

October 25, 2021

We're reaching out to communicate important information for existing agent badge holders. Section 2 of House Bill 701, passed into law by the 2021 Legislature, requires all employees of existing medical marijuana licensees to undergo a criminal background check within 90 days of January 1, 2022. With that date approaching, we'd like to encourage all existing agent badge holders to start making arrangements to submit their fingerprints and consent forms as soon as possible. The Cannabis Control Division (CCD) will begin accepting fingerprints immediately to fulfill this requirement. The necessary forms are attached to this email for your convenience.

Going forward, worker permits will require a fingerprint-based background check before the CCD will issue a new permit and every five (5) years thereafter. Worker permits will require a name-based background checks in all interim years. Existing agent badge holders who have undergone a fingerprint-based background check within the last five (5) years for either the agent badge or a marijuana business license will not need to submit fingerprints at this time and will instead undergo a name-based background check. If you are unsure of your status, please contact the CCD as soon as possible. Both fingerprint and name-based background checks require a signed consent form, so regardless of your status you will need to take action to continue working after March 31, 2022. Existing agent badge holders who do not have their fingerprint or name-based background check completed by March 31, 2022 will be suspended on that date.

How to submit your background check info:

- 1) Agents who submit renewal applications between January 1, 2022 and March 31, 2022 may submit their fingerprints and consent forms as part of their renewal process. Renewals submitted after January 1, 2022 may submit a renewal application through the new licensing portal, Transaction Portal (TAP): tap.dor.mt.gov. All renewals after January 1, 2022 will require a completed background check to process and approve.
- 2) All other agents should submit their fingerprints and consent form directly to the CCD. Fingerprints must be mailed in, but consent forms can be mailed or emailed. The appropriate addresses are on the instructions sheet attached to this email.
- 3) Again, we encourage you to submit as soon as possible regardless of whether you also need to renew your badge.

Please make your fingerprint appointment as soon as possible. Some locations are already reporting appointment backlogs, so it's important to take action now. The CCD will not make exceptions for those who are unable to obtain fingerprints in time which could result in your inability to work.

Please don't hesitate to contact the CCD with any additional questions.