



# **Community Development Department**

## Commercial Cannabis Permit Application

### **FORM N : Live Scan & Background Investigations**

<b>Staff Use Only</b>		
Filing Date:	Counter Planner Initials:	Case Number:

**Attach to this form proof that the following has occurred:**

- Submittal of a request for Live Scan Service
- Fingerprints have been rolled
- All fees have been paid for live scan/background checks for all owners, officers, managers and any proposed employees of the commercial cannabis business.

**ATTENTION:**

**Use the attached Request for Live Scan Services form when obtaining Live Scan services.** The attached Live Scan form contains information specific to the city's Commercial Cannabis Permit (CCP) program.

- Owners, officers, managers and employees **shall not** begin the Live Scan/background check process earlier than thirty (30) calendar days prior to, and no later than fourteen (14) calendar days following, submittal of their application form for a commercial cannabis permit.
- Applications shall not be considered complete until evidence has been provided that all owners, officers, managers and any known employees have conducted a Live Scan.
- Applications may not be processed by City staff for application clearance until all Live Scan/background check **results** have been received by city staff.
- Pursuant to City Resolution 2021-022, section III.E.8., applications may be submitted and accepted without completion of Live Scan services, provided evidence of Live Scan services is provided to the City within 14 days of submitting the application. Storefront cannabis applications submitted without proof of Live Scan services shall be deemed to comply with the storefront filing deadline, provided proof of Live Scan services is submitted within 14 days after the application submittal.

**This cover form and attached background check information does not count toward the application page limits.**