



E-Mail: cannabis.permit@culvercity.org
Phone: (310) 253-5897
Web: <http://www.culvercity.org/cannabis>

Cannabis Business Permit Live Scan Instructions – Page 1 of 1

A Live Scan background check through the California Department of Justice (DOJ) and the FBI is required to be requested for each Responsible Person associated with the Commercial Cannabis Business Permit application. A copy of the “Request for Live Scan Service” form for each Responsible Person must be uploaded as an attachment to the application. The Culver City Commercial Cannabis Business Permit specific “Request for Live Scan Service” form is available on the Culver City Cannabis webpage at <http://www.culvercity.org/cannabis>. The original copy of the “Request for Live Scan Service” form is submitted to the Live Scan provider at the time the Live Scan is performed.

Live Scans may be performed by the [Culver City Police Department](#) (CCPD) or at a third party Live Scan provider approved by the DOJ. Third party Live Scan providers can be found using the [DOJ website](#).

Applicants should complete all blank fields provided in the “Request for Live Scan Service” form under the “Applicant Information” section. Applicants should not alter the pre-completed sections of the “Request for Live Scan Service” form, as any modification may result in Live Scan rejection and/or delay by the DOJ or FBI. A separate form shall be filled out for each Responsible Person receiving a Live Scan. The bottom portion of the “Request for Live Scan” form must be filled out by the person conducting the Live Scan.

The Live Scan fee will be charged at the time of Live Scan by the CCPD or the third party Live Scan provider. Live Scan results will be sent directly to the CCPD.

If, at any point, the CCPD background investigation determines that one or more Responsible Persons is ineligible pursuant to CCMC Section 11.17.115 and/or the [Criminal Background Check Administrative Guidelines](#), the application will be deemed rejected and the applicant will be notified of the violation. If City staff determines that the Responsible Person is employed by the business after such notice is given, the City may proceed with any remedy available by law, including suspension and/or revocation of the cannabis business permit.

Remember to make a photocopy of your Live Scan form before leaving the original at the Live Scan provider. A photocopy of the “Request for Live Scan Service” form must be submitted for each Responsible Person as part of the application process.

Remember to obtain a receipt at the time the Live Scan services is provided. The receipt for Live Scan service for each Responsible Person must be submitted with the application, unless the receipt is included on the photocopy of the “Request for Live Scan Service”.