

**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 San Diego Police Department (SDPD) Application. Initiate the compliance process by requesting the DS-192 form, Live Scan Service Form (BCIA 8016), and SDPD Application for Background & Criminal History Check (SDPD Application) from the Development Services Department (DSD) via email at DSDCannabis@sandiego.gov. The *responsible person* must complete and sign the DS-192 form and the three-page SDPD Application.

Step 2: Obtain Live Scan Fingerprint. The *responsible person* of each Outlet or Facility must obtain fingerprints from **an acceptable U.S. 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). Please see the attached list (Live Scan Fingerprint Information & Locations) of local acceptable U.S. Governmental Agencies.

Step 3: Submit DS-192 Form, SDPD Application, Live Scan Form to SDPD. Each *responsible person* must be physically present to submit his/her own background submittal, including the DS-192 form, SDPD Application, and Live Scan Form with a valid and current government issued photo ID to the SDPD Permits & Licensing office. The office is located at 1401 Broadway, faces 15th and E Street, at the rear of the SDPD building. Business hours are Monday through Friday, between 9:00 a.m. - 3:00 p.m.

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.

Live Scan Fingerprint Information & Locations

San Diego Municipal Code [Section 33.0304](#) – Applicant and Employees to Furnish Fingerprints and Photographs, and [Section 42.1507](#) – Cannabis Outlets and Cannabis Production Facilities – Background Checks and Reporting Convictions

For the purpose of investigation and regulations for the occupation or business during the time it is licensed, responsible persons are required to furnish their fingerprints and photographs. **Fingerprints must be taken by a governmental agency.** The Chief of Police shall forward the fingerprints to the Identification Division of the State of California, Department of Justice, and/or the Federal Bureau of Investigation, for identity confirmation and criminal histories. The San Diego Police Department will notify the Development Services Department, Cannabis Information staff, of the background check results.

The following are acceptable U.S. Governmental Agencies located in San Diego County:

Chula Vista Police Department

315 Fourth Avenue
Chula Vista, CA 91911
(619) 409-5954
M – F, 8am – 12pm, Appointments Only
M – F, 1pm – 4pm, Appointments Only

San Diego Community College Police

1536 Frazee Road, 1st Floor
San Diego, CA 92108
(619) 388-6416
M – Th, 7:30am – 5pm, Walk-In
F, 7:30am – 12pm, Walk-In

La Mesa Police Department

8085 University Avenue
La Mesa, CA 91942
(619) 667-7592
M – F, 9am – 4pm, Appointments/Walk-In*
*Hours may vary. Call to confirm.