



Background Disclosure and Cannabis ID Card Request

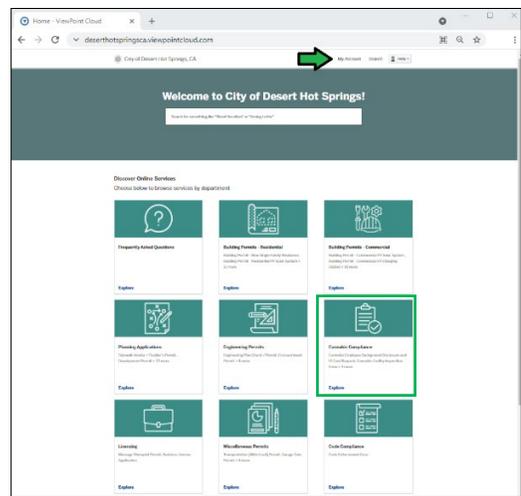
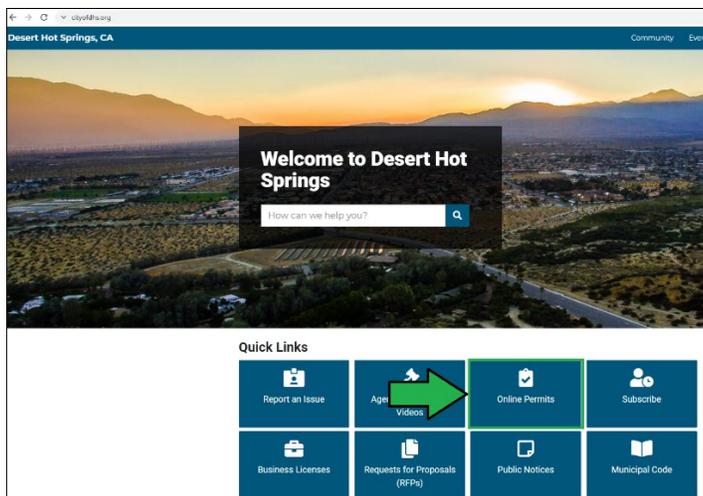
- Please note that all owners, current and prospective responsible persons and any other persons engaged in the operation of a cannabis facility or cannabis business park must submit to and pass a background check. The background check shall include fingerprinting and completing an out a background disclosure 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 <https://deserthot Springsca.viewpointcloud.com/categories/1086/record-types/6598>.

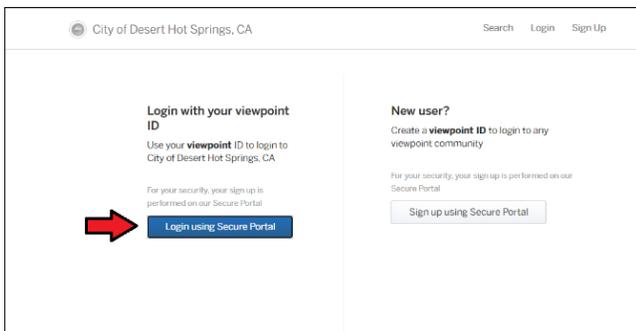
You will need a “City Port” account to complete your background disclosure and request a cannabis ID card if one has not been issued previously. You can also request replacement cards through the portal by commenting on your current background disclosure record.

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

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

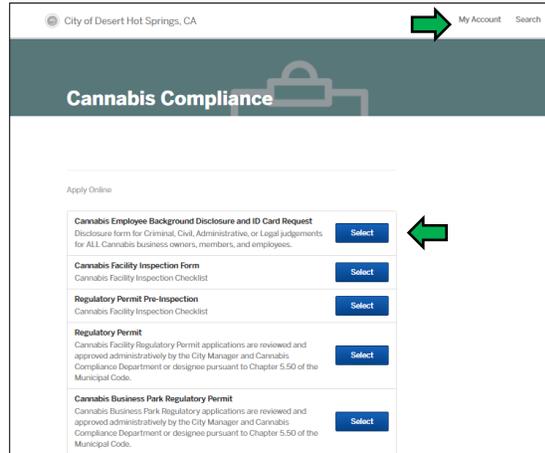
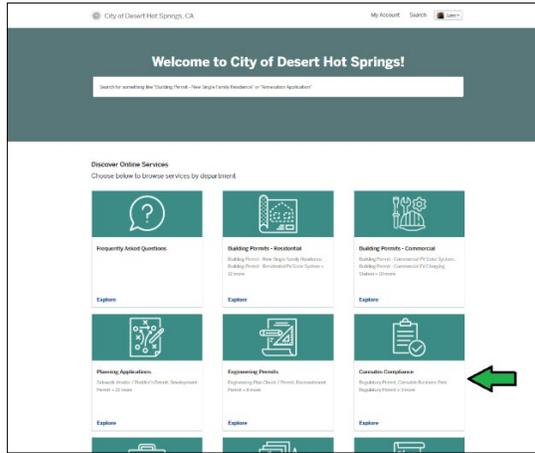


Once you are logged in to your portal account, click on “My Account” – this will take you to your dashboard where you can manage your application as well as any other permits or items you may have filed with the city.



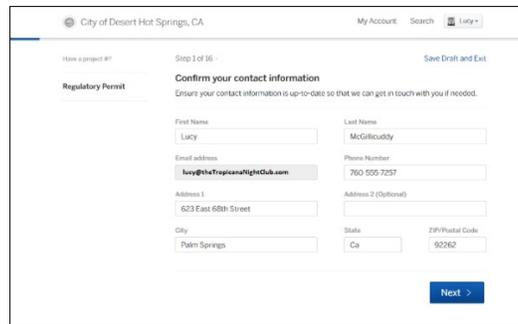


Once logged in, you can submit a new application, add documents to your existing application, and communicate with staff. Click on “My Account” in the top right of the page to manage an existing application, or follow the directions below to begin a new one.

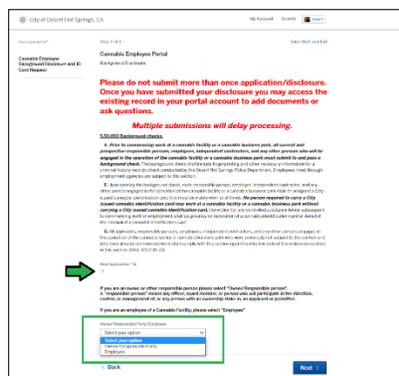


SUBMITTING A BACKGROUND DISCLOSURE AND REQUESTING A CANNABIS ID CARD FOR THE FIRST TIME

Step 1- Start your application and confirm your information



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.*





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 corresponding box.

City of Desert Hot Springs, CA My Account Search Log Out

Have a project #? Step 3 of 12 Save Draft and Exit

Conviction Disclosure

A conviction means a plea or verdict of guilty or a conviction following a plea of no contest. Convictions disclosed under sections 12031, 12031.5, and 12031.6 of the Penal Code or the equivalent non-California law shall also be disclosed. Juvenile adjudications and traffic infractions do not need to be included. For each, provide the following:

Note: This form will allow multiple entries. Please check one or both boxes to indicate reported incident(s), if any.

Please select this box if you have been convicted of a crime either in California or states other than California.

Please select this box if you have been involved in any civil, administrative or legal judgment of fraudulent activity in California or states other than California.

I affirm under penalty of perjury that I have not been convicted of a crime or involved any civil, administrative, or legal judgments of fraudulent activity in California or states other than California.

This form must be completed by the applicant named on the form.

To avoid delays, please complete all relevant fields.

If you have had criminal convictions or any civil, administrative, or legal judgment or other activities of a fraudulent nature please complete the following disclosure form. If there are no charges to report, please select the third checkbox.

Please enter complete personal information. Entering n/a or filler text may lead to rejection of your application and delay background processing.

Please note, you may be asked to complete this form if you are working with a project in any capacity

Conviction Disclosure

Name Convicted Under * Court of Record *

City, County, State * Case Number *

Notes 0

A conviction means a plea or verdict of guilty or a conviction following a plea of no contest. Convictions disclosed under sections 12031, 12031.5, and 12031.6 of the Penal Code or the equivalent non-California law shall also be disclosed. Juvenile adjudications and traffic infractions do not need to be included. If applicable, provide the following for each if applicable)

Date of Conviction * Date of Reinstatement *

Date of Probation Release * Date of Parole Discharge *

Type of Conviction *

Select your option

A detailed description of the offense for which convicted

Please give a statement of rehabilitation for each conviction. The statement of rehabilitation is to be written by the applicant and shall contain all evidence that the applicant would like the Desert Hot Springs Police Department to consider that demonstrates the applicant's fitness for licensure.

Supporting evidence may be attached to the statement of rehabilitation and may include, but is not limited to, certificate of rehabilitation under section 4852.03 of the Penal Code, or dated letters of reference from employers, educators, or professional associations that contain valid contact information for the individual providing the references.

Cancel Save

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.

City of Desert Hot Springs, CA My Account Search Log Out

Have a project #? Step 4 of 12 Save Draft and Exit

Applicant Information

Please enter your legal name here, subsequent fields will ask for your name at the time of your conviction or judgment.

If you have had criminal convictions or any civil, administrative, or legal judgment or other activities of a fraudulent nature please complete the following disclosure form. If there are no charges to report, please select the third checkbox.

Please enter complete personal information. Entering n/a or filler text may lead to rejection of your application and delay background processing.

Applicant Name * Applicant Date of Birth *

Applicant Phone Number * Applicant Email Address *

Additional Names/Notes 0

You can add notes here

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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 and is all inclusive of my criminal convictions, and do authorize the City of Desert Hot Springs to complete my background check in order to proceed with the Regulatory Permitting process. *

Date Signed *

MM/DD/YYYY

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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 corresponding box.

City of Desert Hot Springs, CA My Account Search Lucy -

Have a project #? Cannabis Employee Background Disclosure and ID Card Request

Cannabis Card Request

Enter the Cannabis Facility you will work for. Temporary Agencies should be noted in the Temporary Agency fields below. If you do not know where you will be assigned, please leave Company/Project blank.

Company/Project Name

Business Type

Temporary Agency?

Business Phone Number

Desert Hot Springs Resident

Temporary Agency

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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: <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>



City of Desert Hot Springs, CA My Account Search Lucy

Have a project #? Step 9 of 12 Save Draft and Exit

Cannabis Employee Background Disclosure and ID Card Request

Photo Upload

Please upload photos following the guidelines below.

Photo format should be .jpg, .tiff, or .png NO pdf, eps or other types will be accepted.

If you are uploading from an iPhone or Apple product please turn off "Live" photo prior to uploading, the live format can not be accepted!

Photo should be a recent photo taken within the last 6 months.

Do not digitally change the photo, no filters or photo editing.

Use a clear image of the face taken by someone else, no selfies.

No sunglasses, hats, scarves or masks.

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. .X2 is preferred.

Take head shots in front of a neutral light colored flat background when possible.

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

Cannabis ID Photo (Headshot) Clear file

Drivers License/ID Photo No file chosen

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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.

Replacement Fees	
Fees for lost or damaged cards	
First ID Issued	Free
Second ID Issued	\$25
Third ID Issued	\$50
Fourth ID Issued	\$75

Replacement cards can not be paid via the portal at this time. To request a replacement card please contact us through messaging 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 Springs, CA My Account Search Lucy

Have a project #? Step 11 of 12 Save Draft and Exit

Cannabis Employee Background Disclosure and ID Card Request

Application Status

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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.

A screenshot of a web application interface for the City of Desert Hot Springs, CA. The page is titled "Step 12 of 12" and is for a "Cannabis Employee Background Disclosure and ID Card Request". The main section is "Attachments", which includes instructions to upload additional files (max 100 MB) and a table of existing attachments. One attachment, "Live Scan Document", is listed with details: "Please upload a copy of your liveness here. If your liveness was completed with the Desert Hot Springs Police Department or Cannabis Compliance Department, it will be added to your record." The file name is "Lucy Ricardo LiveScan.d..." and it was uploaded on Oct 27, 2021 at 10:51 am. There is a "Delete" button next to it. Below this, there is an "Additional Attachments" section with a note "You may add any additional attachments here." and a "No file uploaded" status with an "Upload" button. At the bottom, there are "Back" and "Next" navigation buttons.

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



City of Desert Hot Springs, CA
My Account Search Lucy

Have a project #?
Save Draft and Exit

Confirm your submission

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

Cannabis Employee Background Disclosure and ID Card Request

Contact Information

Lucy McGilchristy

Email address lorimbrock@gmail.com	Phone Number 760-555-7257
Mailing Address 623 East 68th Street, Palm Springs, Ca 92262	

Cannabis Employee Portal

5.50.050 Background checks.

A. Prior to commencing work at a cannabis facility or a cannabis business park, all current and prospective responsible persons, employees, independent contractors, and any other persons who will be engaged in the operation of the cannabis facility or a cannabis business park must submit to and pass a background check. The background check shall include fingerprinting and other necessary information for a criminal history records check conducted by the Desert Hot Springs Police Department. Employees hired through employment agencies are subject to this section.

F. Upon passing the background check, each responsible person, employee,

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

Cannabis ID Photo (Headshot)	Drivers License/ID Photo
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Replacement Fees

First ID Issued	Free	
Second ID Issued	\$25	
Third ID Issued	\$50	
Fourth ID Issued	\$75	

Replacement cards can not be requested via the portal at this time. Upon completion of this form, please contact: Klarissa Vera-Dix cannabisdivision@cityofdhs.org 760-329-6411 ext 704

Application Status

Edit ...

Attachments

Attachment	File
Live Scan Document <small>Please upload a copy of your license here. If your license was completed with the Desert Hot Springs Police Department or Cannabis Compliance Department, it will be added to your record.</small>	Lucy Ricardo LiveScan.docx <small>Uploaded on Oct 27, 2022 at 10:55 am</small>
Additional Attachments <small>You may add any additional attachments here.</small>	No file uploaded

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[Back](#)
[Confirm and Submit](#)



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.

City of Desert Hot Springs, CA My Account Search Lucy

Back Home

- Dashboard
- Messages
- Profile
- Applications**
- Projects
- Permits & Docs
- Payments
- Inspections

Lucy McGillicuddy
lucymcgillicuddy@gmail.com

Action Required

- Play balance due for Replacement Card (Background Disclosure Form (archive)) Aug 5, 2021
- Play balance due for Regulatory Permit Fee- Manufacturing Facility (Regulatory Permit) Jul 26, 2021

Messages

- Lois Brock Oct 27, 2021 at 10:40 am Card Has Been Issued. Issue ID Card - Cannabis Employee Background Disclosure and ID Card Request CID-21-489
- Lois Brock Oct 27, 2021 at 10:39 am Your License and background disclosure has been approved. Cannabis Employee Background - Cannabis Employee Background Disclosure and ID Card Request CID-21-489
- Lois Brock Jul 26, 2021 at 5:00 pm Background Clear. (test) Administrative Review - Background Disclosure Form (archive) 21-42

Permits & Documents

Document	Issued	Expires
Approved to Work Cannabis Employee Background Disclosure and ID Card Request	Oct 27, 2021	---
Approved to Work Cannabis Employee Background Disclosure and ID Card Request	Oct 27, 2021	---
Approved to Work Cannabis Employee Background Disclosure and ID Card Request	Oct 27, 2021	---

Applications

- Cannabis Employee Background Disclosure and ID Card Request Draft
- Regulatory Permit REG-21-24 (2069 PIERSON BLVD, DESERT HOT SPRINGS, CA 92240) Draft
- Cannabis Employee Background Disclosure and ID Card Request CID-21-489 Oct 27, 2021

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

City of Desert Hot Springs, CA My Account Search Lucy

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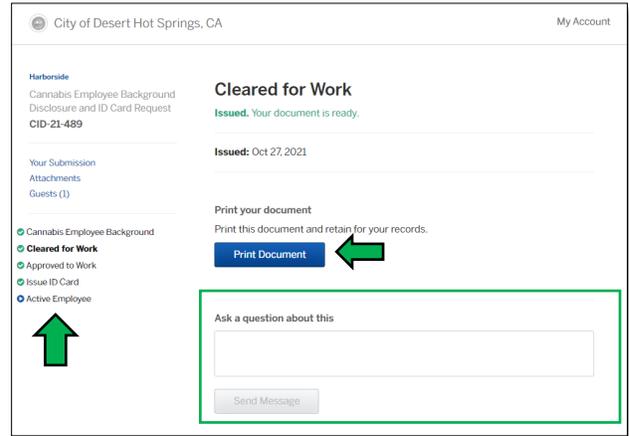
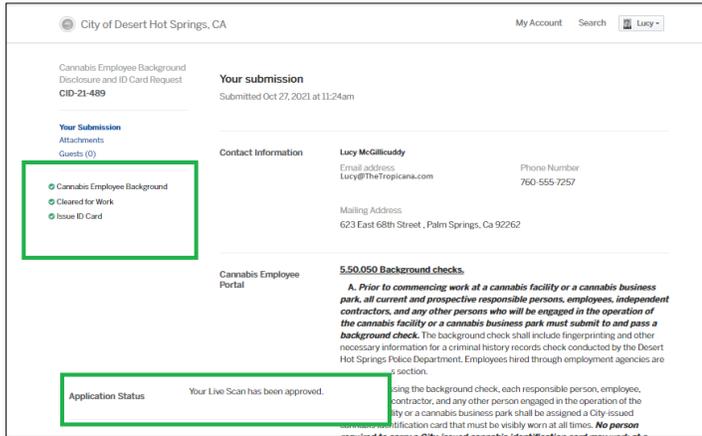
- Dashboard
- Messages
- Profile
- Your Records
 - Applications**
 - Projects
 - Permits & Docs
 - Payments
 - Inspections

Your Applications

ID	Type	Location	Date Created	Status
CID-21-489	Cannabis Employee Background Disclosure and ID Card Request		Oct 27, 2021	Active
21-18	Background Disclosure Form (archive)	65950 PIERSON BLVD DESERT HOT SPRINGS, CA 92240	Jul 26, 2021	Complete

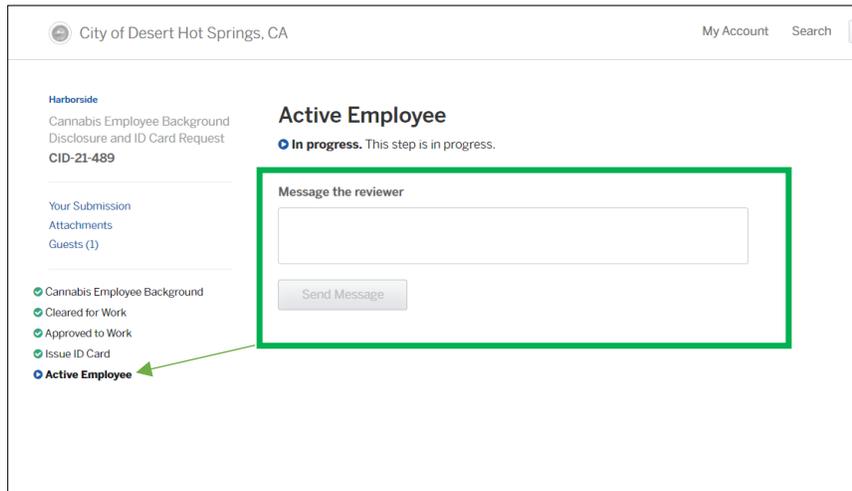


Here you will see any current status updates. You may also print your approval letter for your employer, and chat with staff.



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:



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