



Third Party Live Scan/Background Check Requirements

City of Oxnard

Billing and Licensing Department
214 South "C" Street, Oxnard, CA 93030
Phone: 805.385.7817
oxnard.org/cannabis

Any person who is an employee or who otherwise works within a Commercial Cannabis Business must obtain a Cannabis Employee Permit from the City prior to performing any work at any Commercial Cannabis Business (SEC. 11-455).

The Cannabis Employee Permit will be issued by the City's Billing and Licensing Department. Once a Cannabis Employee Permit Application has been submitted to the City's Billing and Licensing Department (and the fee has been paid), a third party live scan/background check company may then proceed with performing the live scan/background check.

Once the live scan has been completed, the applicant shall complete the five (5) page CEP Application with a passport style photo via email to: cannabislivescan@oxnard.org

LIVE SCAN / BACKGROUND CHECK REQUIREMENTS

- Age verification (at least 21 years of age or older)
- List of any criminal history verification
- Fingerprints

OXNARD CITY CODE REFERENCES

SEC. 11-455.C.2. Age and verification of applicant. A copy of a birth certificate, driver's license, government issued identification card, passport or other proof that the applicant is at least 21 years of age must be submitted with the application;

SEC. 11-455.C.4. A list of any crimes enumerated in Cal. Bus. and Prof. Code Section 26057(b)(4) for which the applicant or employee has been convicted;

SEC. 11-455.C.6. The application shall be accompanied by fingerprints of the applicant.

If you have any questions please email CTLicensing@oxnard.org