



NOTE: INSTRUCTIONS ARE SUBJECT TO CHANGE.

Please refer back to the Oklahoma Medical Marijuana (OMMA) website for the most current, up-to-date information at Oklahoma.gov/OMMA

Pursuant to Title 63 O.S. § 420 et. seq and OAC 310:681-1-5, prior to issuance of any commercial license or transporter agent license, the following shall undergo an Oklahoma state criminal history background check within thirty (30) days prior to the application for the license. There are two ways to process your background check. One is a paper form that can be submitted by FAX, mail, or in person to the OSBI. The second is a electronic form that can be submitted online to the OSBI:

- (1) Individual applicants applying on their own behalf;
- (2) Individuals applying on behalf of an entity;
- (3) All principal officers of an entity;
- (4) All owners of an entity; and
- (5) For corporations seeking a commercial license, all officers, directors, and stockholders;
- (6) For public institutions seeking a research facility license, all principal investigators and co-principal investigators

Any commercial applicant with a disqualifying criminal conviction is not qualified to receive or renew a commercial license.

A disqualifying criminal conviction means:

- (A) Any non-violent felony conviction within the last two (2) years of the application submission date
- (B) Any violent felony conviction within the last five (5) years of the application submission date. See 57 O.S. § 571 (2) for details.
- (C) Incarceration for any reason during application submission

The following are steps you will need to complete for your background check:

1. Follow the links provided to the Oklahoma State Bureau of Investigation to conduct your background check.
 - [Online Form](https://chirp.osbi.ok.gov) <https://chirp.osbi.ok.gov>
 - [Paper Form](https://osbi.ok.gov/services/criminal-history) <https://osbi.ok.gov/services/criminal-history>
2. Once there you will need to follow the instructions and fill out the form and submit it. In the Type of Search Requested box you will select Name Based - \$15.00.
3. After you receive your completed background check form from the OSBI you will need to upload it as part of your application process. This can be done through OMMA's application web address.
4. Should you be deemed not eligible due to a disqualifying felony conviction, you will receive notification from the Oklahoma Medical Marijuana Authority.