



MISSISSIPPI MEDICAL CANNABIS PROGRAM

MISSISSIPPI STATE DEPARTMENT OF HEALTH

Steps for Work Permit:

Step 1 of the process is the Background Check:

- 1) Follow the below link to remit payment for an 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 by using this link or web address: [MSDH Criminal History Fingerprint Payment portal](https://www.ms.gov/msdh/criminal_history_fingerprint_payment_portal) or https://www.ms.gov/msdh/background_check
- 2) Choose the option for “Medical Cannabis”, choose “Medical Cannabis Work Permit Background Check”, fill in your name, email, phone, last four of SS and insert the following facility code: **MC4200016** when prompted.
- 3) Next, choose “Continue to Payment”, and **Please note on the credit card checkout page the “Customer Info” address should match the billing address associated with the credit or debit card.**
- 4) 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.
- 5) 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

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.

Step 2 of the process is to apply for your Work Permit on the Licensing Portal:

- 1) Go to <http://www.mmcp.ms.gov>
- 2) Choose Apply for License / Registration
- 3) Create username and password
- 4) Verify email address



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- 5) Log back into the portal
- 6) Choose "Create Application"
- 7) I am an "Agent"
- 8) Choose "Yes" for Background Check Completed (if you have paid and mailed your fingerprints according to Step 1 above)
- 9) Follow the instructions for each section
- 10) Be sure to upload a clear, high-quality digital photo (head-shot) with your application.
- 11) Proof of Background Check section is where you upload the Notarized Background Check Affidavit that is found on our website on the Business page under forms and documents: <https://www.mmcp.ms.gov/sites/default/files/Documents/19111.pdf>
- 12) Click pay and submit.

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