



## PLANNING DEPARTMENT

Will Tackett, Community Development Director

### RE: Background Check Applications for Employees and Owners

Cannabis Business Owners:

The City of Madera is contracted with HdL Companies to conduct background checks pursuant to MMC Section 6-5.08, and issue identification badges that are compliant per DCC §15043 for all owners, managers and employees that engage in retail commercial cannabis activity.

Owners and employees who have not yet submitted a background check application and/or not in possession of an ID badge will need to complete and submit an application through HdL's online background check portal link [https://hdlcompanies.formstack.com/forms/bc\\_maderacity](https://hdlcompanies.formstack.com/forms/bc_maderacity). Applicants are to pay the fee directly through the portal by using a debit or credit card. Gift cards as a form of payment is not acceptable. The cost for these services are:

*New Owner \$300*  
*Renewal Owner \$100*  
*New Employee \$100*  
*Renewal Employee \$75*  
*Badge Replacement \$10*

**NOTE: Owners, Directors, Managers and any other person with supervisory responsibility needs to select NEW OWNER. Any Owner that submitted and passed a background check during the original Business Application process is required to obtain an employee badge and will need to select BADGE REPLACEMENT.**

Owners will need to provide HdL with a .jpg image of their business logo.

Receipt and confirmation of submission of an application will be sent to the email address provided on the application.

Failure to disclose all arrests and convictions may result in disqualification. In the event an individual discloses all relevant information and is found to have no state or local disqualifiers, an identification badge is generated and sent directly to the point of contact at the business.

Below is additional important information to consider when completing the background check application, otherwise there may be a delay in processing:

- Application to be completed in its entirety by the individual seeking employment with a cannabis business.
- Employee ID number (assigned by the employer) – this employee number is exclusively assigned to an individual for identification purposes. This number shall **not** be the individual's date of birth, any part of their driver's license number, or social security number.
- Upload a copy of government issued ID; i.e. a copy of driver's license, identification card, or passport.
- Upload a passport quality photo which will be used for the badge. The photo can be a "selfie" however, there are restrictions.

- Photo shall only be of the individual completing the application. A cropped photo of their government issued ID is not acceptable.
- Photo shall contain a clean, plain light-colored background such as standing up against a wall.
- Photo shall not include hats, masks, sunglasses, hand gestures, and filters with writing or floating hearts, etc.

Should you have any questions or concerns please contact HdL's Compliance Administrator Kristi Lervold at (714) 833-0570 or via email [klervold@hdlcompanies.com](mailto:klervold@hdlcompanies.com) or Will Tackett, City of Madera Community Development Director at (559) 661-5451 or via email [wtackett@madera.gov](mailto:wtackett@madera.gov).