



CANNABIS CONTROL BOARD

89 Main Street Montpelier, VT 05602 | ccb.vermont.gov

The Cannabis Control Board requires that all prequalification applicants submit to a criminal history record check in order to supply a description of any criminal action against an applicant, principal, or person who controls an applicant. The Board requires a record check for **Vermont, other state, and federal convictions**.

Applicants are responsible for requesting and obtaining their own record checks and submitting them to the Board for review.

State of Vermont Records:

To request criminal conviction records from within the State of Vermont, **please visit the Vermont Crime Information Center's Criminal Convictions Records website:**

<https://secure.vermont.gov/DPS/criminalrecords/>

To obtain your records, you will need:

- The name and date of birth of the person for whom you want the criminal conviction record
- A valid payment method (conviction history records cost \$30 per request)

Results are returned instantaneously, giving you the ability to view, save, and print the record immediately. Please submit the record directly to the Cannabis Control Board at the address provided below.

Federal and Other State Records:

Go to the FBI Identity History Summary Checks webpage, <https://www.fbi.gov/services/cjis/identity-history-summary-checks> to access the steps required to request a criminal history report. Requests can be filed either electronically or via postal mail. Both options are explained on the FBI website.

Acquire Fingerprints: You are required to submit fingerprints to the FBI. You can have your fingerprints taken at any local, county, or state law enforcement agency. The FBI fingerprinting card (FD-258) is available for download from the FBI website (<https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>), though the law enforcement agency may have these forms available. Your fingerprint card should accompany your criminal history report request to the FBI. If you have any questions or concerns on the specifics of fingerprinting or the forms to be used, the Board suggests asking your local law enforcement agency or reaching out to the FBI directly. An applicant can also use third party fingerprinting services in Vermont.

The criminal history report requests submitted to the FBI must include the applicant Information Form, the fingerprint card, and the appropriate payment (\$18) to the FBI (all steps for either electronic or paper submissions can be found on the FBI website: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>). Processing times vary, and rough estimates can be found on the FBI website.

Once the criminal history report is received by the applicant, please mail directly to the Cannabis Control Board. The reports should be submitted as hard copies and the results should be in the original sealed envelope, indicating no tampering has occurred. Prequalification applications will not be reviewed until

the applicant's criminal history report is received. All reports must be current to within sixty (60) days of the application date.

All criminal history reports should be sent to:

Cannabis Control Board

89 Main St

Montpelier, VT 05620

If you have questions about obtaining a criminal history report or acquiring fingerprints, please refer to the Frequently Asked Questions on the FBI website (<https://www.fbi.gov/services/cjis/identity-history-summary-checks>) or contact the FBI directly.

If you have any other questions relating to cannabis establishments in Vermont, please email CCB.Info@vermont.gov, or call 802-828-1010.

