



Planning & Development Department

Commercial Cannabis Permit Application

FORM N-2 : Live Scan & Background Investigations – Transferees

Staff Use Only Filing Date:	Counter Planner Initials:	Case Number:
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Attach to this form proof that the following has occurred:

- Submittal of a request for Live Scan Service
- Fingerprints have been rolled
- All fees have been paid for live scan/background checks for all proposed new owners of the commercial cannabis business.

ATTENTION:

Use the attached Request for Live Scan Services form when obtaining Live Scan services.
The attached Live Scan form contains information specific to the city's Commercial Cannabis Permit (CCP) program.

- Proposed new owners **shall not** begin the Live Scan/background check process earlier than thirty (30) calendar days prior to, and no later than fourteen (14) calendar days following, submittal of the application to transfer ownership of the commercial cannabis permit.
- Applications shall not be considered complete until evidence has been provided that all proposed new owners have conducted a Live Scan.
- Applications to transfer ownership may not be processed by City staff until all Live Scan/background check **results** have been received by city staff.
- Applications to transfer ownership may be submitted and accepted without completion of Live Scan services, provided evidence of Live Scan services is provided to the City within 14 days of submitting the application.