

## **Montana Medical Marijuana Program Fingerprinting Requirements**

In order to maintain a Marijuana Program License or Endorsement (Provider and/or Marijuana Infused Products Provider (MIPP), Dispensary, Testing Laboratory, or Chemical Manufacturing Endorsement) and/or a laboratory employee badge for the Montana Medical Marijuana Program (MMP), you must reapply and submit fingerprints to the Department of Public Health and Human Services (DPHHS) annually. The fingerprints are to facilitate a background check by the Federal Bureau of Investigation (FBI) to determine whether you have been convicted of a felony or a misdemeanor drug offense. If you have been convicted of a felony or a misdemeanor drug offense, your application will be denied.

You must first reapply for your Provider License and/or Employee badge. Please go to our website at <https://dphhs.mt.gov/marijuana> and follow the instructions to renew your Provider License and/or Employee Badge. The Applicant Rights and Consent to Fingerprint Form must be submitted during your application process before background checks will be processed. This form is included within the application process.

Once you have applied online to renew your Provider License and/or Employee Badge, please follow these instructions to have your fingerprints rolled:

1. Take this letter to a law enforcement agency to have your fingerprints rolled. The MMP requires 2 finger print 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:  
DPHHS/MMP  
PO Box 202953  
Helena, MT 59620-2953
3. Law enforcement agency 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
5. The ORI code on the fingerprint cards **MUST** read:  
MT920079Z  
DPHHS-QA DIV  
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 and *the envelope must be sealed and mailed to the DPHHS by the individual rolling your fingerprints.*

March 2018

Page 2

The 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 to become a Montana Marijuana Provider, Marijuana-Infused Products Provider, Chemical Manufacturing Endorsement, Lab, Dispensary, or lab employee under the Montana Medical Marijuana Act. 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, DPHHS will determine whether you are eligible to be a Provider, MIPP, Dispensary, Lab, or lab employee under Montana state law. DPHHS will destroy the fingerprint cards. The background check results will be retained for one year prior to shredding.

If you are ineligible to be licensed due to your criminal history, you cannot reapply to be a provider or employee in the future. 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 MMP is notified in writing prior to the record challenge.

If you have any questions regarding the Montana Marijuana Program, please visit our website at [www.dphhs.mt.gov/marijuana](http://www.dphhs.mt.gov/marijuana) or contact the program at 406-444-0596 or via email [mtmarijuanaprogram@mt.gov](mailto:mtmarijuanaprogram@mt.gov).

Sincerely,

Darci Wiebe, Medical Marijuana Bureau Chief  
Department of Health and Human Services