



## Illinois Department of Financial and Professional Regulation

### Division of Professional Regulation - Medical Cannabis Section

## FINGERPRINT INSTRUCTIONS

If you reside outside of Illinois and are unable to have your fingerprints taken by an Illinois licensed fingerprint vendor, you may have your fingerprints taken by an out-of-state agency or vendor such as a local police department. Once the fingerprints have been taken, you will need to mail them to an Illinois licensed vendor to be scanned. If you intend to have your fingerprints taken by an out-of-state agency or vendor, please follow the steps below:

1. Identify an Illinois licensed vendor to which you plan to send your fingerprints. Contact the vendor and confirm it will accept your fingerprints from another state. The Illinois licensed vendor must have Card Scan capability to process fingerprints taken by an out-of-state agency or vendor. The Illinois licensed vendor may have further instructions for you. A list of Illinois licensed fingerprint vendors is available on the Department's website at: <https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp>.
2. Identify a local agency or vendor at which your fingerprints can be taken. The out-of-state agency or vendor should have an FBI Card – sometimes referred to as a “Blue Card” – on which your fingerprints will be taken. The Card will look identical or similar to the Card provided by the FBI: <https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>.
3. When you go to the local agency or vendor to have your fingerprints taken, you will bring a “**Fingerprint Consent Form.**” Section 2 of the Consent Form must be completed by the agency taking the fingerprints. This form must be used for fingerprints taken in Illinois or out-of-state. A link to the Fingerprint Consent Form available on the Department's Medical Cannabis website: <https://www.idfpr.com/MC/F2240.pdf>. Please note that the same Consent Form can be used for both in-state and out-of-state fingerprints.
4. **Fingerprints must be taken within 30 days of the application being submitted.**
5. You will then mail the FBI Card and Fingerprint Consent Form to the Illinois licensed vendor you identified in step one of this process. The Illinois licensed vendor will scan your fingerprint 1. card and transmit your fingerprint data electronically to the Illinois State Police (ISP). A Transaction Control Number (TCN) will be assigned at that time. The fingerprint vendor will provide you with a receipt including the date your fingerprints were taken and the TCN number. Please submit this receipt and a copy of the Fingerprint Consent Form with your Application/renewal and retain a copy of each document for your records. Be sure to fill out every field on the Fingerprint Consent Form, including the TCN in the Facility Information Section..

The ISP and the FBI will each perform a criminal history background check based on your fingerprint data. When completed, the results of the ISP background check and FBI background check will be delivered electronically to the Department.

Please note, the Department will no longer be supplying Fee Applicant cards.