

65950 Pierson Blvd. • Desert Hot Springs • CA • 92240 (760) 329-6411• <u>www.cityofdhs.org</u>

Background Disclosure and Cannabis ID Card Request

• Please note that all owners, current and prospective responsible persons and any other persons engaged in the operation of a cannabis facility or cannabis business park must submit to and pass a background check. The background check shall include fingerprinting and completing an out a background disclosure form. Employees of a Cannabis Facility must submit to fingerprinting (live scan) and submit an application for an ID Card.

To access the background, please follow this link <u>https://deserthotspringsca.viewpointcloud.com/categories/1086/record-types/6598</u>.

You will need a "City Port" account to complete your background disclosure and request a cannabis ID card if one has not been issued previously. You can also request replacement cards through the portal by commenting on your current background disclosure record.

(Please do not start a new record for a replacement card).

You can reach the **City Port** directly here: <u>https://deserthotspringsca.viewpointcloud.com/</u> or from the website under "Online Permits", where you will find Online Services by department.

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Business Licenses Requests for Proposals Public Notices Municipal Code	Unitedity Number Feedbalance Nation Section Section Section Section Tablement Explore Explore Explore	

Once you are logged in to your portal account, click on "My Account" – this will take you to your dashboard where you can manage your application as well as any other permits or items you may have filed with the city.

City of Desert Hot Springs, CA	Search Login Sign Up	City of Desert Hot Springs, CA Saveh
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Once logged in, you can submit a new application, add documents to your existing application, and communicate with staff. Click on "My Account" in the top right of the page to manage an existing application, or follow the directions below to begin a new one.

City of Desert Hot Springs, CA		My Account Search 🔳 Lam-	City of Desert Hot Springs, CA
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			Municipal Code.

SUBMITTING A BACKGROUND DISCLOSURE AND REQUESTING A CANNABIS ID CARD FOR THE FIRST TIME

Step 1- Start your application and confirm your information

Have a project #?	Step 1 of 16 ·		Save Draft and E
Regulatory Permit	Confirm your contact information Ensure your contact information is up-to-d	n ate so that we can get in	touch with you if needed.
	First Name	Last Name	
	Lucy	McGillicuddy	
	Email address	Phone Number	
	lucy@theTropicanaNightClub.com	760 555 725	7
	Address 1	Address 2 (Optio	mal)
	623 East 68th Street		
	City	State	ZIP/Postal Code
	Palm Springs	Ca	92262

Step 2- Select Application type. Select "New Application". If you have completed a background disclosure previously or had a card issued please access your Background Disclosure via your dashboard. If you are an owner or responsible party as described above, select "Owner/Responsible Party", if you are an employee, select "Employee" which will bypass the Out of State Disclosure portion of the application.

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Cannable Employee Background Disclosure and ID Cord Begand	Cannabis Employee Portal Background Disclosere			
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	Multiple submissi	ons will delay proces	sing.	
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	 All applicants, responsible persons, employee the operation of the samedits facility or carried sid who have already commenced work sharloomply in the web on (0x1, 4252 Ib 20). 	s, independent contractors, and anyot isomes park who were previously real to with this section open the effective calls	er persons ongaged in abject to this socion and of the enderse received	
⇒	Here Application * 0			
	If you are an owner, or other responsible person A "inspectible person" means any officer, based control, or management of, or any person with a	piezze select "Owner/Responsible po member, or person who will participa a sweership stake in, an applicant or	noe". In in the direction, presiding.	
	If you are an employee of a Cannable Facility, plo	ane select "Englique"		
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Step 3 – Background Disclosure. This section applies to owners, and responsible persons. For

clarification, a "responsible person" means any officer, board member, or person who will participate in the direction, control, or management of, or any person with an ownership stake in, an applicant or permittee. In addition to your Live Scan you must complete the background disclosure to include out of state convictions and judgments.

If there are items to report check the corrosponding box.

in only of Desserving opining			Name Conviction is Under *	Court of Record #
ve a project #?	Step 3 of 12 -	Save Draft and Exit		
	Conviction Disclosure		City, County, State *	Case Number
nnabis Employee	CONVERION DISCUSSING			
Aground Disclosure and ID rd Request	A conviction means a plea or verdict of guilty or a convic dismissed under sections 1203.4, 1203.4a, and 1203.41	tion following a plea of nolo contendere. Convictions of the Penal Code or the equivalent non-California law shall	Notes Ø	
	also be disclosed, auventile adjudications and traffic infra following:	ctions do not need to be included. For each, provide the	A conviction means a plea or v a plea of nolo contendere. Con	erdict of guilty or a conviction follow victions dismissed under sections
	Note: This form will allow multiple antries. Please check	one or both boxes to indicate reported incident(s), if any.	1203.4, 1203.4a, and 1203.41 o California law shall also be disc	f the Penal Code or the equivalent r losed. Juvenile adjudications and
	Please select this box if you have been convicted of a crime e	ither in California or states other than California.	traffic infractions do not need following for each (if ample bit	to be included. If applicable, provide
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	Please select this box if you have been involved in any civil, a	drivinistratives or legal judgmeent of fraudulent activity in California	MM/DD/YYYY	MM/DD/1YYY
	or sitates other than California.		Date of Probation Release	Date of Parole Discharge
			MM/DD/YYYY	MM/DD/1YYY
	I declare under penalty of perjury that I have not been convic	ted of a crime or involved any civil, administrative, or legal	Time of Consisting	
	programmes of management according on committee of scales occurs		Select your option	
			A detailed description of the offer	use for which convicted
	This form must be completed	by the applicant named on the		
	form.		Please give a statement of rehabi	Itation for each conviction. The state
	-		of renabilitation is to be written is evidence that the applicant would	y the applicant and shall contain all I like the Desert Hot Springs Police
	To avoid delays, please compl	ete all relevant fields.	Department to consider that dem licensure.	constrates the applicants fitness for
	If you have had criminal convictions or any civil, admi	nistrative, or legal judgment or other activities of a		
	select the third checkbox.	osare rom, a mere are no unarges to report, presse	may include, but is not limited to, section 4852.01 of the Penal Cod	a certificate of rehabilitation under e, or dated letters of reference from
	Please enter complete personal information. Enteri application will delay background processing.	ng n/a or filler text may lead to rejection of your	employers, instructors, or protein information for the individual pro	sonar counseons trait contain salid co viding the reference.
	Please note, you may be asked to complete this form if ;	iou are working with a project in any capacity.		
	****			Cancel

Step 4 – **Applicant Information** Once you have completed the disclosure portion, you will enter the information that will be used to process your background disclosure and **Cannabis Employee ID** card. It must match the information on your state issued id. You will then complete this section with your digital signature.

Have a project #?	Step 4 of 12 -	Save Draft and Exit
Complete Forderer	Applicant Information	
Background Disclosure and ID Card Request	Please enter your legal name here, subseq judgement.	uent fields will ask for your name at the time of your conviction or
	If you have had criminal convictions or any nature please complete the following discle checkbox.	civil, administrative, or legal judgment or other activities of a fraudulent osure Form, if there are no charges to report, please select the third
	Please enter complete personal informa	ation. Entering n/a or filler text may lead to rejection of your
	application will delay background proce	issing.
	Applicant Name *	Applicant Date of Birth *
	Lucy Ricardo	11/29/1932
	Applicant Phone Number *	Applicant Email Address *
	555-555-5555	Lucy@TheTropicana.com
	Additional Names/Notes: @	
	You can add notes here	
	< Back	Next >



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For Owners/Responsible Parties who have completed the out of state disclosure form, you will be presented with a digital signature page.

Step 7 of 12 ·	Save Draft and Exit
Digital Signature Page	
The information provided on this form is true and correct City of Desert Hot Springs to complete my background c 	and is all inclusive of my criminal convictions, and do authorize the heck in order to proceed with the Regulatory Permitting process, *
Date Signed *	
MM/DD/YYYY	
< Back	Next >

Step 5 – Cannabis Card Request Please select the facility you will be working at, if you are with a temp agency, select the temp agency as well as the facility you are being placed with. If you are a resident of Desert Hot Springs, please check the corrosponding box.

City of Desert Hot Sprin	ngs, CA	My Account Search 📓 Lucy -
Have a project #?	Step 8 of 12 ·	Save Draft and Exit
Cannabis Employee Background Disclosure and ID Card Request	Cannabis Card Request Enter the Cannabis Facility you will work for, Temporary A below. If you do not know where you will be assigned, plea	gencies should be noted in the Temporary Agency fields ase leave Company/Project blank.
	Company/Project Name @ Select your option	Business Phone Number
	Business Type Select your option	Desert Hot Springs Resident €
	Temporary Agency? 🖗	Temporary Agency € Select your option
	< Back	Next >

Step 6 – PHOTO UPLOAD Please upload a passport style photo and a picture of your state issued ID card or drivers license. Please read the instructions on the photo upload page regarding formatting. Failure to follow these directions will lead to a rejected application and delay your ability to work.

For more information on Passport style photos: <u>https://travel.state.gov/content/travel/en/passports/how-apply/photos.html</u>



INFO: Replacement Fees – There is no fee for your first Cannabis Employee ID Card. Your card should be returned to your employer if you leave the company so that they may return it to the Cannabis Compliance department. Should you gain employment with another facility they can request that your card be delivered. Below is the fee schedule for replacement cards.

Submit a high resolution photo that is not blurry, grainy, or pixelated, no photos of a photo will be accepted. Minimum size for the photo per BCC regulations is 1 inch in width and 1.5 inches in height. 2X2 is preferred. Take head shots in front of a neutral light colored flat background when possible

Cannabis ID Photo (Headshot) ⊕ Lucy_Ricardo.png Clear file

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Photos that do not meet the above requirements will lead to a rejected application and a delay in your ability to work.

Choose File No file cho

Next >

Replacement F	-ees
Fees for lost or dan	naged cards
First ID Issued Second ID Issued Third ID Issued Fourth ID Issued	Free \$25 \$50 \$75
Replacement cards through messaging	s can not be paid via the portal at this time. To request a replacement card please contact us found on your portal dashboard. You can pay the fee when the card is picked up/delivered.

Application Status Page – this page will be blank during the submission phase. Status messages will appear here as your application is processed. You can view this from your dashboard.

City of Desert Hot Spring	gs, CA	My Account Search 📓 Lucy -
Have a project #? Cannabis Employee	Step 11 of 12 · Application Status	Save Draft and Exit
Background Disclosure and ID Card Request	< Back	Next >



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Step 7 – Attachments If you have any additional attachments to upload, you may do so here. You can add any information related to your background disclosure, your Live Scan application, or after submission if you are asked for revised photos, they can be uploaded under Attachments.

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Attachment File Use Scan Document Log Scan Charlow for Wrein	Cannabis Employee Background Disclosure and ID Card Request	Attachments Include any additional files with your submission. Ar Please note the maximum allowed file size for any u	ty box marked "Required" is required pload is 100 MB.	to submit your application.
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Add attachment Second S		Additional Attachments You may add any additional attachments here.	No file uploaded	Upload
< Back Next >		Add attachment		
		< Back		Next >

Step 8 – Submission Confirmation This is your last chance to edit your application before submission. Please check that all relevent entries are correct and complete. You can make corrections by clicking edit next to the section you would like to update.

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we a project #?	Confirm v							
ard Request	Please ensur	our submiss e you've filled ev	ion erything completely an	d accurately, then clic	k "Confirm and Sub	Save I smit" belov	Draft and Exit	
	Contact Info	rmation	Lucy McGillicuddy Email address Ionimbrock@gmail.co Mailing Address 623 East 68th Street	om , Palm Springs, Ca 92	Phone Number 760-555-7257 262			
	Cannabis En Portal Edit	nployee ©	5.50.050 Backgroun A. Prior to comme park, all curront languages contractors, and an the cannabis facility background check, necessary informatic Hot Springs Police Dr subject to this sectio F. Upon passing the	nd checks, encing work at a can a prospective respon y of ar prospective respons y or a cannabis busis The background check n for a criminal histor apartment. Employees n.	nabis facility or a sible persons, em will be engaged h ness park must su k shall include fing y records check co hired through emp ach responsible pe	cannabis ployees, i n the oper bmit to ar reprinting a ducted by loyment a rson, empl	business independent ration of and pass a and other y the Desert gencies are loyee, state	
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USING THE "CITY PORT" DASHBOARD TO MANAGE YOUR RECORDS AND CHECK APPLICATION STATUS

Now that you have submitted your disclosure you can check your employment status in real time! After submission you are brought to the status page of your record. Here you can see your city issued employee ID number. From this record, you can communicate with staff, upload additional documents and check your current status.

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Applications	Mercura medanian			
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# Projects % Permits & Docs	Pay balance due for Regulatory Permit Fee- Manufacturing Facilit Regulatory Permit -	lity	Jul 28, 2021	
Payments	Messages			
3 Inspections	Loni Brock Card has been issued. Oct 27, 2021 at 11:40 am In Scale ID Card - Cannable Employee Background	d Disclosure and ID Card Reg	est CID-21-489	
	Loni Brock Oct 27,7027 at 11:29 am Request CIO-73-469	ire has been approved inployee Background Disclosu	te and ID Card	
	Loni Brock Background Clear. (test) Jul 29, 2022 at 5:00 pm. Administrative Review - Background Disclosure I	o Form (anchivo) 23-42		
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	Cannabis Employee Background Disclosure and ID Card Request	st CID-21-489	Oct 27, 2021	

Checking your status: From the dashboard, click on applications, select the application you want to check.

Back Home	Your	nnlications			
Dashboard	Tour P	ppications			
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Records					
pplications					
Projects			65950 PIERSON BLVD		
Permits & Docs	21-18	Background Disclosure Form (archive)	DESERT HOT SPRINGS, CA 92240	Jul 26, 2021	Complete
avments					
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Here you will see any current status updates. You may also print your approval letter for your employer, and chat with staff.

City of Desert Hot Spring	gs, CA		My Account Search 📓 Lucy -	City of Desert Hot Spring	zs, CA	My Account
Cannabis Employee Background Disclosure and ID Card Request CID-21-489 Your Submission	Your submission Submitted Oct 27, 2021 at 1	1:24am		Harbonside Cannabis Employee Background Disclosure and ID Card Request CID-21-489	Cleared for Work Issued. Your document is ready.	
Attachments Guests (0) © Cannabis Employee Background © Cleared for Work © Issue ID Card	Contact Information	Lucy McGillicuddy Email address Lucy@TheTropicana.com Mailing Address 623 East 68th Street , Palm Springs, Ca	Phone Number 760-555-7257 92262	Your Submission Attachments Guests (1) © Cannabis Employee Background	Issued: Oct 27, 2021 Print your document Print this document and retain for your records.	
Application Status ^{YO}	Cannabis Employee Portal	5.50.050 Background checks. A. Prior to commencing work at a park, all current and prospective res contractors, and any other persons the background check. The background of necessary intomation for a criminal his Hot Spring: Peter Department. Employ action. and the background check action and any other persons and any other persons and a spectra and a protocol and any other persons and any other persons and any other persons and any other persons and any other persons and any other persons and any other persons and any other persons and any other persons and any other persons any other persons and any other persons and any other persons and any other persons and any other persons any other persons and any other persons any other persons and any	annabis facility or a cannabis business somble persons, employees, independent the will be engaged in the operation of sistense park must submit to and pass a neck shall include fregorprinting and other tory records check conducted by the basert each inted through employment agencies are k, each responsible person, employee, encore engaged in the operation of the	Contract of Write State ID Card Active Employee	Print Document Ask a question about this Send Message	
		any of a carmabis business connects we ntification card that must b	e visibly worn at all times. No person			

Active Employee Status:

Active employee status means that you are approved for work and your ID card has been issued. If you change employers or are placed at another facility by a temp service, you can message us here:

Harborside Cannabis Employee Background Disclosure and ID Card Request CID-21-489	Active Employee O In progress. This step is in progress.	
Your Submission Attachments Guests (1)	Message the reviewer	
Cannabis Employee Background Cleared for Work Approved to Work	Send Message	
Active Employee		

If you have any issues with any portion of this process, please reach out to Cannabis Compliance IT Tech Loni via the portal, email https://www.ubick.com, text/call 760-625-6053, or office 760-329-6411 ext. 267