



Business License Phone: (951) 413-3080
Web: <http://www.moval.org/cannabis>

Commercial Cannabis Business Permit Live Scan Instructions – Page 1 of 1

A Live Scan (Fingerprinting) background check through the California Department of Justice (DOJ) and the FBI is required to be requested for each Responsible Person associated with the Commercial Cannabis Business Permit application per the Moreno Valley Municipal Code Section 5.05.070 and 5.05.310(m). **Each subsequent employee will also need to pass a Live Scan background check prior to employment in the Commercial Cannabis Business.**

The Moreno Valley Commercial Cannabis Business Permit specific “Request for Live Scan Service” form will be made available to each Responsible Person once the Live Scan processing fee has been paid to the Cashier located on the first floor of 14177 Frederick Street, Moreno Valley, CA 92553 (City Hall). The Live Scan processing fee is \$10 per PC 1330 (e) and \$49 per the City of Moreno Valley User Fee Schedule for each Responsible Person receiving a Live Scan.

Applicants should not alter the pre-completed sections of the “Request for Live Scan Service” form, as any modification may result in Live Scan rejection and/or delay by the DOJ or FBI. The bottom portion of the “Request for Live Scan” form must be filled out by the person conducting the Live Scan.

Live Scans must be performed by the Moreno Valley Police Department (MVPD) (by appointment only) on Tuesday - Thursday from 9:00 – 10:45 am and 2:00 – 3:45 pm in 15 minute increments. The Live Scan results will be sent directly to the City Attorney for the City of Moreno Valley as they are the custodian of record for Live Scan related to Commercial Cannabis Operations.

If, at any point, the background investigation determines that one or more Responsible Persons is ineligible pursuant to the Moreno Valley Municipal Code Section 5.05.070 and 5.05.310 (m), the application will be deemed rejected and the applicant will be notified of the violation. If City staff determines that the Responsible Person is employed by the business after such notice is given, the City may proceed with any remedy available by law, including suspension and/or revocation of the cannabis business permit.

Please note: Live Scan services will not be available until June 2018. The City will contact and work with each Responsible Person associated with an application or perspective employee of any Commercial Cannabis Business currently in the permitting process at the time the services become available.