



**CANNABIS CONTROL BOARD**

**89 Main Street Montpelier, VT 05602 | [ccb.vermont.gov](http://ccb.vermont.gov)**

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# **GUIDANCE ON PRE-QUALIFICATION**

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## Introduction

This document is intended to serve as guidance for those seeking pre-qualification to their license. The Board may, at its discretion, choose to issue pre-qualification approvals. It is important to note that a pre-qualification approval is NOT a license to operate for any cannabis establishment.

Should an applicant receive pre-qualification approval, they must still apply for full licensure when their relevant license application window is open.

## Purpose of Pre-Qualification Approval

The purpose of pre-qualification approval is to smooth the application process for applicants, as well as assist the Board in anticipating the structure of the cannabis market.

Pre-qualification is not a requirement for full licensure. It is a purely voluntary process, and does not affect an applicant's license priority.

Pre-qualification may not be the right choice for every applicant, especially as full licensing application windows begin to open. Applicants should seek legal or financial advice from a qualified professional to determine if pre-qualification is the right avenue for their business.

Getting approved for prequalification could potentially help with the following issues, but will not be necessary for every applicant:

- Obtaining financing, if needed
- Accessing financial services, if needed,
- Completing agreements to use a property for your cultivation operation, if needed, or
- Ensuring any business partners are not presumptively disqualified for a license based on the results of their criminal history record.

If none of these will be necessary, or if an applicant is able to complete these activities without prequalifying, then there is no need to complete a pre-qualification application.

## Requirements for Pre-Qualification Approval

Applicants who wish to be pre-qualified must submit an operating plan as laid out in [Board Rule 1.4.1](#), and provide a record check ([Board Rule 1.4.2](#))

### Operating Plan

The operating plan must include:

- The type and name of the business to be licensed, along with documentation that it's registered to do business in Vermont with the Secretary of State's office.
- Identity of any owners or other principals for the business
- Name of main point of contact for the Cannabis Control Board
- Type of license or licenses sought, and tier (if relevant)
- Whether anyone mentioned in the operating plan is a past or present owner or principal of a cannabis business outside of Vermont

Information beyond what's outlined above is not required for the purposes of pre-qualification approval

## Record Check

The record check portion of the pre-qualification application must include:

- Name, date of birth, and address for all applicants and principals of the cannabis establishment
- A copy of your driver's license or other government issued ID
- A description of any license denial, as well as any civil, or administrative action taken against an applicant
- A criminal history record check for federal, Vermont, and other state convictions.
  - Federal and other state records may be obtained through the [FBI's Identity History Summary Checks website](#).
  - Vermont criminal records may be obtained through the [Vermont Crime Information Center's Record Checks website](#).
    - **Please note:** VCIC offers the option for a notarized copy of a criminal record check. The CCB does not require a notarized copy of an applicants records.

### Instructions for obtaining and submitting a record check

**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.

Please mail all criminal history checks 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](mailto:CCB.Info@vermont.gov), or call 802-828-1010.

## Submitting Payment

A pre-qualification application is not considered complete until the applicant has paid the \$500 non-refundable fee towards each license type for which they are applying.

Acceptable payment forms include: credit cards; electronic checks; paper checks; money orders; and cash.

To make an electronic payment, you may do so by using the following link:  
<https://appengine.egov.com/apps/vt/ccb/onlinepayment>

Checks and money orders should be made out to the Cannabis Control Board. You must include the cannabis establishment name that you submitted with your application in the memo line as well as the words "Prequalification Application". Please mail your checks and money orders to the following address:

**Cannabis Control Board Attn: Accounting** 89 Main St, Montpelier, VT 05620

If you wish to pay in cash you must schedule a time to meet with staff to complete the transaction. Please email [CCB.Info@vermont.gov](mailto:CCB.Info@vermont.gov) to schedule a time to come in.