



Applying for a New Marijuana Worker Permit (Does Not Include Testing Laboratory Workers)

Reminder: Your online session will timeout after 45 minutes of inactivity. Save your work if you will be away from your computer.

Step 1: Navigate to https://tap.dor.mt.gov/_/



Step 2: Scroll down to the **Cannabis Control** icon and click the option named **Apply for or Manage a Marijuana Worker Permit**.



Cannabis Control

Apply for cannabis licenses, permits and medical cards.

- > Apply for or Manage a Cannabis Business License
- > Apply for or Manage a Marijuana Worker Permit
- > Apply for or Manage a Medical Marijuana Card
- > Search for an Existing Submission
- > Submit Requested Documents

Step 3: You will be directed to a new screen: **Marijuana Worker Permit**. Click on the option, **Apply for a New Worker Permit**.

 *Search our online services*



Marijuana Worker Permit

Apply for, renew, or replace a marijuana worker permit.

- > Apply for a New Worker Permit
- > Renew an Existing Worker Permit
- > Replace a Lost or Destroyed Worker Permit
- > Submit Requested Documents (Return for Corrections)
- > Update Worker Information

Step 4: You will be taken to the **Application Information** screen.

Applicant Information

First Name * Middle Initial Last Name *
Required *Required*

Date of Birth *
Required

SSN * Re-enter SSN *
Required *Required*

Phone Number *
Required

Email Address * Re-enter Email Address *
Required *Required*

The email address you provide will be used for all your Marijuana Worker Permit and Medical Marijuana Card Holder correspondence unless you have explicitly opted out of electronic correspondence.

You **must** enter the following information:

- First and last name
- Date of Birth
- Social Security number (you will be required to re-enter it to confirm it is correct)
- Phone number
- Email address (you will be required to re-enter it to confirm it is correct)

Step 5: Enter in your **Location Address**. Be sure to click on the unit type if you live in a dwelling that is not a single residence (e.g., apartment, basement, etc.) to ensure accurate delivery of your marijuana worker permit.

NOTE: You will also need to indicate if your mailing address is the same as your location address. If your mailing address is not the same, you will mark “No”. You will then enter your mailing address.

You will be required to verify your address. Click on the **red statement** “Address needs to be verified”.

Marijuana worker permits will be sent to your Mailing Address.

Location Address

Street

Street 2

Unit Type Unit

▼

City State

HELENA MONTANA ▼

Zip County

59601-0000 ▼

Attention

 Address needs to be verified 

Is your mailing address the same as your location address? *

Step 6: You will be re-directed to the **Address Search** screen.
***Select the address that is verified.**

Address Search ☰ ⓘ ✕

Verified Select this address

As Entered Select this address

Hit **Save** in the bottom, right corner.

Step 7: The next screen is the **Questions** portion of the application. You must answer **Yes/No** or **I agree/I do not agree**. After you answer all the questions or provide affirmations, and then you will hit **Next** in the bottom, right-hand corner.

Questions

Will you be working in a Testing Laboratory facility? *

I understand a valid Marijuana Worker Permit is required before performing any work for or on behalf of a licensed premises (§16-12-226 (1), MCA). *

I understand a background check is required prior to worker permit application approval to work for a licensed marijuana testing laboratory and I may be required to respond to conviction history questions requested by the department (§16-12-206 (3) and §16-12-226 (3),MCA). *

I understand my application requires annual proof of having passed training that includes identification, prevention, and reporting for human trafficking, rules and regulations for legal sales of marijuana in Montana, and any other training required by the department (§16-12-226 (3)(c), MCA). *

I have not had a Marijuana License or Worker Permit revoked for a violation of statute or administrative rule within two (2) years of this application (§16-12-226 (5)(b), MCA). *

I understand an employee of a licensee shall carry the employee's Worker Permit at all times when performing work on behalf of a marijuana business (§16-12-226 (6), MCA). *

I understand a person who holds a Marijuana Worker Permit must notify their employer in writing within 10 days of a conviction for a felony, the issuance of any citation for violating a marijuana law imposed under this chapter or the marijuana laws of any other state, or the issuance of any citation for selling or dispensing alcohol or tobacco products to a minor (§16-12-226 (7), MCA). *

I understand communications from the Department of Revenue Cannabis Control Division will come via email by default and I am responsible for checking the registered email address. Applicants can opt out of email communications by contacting the department. *

Step 8: The next screen is **Instructions**. It will require the applicant to upload the required documents.

The application will list the required attachments that must be uploaded. The applicant will be required to **add** the following documents and provide a description of them. The applicant will hit **Next** when completed.

Required Attachments:

- A recent photograph of the applicant (taken in the last 6 months or less). It should be similar a driver’s license photograph (i.e. no hats, no sunglasses or filters, emojis, etc.)
- A photo ID to provide proof of date of birth (a driver’s license, a state issued ID card, a passport).
**For accepted forms of identification, click [here](#)*
- The two (2) education certificates from [Moodle](#)
- Allowable file types are: .jpg,.png,.jpeg,.heic,.heif

Instructions

Instructions: The table below contains all of the items required to submit your application.

- The first column contains the item name.
- The second column contains the number of items that are required.
- The third column contains the number of items that are attached.

Step 1: Attach an item by clicking the Add Attachment button or by clicking the Item Name from the list.
Step 2: Select the item type from the drop-down list and add a description.

You may attach additional items if necessary.

For additional information on required attachments visit the CCD web page: [Click here](#)

Required Attachments

Item Name	Number Required	Number Attached	OK
Photo of Applicant	1	0	<input type="checkbox"/>
Photo ID	1	0	<input type="checkbox"/>
Education Certificates	1	0	<input type="checkbox"/>

Attachments

Type	Name	Description	Size
There are no attachments.			

[Add Attachment](#)

Cancel Save Draft < Previous **Next** >

After adding the required documents, hit **Next**.

Steps 9 & 10: The next screen is the **Fees**. Currently, marijuana worker permits are \$50.00 US dollars.

Fees Due

Application Fee 50.00 ⓘ Payment can also be submitted **after** submission.

Would you like to submit an e-Check payment with your application? *

Yes	No
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Additional Payment Options:

- Electronic Credit Card Payment via **Pay Online** on the confirmation screen
- By physical mail
- In-person to the Department of Revenue

All worker permit applications with the Cannabis Control Division require full application payment with submission before the application is reviewed. The application payment, and any previous account balance, must be made within 10 days or the application will be denied. Note, your payment may take up to three business days to post. The application fee is non-refundable regardless of application approval or denial.

Cancel Save Draft < Previous **Next** >

You can submit an **e-Check** payment with your application. This option will be the **Payment** screen.

If you choose this option, you will be required to enter:

- Your bank account type (checking or savings)
- The name on the account
- The routing number
- The account number
- Type in the payment amount due (\$50)

You will then proceed to the next screen by clicking on **Next** in the bottom, right-hand corner. The **Payment Source** screen will appear.

You can also make a payment **after** your application is submitted:

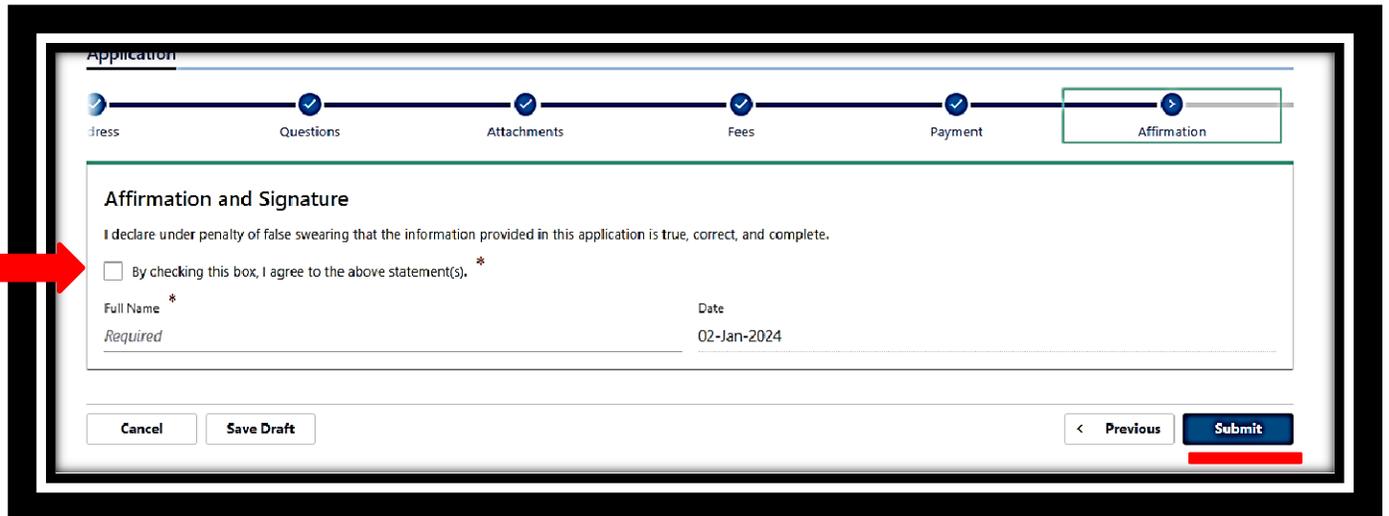
- Electronic Credit Card Payment via [Pay Online](#) on the confirmation screen
- You may call Cannabis Control at 406.444.0596 and press option #1 to make a payment
- By physical mail to:
 MT DOR-CCD
 PO Box 5835
 Helena, MT 59604-5805
- In-person at the [Department of Revenue](#)

Payments:

*All worker permit applications with the Cannabis Control Division require **full payment** with submission before the application is reviewed.*

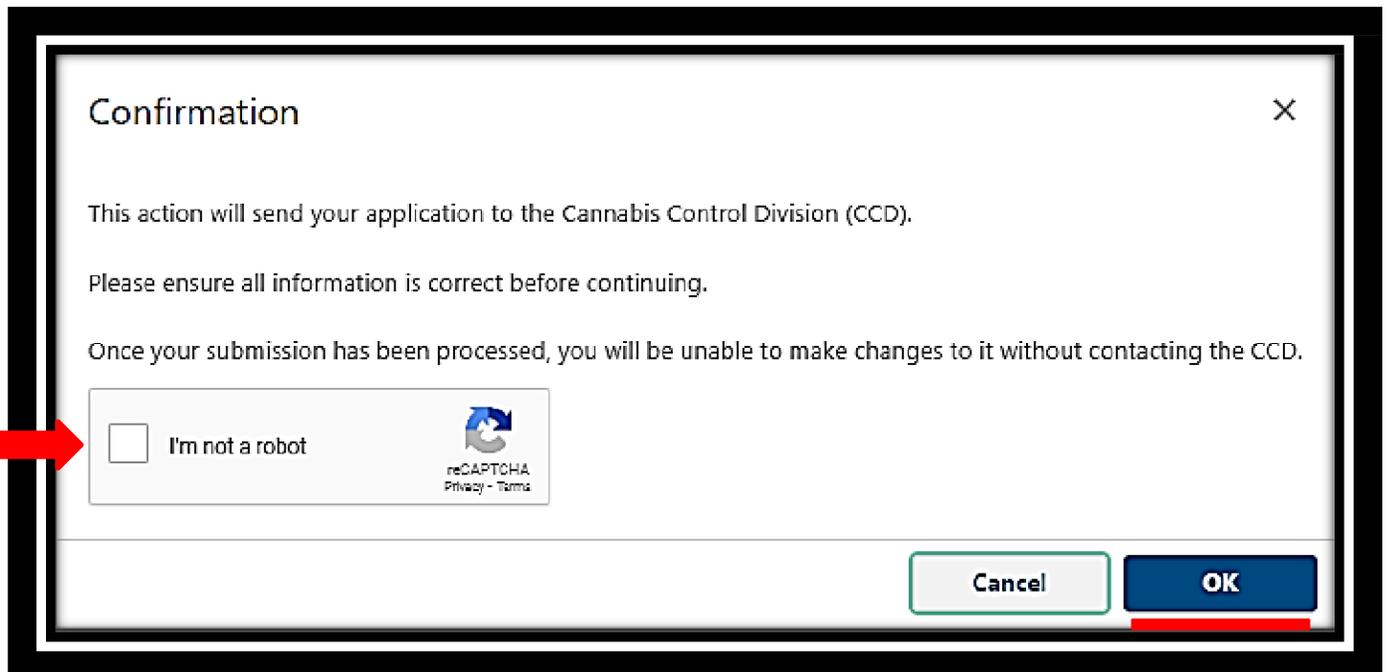
The application payment must be made within 10 days, or the application will be denied. The application fee is non-refundable, regardless of application approval or denial.

Step 13: The next screen is the **Affirmation** screen. Here, the applicant will enter their full name (first and last) and **check the box** that they agree to the statement, and click **submit**:



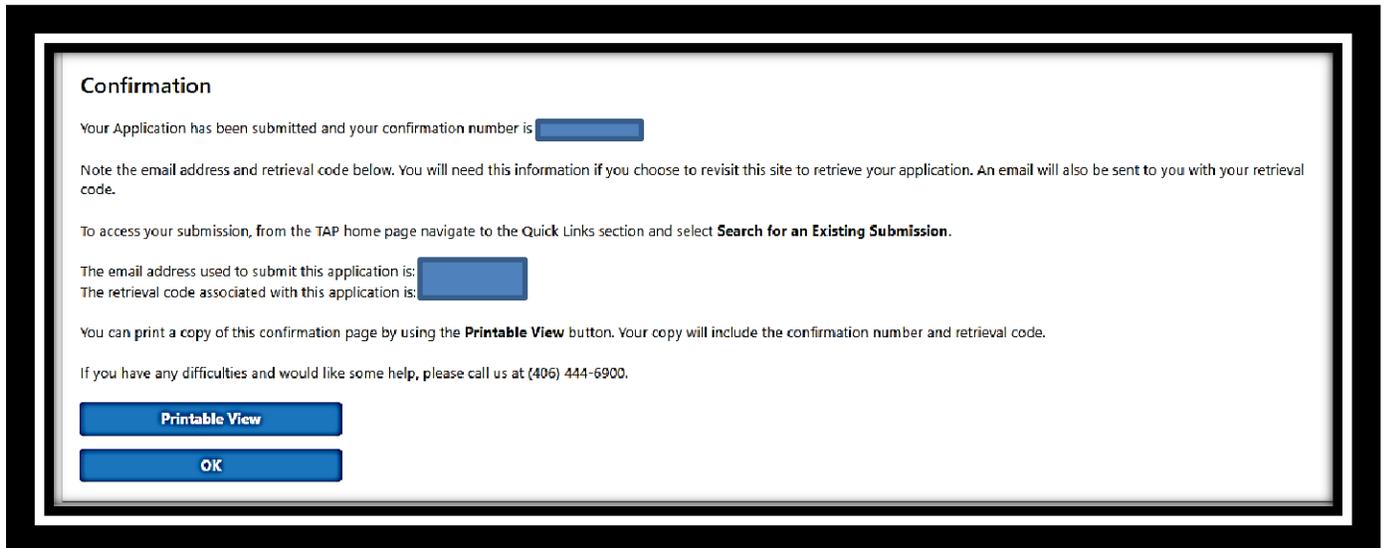
The screenshot shows a progress bar at the top with six steps: Address, Questions, Attachments, Fees, Payment, and Affirmation. The Affirmation step is highlighted with a green box and a right-pointing arrow. Below the progress bar, the section is titled "Affirmation and Signature". It contains the text: "I declare under penalty of false swearing that the information provided in this application is true, correct, and complete." Below this is a checkbox with the text "By checking this box, I agree to the above statement(s). *". A red arrow points to this checkbox. Below the checkbox are two input fields: "Full Name *" with a "Required" label below it, and "Date" with the value "02-Jan-2024" entered. At the bottom of the form are buttons for "Cancel", "Save Draft", "Previous", and "Submit". The "Submit" button is highlighted with a red bar underneath it.

Step 14: After clicking the submit button, the **Confirmation** screen will appear. You must click on the box and click on **OK**:



The screenshot shows a "Confirmation" dialog box with a close button (X) in the top right corner. The text inside reads: "This action will send your application to the Cannabis Control Division (CCD). Please ensure all information is correct before continuing. Once your submission has been processed, you will be unable to make changes to it without contacting the CCD." Below the text is a reCAPTCHA widget with a checkbox and the text "I'm not a robot". A red arrow points to this checkbox. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom of the dialog are buttons for "Cancel" and "OK". The "OK" button is highlighted with a red bar underneath it.

Step 15: The Confirmation screen:



Confirmation

Your Application has been submitted and your confirmation number is [REDACTED]

Note the email address and retrieval code below. You will need this information if you choose to revisit this site to retrieve your application. An email will also be sent to you with your retrieval code.

To access your submission, from the TAP home page navigate to the Quick Links section and select **Search for an Existing Submission**.

The email address used to submit this application is: [REDACTED]
The retrieval code associated with this application is: [REDACTED]

You can print a copy of this confirmation page by using the **Printable View** button. Your copy will include the confirmation number and retrieval code.

If you have any difficulties and would like some help, please call us at (406) 444-6900.

Printable View

OK

This screen will provide:

- Your submitted application's confirmation number
- Your email and the retrieval code in the event you revisit the site to retrieve your application (an email will also be sent to the applicant with this information)
- You can print a copy of this confirmation page by using the **Printable View** button, which will provide a copy of the confirmation number and retrieval code

NOTE: First time approvals only, the department will provide a temporary worker identification card in your [TransAction Portal account](#) that you must print out and always carry with you at work until your hard copy arrives in the mail. This option is not available for worker permit renewals.

For further assistance with new marijuana worker permits, please contact Cannabis Control Division at 406-444-0596.

Resources:

- [Cannabis Control Worker Permits-General Information](#)
- [Montana TransAction Portal](#)