

Illinois Department of Financial and Professional Regulation – Medical Cannabis

IMPORTANT NOTICE - OUT OF STATE FINGERPRINT INSTRUCTIONS

Individuals applying for a medical cannabis dispensing organization agent registration must submit to a fingerprint-based criminal history record information background check and provide evidence of fingerprint processing from a fingerprint vendor licensed by the Illinois Department of Financial and Professional Regulation, Medical Cannabis Division (“Division”).

Fingerprints must be taken within 30 days from the date the application is submitted to the Department.

Applicants who reside in another state and are unable to schedule an appointment for fingerprinting through an Illinois licensed fingerprint vendor must complete the following steps:

1. Contact Illinois DFPR-Medical Cannabis Division to request:
 - One (1) Illinois State Police – Bureau of Identification Fee Applicant Card for processing, and;
 - One (1) Out-of-State Fingerprint Consent Form – Medical Cannabis.

Applicants may contact the Department by sending an email request to:
FPR.MedicalCannabis@Illinois.gov or calling 312-814-1690.

2. Complete Section 1 of the Out-of-State Fingerprint Consent Form.
3. Take both the Out-of-State Fingerprint Consent Form and the Fee Applicant Card to a police department in another state to obtain classifiable fingerprints.
4. The police department must use ink to record the applicant’s fingerprint images on the Fee Applicant Card. The police department must also complete and sign Section 2 of Fingerprint Consent Form. Section 1 must be completed by the applicant.
5. Section 2 of the Out-of-State Fingerprint Consent Form shall be completed and signed by the police department that is taking your fingerprints.
6. You must scan the completed Fee Applicant Card with your fingerprints to an Illinois licensed fingerprint vendor. The Illinois State vendor will process your fingerprints.
7. Go to <https://www.idfpr.com/LicenseLookup/fingerprintlist.asp> to find and select an Illinois licensed fingerprint vendor that has “Card Scan” capability.
8. Contact the Illinois licensed fingerprint vendor to determine the fee for a “Card Scan”.
<https://www.idfpr.com/LicenseLookup/fingerprintlist.asp>
9. Mail the original Out-of-State Fingerprint Consent Form (with Sections 1 and 2 completed), Fee Applicant Card and fingerprint fee to the Illinois licensed fingerprint vendor selected from the Division’s website.
10. Mail or e-mail a completed copy of the Out-of-State Fingerprint Consent Form (with Sections 1 and 2 completed) to the Division and a receipt issued by a licensed fingerprint vendor agency. The receipt shall be issued by the fingerprint vendor at the time the fingerprints are obtained.
11. The ISP will transmit electronic results of the fingerprint processing to the Division.

PRIVACY STATEMENT

I, the person applying to be a dispensing organization agent, authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation. I understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.