



OREGON LIQUOR & CANNABIS COMMISSION

Background Check Information

Introduction

The Oregon Liquor & Cannabis Commission requires certain individuals involved in a licensed recreational marijuana business to submit information for a nationwide criminal records check.

Who must be fingerprinted?

As part of a recreational marijuana license application, the following individuals must submit fingerprint information:

All persons identified as applicants, including, but not limited to:

- Any individual or legal entity who holds or controls any interest of 20% or more in the business, whether that interest is held directly or indirectly. This includes anyone who may be entitled to 20% or more of profits, proceeds, or revenues from the business.
- Any individual or legal entity that has an “ownership interest” in the business, including:
 - Any individual or legal entity (other than an employee acting under the direction of the owner) is entitled to exercise control over the business, incur debt or similar obligations on behalf of the business, or enter into contracts or similar obligations on behalf of the business.
 - Any individual or legal entity identified as the lessee of the premises proposed to be licensed.
- For any applicant that is a legal entity, the following persons within a legal entity are also applicants:
 - Principal officers if the applicant is a corporation.
 - LLC managers if the applicant is a manager-managed LLC.
 - General partners in a limited partnership.

If you have previously submitted fingerprints for another OLCC marijuana license application, do not submit new fingerprints unless specifically instructed to do so by OLCC staff.

The Commission may exercise its discretionary authority under OAR 845-025-1030 to require fingerprinting for individuals who do not meet the criteria of being an “applicant” but have a financial interest in the business. Your license investigator will notify you if they need fingerprints from any individuals with a financial interest in the business.

How do I get fingerprinted for the application?

For any applicants who are not currently in the State of Oregon, appointments can be scheduled at any Fieldprint location. Please refer to the [Fieldprint website](#) for information about the cost of submitting fingerprints.



To schedule a fingerprinting appointment, follow these instructions:

1. Visit <https://www.fieldprintoregon.com> or <http://www.fieldprintoregon.com>
2. Click “Schedule an Appointment.” Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue.”
3. Enter the Fieldprint Code for your license type. If applying for several licenses of different types, you must schedule a separate appointment for each type.

Producer Applications: **FPOLCCMarijuanaProd**

Processor Applications: **FPOLCCMPRMarijuanaProc**

Wholesaler Applications: **FPOLCCMWWholesaler**

Retailer Applications: **FPOLCCRRetailer**

4. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
5. When asked for “**Employer or Agency**” name and information enter:
OREGON LIQUOR & CANNABIS COMMISSION
MARIJUANA PROGRAM
9079 SE MCLOUGHLIN AVE
MILWAUKIE, OR 97222
6. When asked for your “ApplicationID” enter your Application ID from the Recreational Marijuana Online Licensing System. If you have multiple Application IDs, please only list one.
7. At the end of the scheduling process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
8. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or customerservice@fieldprint.com.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a recreational marijuana license), you have certain rights which are discussed below:

- You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the license or benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the license or benefit based on information in the criminal history record.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

You may obtain a copy of your FBI record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-check>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

OREGON STATE POLICE, CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

Oregon Administrative Rule 257-010-0035

Access by Individuals for Purpose of Review and/or Challenge

- (1) All individuals desiring to review information concerning them maintained in the OSP Criminal Offender Information System or Firearm Instant Check System, or who believes that the information as maintained is inaccurate, incomplete, or maintained in violation of any state or federal statute or act, shall be entitled to review such information and obtain a copy thereof for the purpose of review, challenge or correction.
- (2) Verification of such individual's identity may only be effected through submission, in writing, of name, date of birth, and a set of rolled ink fingerprints to the Oregon State Police, Criminal Justice Information Services (CJIS) Division, Computerized Criminal History (CCH) Unit, 3565 Trelstad Ave S.E., Salem, OR 97317. The request for review may be made at the Oregon State Police Office, or through mail or postal service. The OSP may prescribe reasonable hours and places of inspection. If the request is made by mail or postal service, after positive identification by the OSP of the fingerprints submitted, copy of the record along with the fingerprints submitted for that purpose, will be returned to the individual making the request to the address provided in the request.
- (3) All data included in the Criminal Offender Information System is obtained from contributing Criminal Justice and Designated Agencies. All data included in the Firearm Instant Check System is obtained from contributing Oregon Gun Dealers as defined in the 18 U.S.C S921. If after review of the information concerning them as maintained in such record, the individual believes that it is incomplete or incorrect in any respect and wishes changes, corrections, or updating of the alleged deficiency, they must make application directly to the contributor of the questioned information, requesting the appropriate agency or Gun Dealer to correct it in accordance with its respective administrative rules and procedures. Upon receipt of an official communication directly from the agency or Gun Dealer which contributed the original information, the OSP will make any changes necessary in accordance with the information supplied by the agency or Gun Dealer.
- (4) Any individual whose record is not removed, modified, or corrected as they may request, following refusal by the agency originally contributing such information, may proceed under the provisions of Rules 30.00 to 30.80 of the Attorney General's Model Rules of Practice and Procedures under the Administrative Procedure Act, relating to the contested cases and judicial review. After conclusion of such procedure or review, any information found to be inaccurate, incomplete, or improperly maintained, shall be removed from the individual's record and the originating agency so notified with copy of the record as corrected being furnished to the challenging individual.
- (5) Any Criminal Justice or Designated Agency receiving a record after such notice of contested case has been filed and prior to final determination, shall be notified by the OSP that the record is being challenged.
- (6) All individuals desiring to obtain a police clearance or documentation of no record maintained in the OSP Criminal Offender Information System for purposes other than review, challenge or correction specified in (1) will be charged a fee of \$33 for each request. Verification of the requesting individual's identity shall only be effected through submission and positive identification of the person's fingerprints.
- (7) All individuals desiring to obtain a set of their inked fingerprints for purposes other than review, challenge or correction specified in section (1) of this rule will be charged a fee of \$20 for each fingerprint card provided, except as provided in ORS 181.556(1) & (2).