

**CANNABIS OUTLET (OUTLET) / CANNABIS PRODUCTION FACILITY (FACILITY)
INSTRUCTIONS FOR OBTAINING
LIVE SCAN FINGERPRINTING & CRIMINAL BACKGROUND CHECKS**

All *Responsible Persons* of a Cannabis Outlet (Outlet) or a Cannabis Production Facility (Facility) shall undergo fingerprinting and background checks pursuant to San Diego Municipal Code (SDMC) [Chapter 4, Article 2, Division 15](#). *Responsible Person*, as defined by SDMC [§42.1502](#), which includes a corporate director or officer, manager or member-manager, partner, trustee, or sole proprietor of an entity or trust operating or owning a cannabis outlet or a cannabis production facility, and persons responsible for the operation, management, direction, or policy of a cannabis outlet or a cannabis production facility. This process is required following the approval and recordation of the Outlet/Facility Conditional Use Permit (CUP), prior to issuance of the initial Cannabis Business Operational Permit (DS-191), commencement of operations, and must be renewed annually. The following steps will assist *responsible persons* through this process.

Step 1: Complete Form DS-192 and Live Scan Service Form (BCIA 8016). Initiate the compliance process by requesting the DS-192 form and Live Scan Service Form (BCIA 8016), from the Development Services Department (DSD) via email at DSDCannabis@sandiego.gov. The *responsible person* must complete and sign the DS-192 form.

Step 2: Obtain Live Scan Fingerprint. The *responsible person* of each Outlet or Facility must obtain fingerprints from **an acceptable U.S. or Canadian Governmental Agency**. Live Scan allows digitally scanned fingerprints and related information to be submitted electronically to the U.S. Department of Justice. (Note: Once a person is fingerprinted under Live Scan, a new Live Scan is not required with subsequent annual background checks).

Step 3: Submit DS-192 Form and Live Scan Form to DSDCannabis@sandiego.gov. Each *responsible person* shall submit his/her own background submittal, including the DS-192 form and Live Scan Form via email to DSDCannabis@sandiego.gov.

Step 4: SDPD Background Check. SDPD will conduct a background check on each *responsible person*. The results of that background check will be sent directly to DSD Cannabis Information when they become available. The DSD Cannabis Information staff will then contact the Designated Responsible Managing Operator of the Outlet/Facility, who is listed in the DS-192 for all *responsible persons*, with regards to the background check results.

Step 5: Issuance of Permit. Once the DSD Cannabis Information staff verifies that each *responsible person* has passed the background check, DSD will issue the Cannabis Business Operating Permit (DS-191) to the Designated Responsible Managing Operator of the Outlet/Facility.

Notes:

- DS-191 and DS-192 must be renewed annually.
- **Additional Responsible Person(s).** Once the DS-191 is issued, any **new** Outlet or Facility *responsible person(s)* must complete Steps 1-4 outlined above. If the responsible person has more than one Outlet/Facility, he/she does not need to conduct additional background checks within the same year, but must notify the DSD Cannabis Information staff via email at DSDCannabis@sandiego.gov.