis Control Division
PO Box 5835
Helena, MT 59604-5805

3. Law enforcement agencies may charge a fee for fingerprint rolls. You are responsible for the fee.
4. Have your fingerprints rolled onto both fingerprint cards provided by law enforcement personnel. Make sure they are filled out completely and accurately.
5. The ORI Code on the fingerprint cards **must** read:

MT025025Y
DOR-CCD
HELENA, MT

If the ORI code is incorrect or not included, this will delay your application.

6. Give the postage paid, addressed envelope to the individual rolling your fingerprints. Place your fingerprint cards in the envelope.

The envelope must be sealed and mailed to the Cannabis Control Division by the individual rolling your fingerprints.

Fingerprint cards received by the department will be forwarded to the Montana Department of Justice (DOJ) for the FBI fingerprint background check. This background check will be used for the purpose of determining eligibility under the Montana Marijuana Regulation and Taxation Act and related administrative rules. Criminal history record information will not be disseminated to other entities. When the cards and results of the background check are received back from the DOJ, CCD will determine whether you are eligible for approval. DOR will then destroy the fingerprint cards. The background check results will be retained for one year prior to shredding.

If you wish to challenge or correct your criminal record as it appears in the FBI's CJIS Division Records System, the procedure to change, correct or update the record are stated in Title 28, CFR, Section 16.34. At least 30 days will be allowed to remedy the record prior to application denial if the CCD is notified in writing prior to the record challenge.

If you have any questions regarding the Montana Cannabis Control Division, please visit our website at MTRevenue.gov/Cannabis, contact the program at (406) 444-0596, or email us at MTMarijuanaProgram@mt.gov.