



**Illinois Department of Financial and Professional Regulation**  
**Division of Professional Regulation - Medical Cannabis Unit**

## **OUT-OF-STATE FINGERPRINT INSTRUCTIONS**

Individuals applying for a medical cannabis dispensing organization agent, agent-in-charge or principal officer 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 (IDFPR).

**Fingerprints must have been taken within 30 days prior to submitting the application to IDFPR, Medical Cannabis Unit (Division).**

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 the Division at [FPR.MedicalCannabis@illinois.gov](mailto:FPR.MedicalCannabis@illinois.gov) or **312-814-1690** to request an Illinois State Police Bureau of Identification Fee Applicant Card and an Out-of-State Fingerprint Consent Form. The Out-of-State Fingerprint Consent Form and Instructions are also available on the Division's webpage, <https://www.idfpr.com/profs/medcan.asp>, under the 6th header, *Fingerprint Forms*.
2. Complete Sections 1 and 5 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. The police department must use ink to record the applicant's fingerprint images on the Fee Applicant Card.
4. The police department must also complete and sign Section 2 of the Out-of-State Fingerprint Consent Form.
5. Select an Illinois licensed fingerprint vendor that has "**Card Scan**" capability and can process your fingerprint images on the Fee Applicant Card. The IDFPR Licensed Live Scan Vendor List is available at <https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp>.
6. Contact the selected Illinois licensed fingerprint vendor to determine the fee for a "**Card Scan**" and any special instructions for processing your out-of-state fingerprints.
7. Mail the original Out-of-State Fingerprint Consent Form (with Sections 1, 2, 3 and 5 completed), Fee Applicant Card and fingerprint fee to the Illinois licensed fingerprint vendor selected from the Division's website. Follow specific mailing instructions provided by the selected Illinois licensed fingerprint vendor.
8. Upload a completed copy of the Out-of-State Fingerprint Consent Form and a receipt issued by the Illinois licensed fingerprint vendor to your online registration application on the IDFPR portal. For proposed principal officers, please include the completed Out-of-State Fingerprint Consent form and fingerprint receipt with your Proposed Principal Officer Application and email it to the Division.
9. The Illinois State Police (ISP) will transmit electronic results of the fingerprint processing to the Division.