



MISSISSIPPI MEDICAL CANNABIS PROGRAM

MISSISSIPPI STATE DEPARTMENT OF HEALTH

Steps for Work Permit:

Part 1 of the process is the Background Check:

- 1) Follow the below link to remit payment for a MSDH background check. The background check fee is \$50.00 per applicant (extra cards and reprints on the same applicant do not require additional payment). All payment for background checks must be made online via the [MSDH Criminal History Fingerprint Payment portal](#). After selecting medical cannabis, choose medical cannabis work permit from the menu and insert the following facility code: **MC4200016** when prompted.

***Please note on the credit card checkout page the “Customer Info” address should match the billing address associated with the credit or debit card.**

- 2) Once payment is complete, visit a local sheriff’s office, police station, or other entity to request fingerprinting on a fingerprint card. If a fingerprint card is needed, please email brittany.orr@msdh.ms.gov.
- 3) Please mail the completed fingerprint card, contact information, (including email and telephone number), and payment confirmation to:

Mississippi State Department of Health
Criminal History Fingerprint Unit
Attn: Brittany Orr
143B LeFleur’s Square
Jackson, MS. 39211

- 4) Ensure the [Noncriminal Justice Applicant’s Privacy Rights form](#) is signed, dated, and uploaded under the “proof of background check” section of your online application.

If mailing a card via USPS, please obtain a tracking number to monitor the location of the card(s). For questions regarding the above process, email brittany.orr@msdh.ms.gov.

Part 2 of the process is to apply on the Licensing Portal:

- 1) Go to the MMCP.ms.gov website
- 2) Choose Apply for License / Registration
- 3) Create username and password
- 4) Verify email address
- 5) Create Application
- 6) I am a “Agent”
- 7) Follow the instructions for each section
- 8) Proof of Background Check is where they upload the Background Check Affidavit <https://www.mmcp.ms.gov/sites/default/files/Documents/19111.pdf>
- 9) Click pay and submit.

Questions, please contact our office between 7 am and 6 pm at 601-206-1540