

## Fingerprinting Instructions for Background Check

Any person listed on the application for a proposed medical marijuana dispensary or processing site is required to submit fingerprints for a national background check.

### What to do:

- Locate a professional fingerprinter. This could be a local law enforcement agency or a commercial fingerprinting service. You might ask if you need an appointment, how much it costs, payment options, and hours.
- Take these instructions with you.
- You will need one piece of current, government-issued photo identification, like a state Driver License or State ID Card.
- **For electronic fingerprints**
  1. You must use an [approved electronic public fingerprinting location](#).
  2. Print the [Electronic Fingerprint Authorization form](#) and give it to the fingerprinter.
  3. Fill out and sign the [Background Check Request form](#). Include the name of the fingerprinting agency and the date of fingerprinting in the space provided at the bottom of the form.
  4. Mail the **signed Background Check Request form** to the address below.
- **If your fingerprints are printed on a card**
  1. Fill out the required fields on the card **legibly** and sign the card in the presence of the fingerprinter. See the back side of the card for instructions on required fields.
  2. Fill out and sign the [Background Check Request form](#).
  3. Mail the **card AND your signed Background Check Request form** to the address below. Do not fold or staple the card. Be prepared to pay a minimum of \$.98 postage or your forms could be returned unprocessed.
- **Mailing address**

DHS/OHA Background Check Unit  
PO Box 14870  
Salem OR 97309-5066

***If you have an MMD or MMPS number, include it on all documents.***

We are not able to process your national background check without a signed Background Check Request form and your fingerprints. If you have fingerprint-related questions, please call the Background Check Unit at 503-378-5470 (option 6); toll free at 1-888-272-5545 (option 6); or by email at [bcu.info@state.or.us](mailto:bcu.info@state.or.us).