

# Criminal History Check Update

## Notice to Applicants

**Dear Applicants,**

The City of Greenfield is currently experiencing unexpected delays in receiving the approvals from the Department of Justice (DOJ) that are required to begin processing Live Scan criminal history checks.

Because the DOJ cannot provide a specific date for the approval, the City will be delaying the deadline requirement for submitting the Live Scan Criminal history check. As a result, the City will be accepting applications and applicants will be notified at a later date when they can complete the Live Scan process. However, each applicant will still be subject to Phase 1 Determination of Eligibility and all other questions and information on the application will be due on September 15, 2016. To avoid delaying the review process, the City is prepared to conduct a Phase 2 and Phase 3 evaluation and ranking of any eligible application without completion of the Live Scan process. However, no application will be presented to the City Council for consideration and final selection until an acceptable Live Scan Criminal history check has been verified and approved by the City.

If the City does not receive an ORI from the DOJ by September 15, 2016, every applicant submitting an application to operate a Medical Marijuana Facility in Greenfield will be required to sign an affidavit stating their understanding of the obligation to submit an acceptable background check to the City and its agreement for the City to process the application pending the results of a Live Scan Criminal history check. However, please note that any application submitted through this updated change in the procedure by the City which is ultimately disqualified as a result of an unacceptable Live Scan criminal history check will not receive a refund for any phase reviewed in the application process. Finally, once you have been advised of the new deadline to complete the Live Scan criminal history check you will need to follow the procedure noted below.

**Criminal History Check:** As part of Phase 1 of the Application Process, each individual applying to be a principal of the MMF ("Principal") must apply for a Live Scan criminal history check. This process must be conducted by the City of Greenfield by appointment only. Please contact Nina Aguayo by phone at 831-304-0307 or by email at [Naguayo@ci.greenfield.ca.us](mailto:Naguayo@ci.greenfield.ca.us) in order to schedule your appointment. Due to limited staff resources you are encouraged to schedule your appointment as early as possible in order complete your Live Scan requirement before the due date of the application. The City cannot guarantee that it will be able to accommodate applicants who do not attempt to schedule an appointment until near the application deadline, and the City is not responsible for applicants who are unable to schedule an appointment prior to the application deadline. Please be advised that there will be a Live Scan **processing fee of \$93** per person which must be paid at the time of the Live Scan. The Live Scan process involves submitting fingerprints to the DOJ, which will review for criminal offender record information (CORI). CORI reports will be provided to the City of Greenfield for the sole purpose of determining eligibility for operating a MMF. See GMC Section 5.28.060 for background check requirements. Principals who do not meet criminal history eligibility requirements will be disqualified.