

Cannabis Employee Permit – Applicant Process

Dear Applicant,

In an effort to streamline and simplify the process of applying for a Cannabis Employee Permit (CEP) we are implementing a system in which applications can be submitted via email. The five (5) page attachment contains the following,

- CEP Application
- City of Oxnard Sec. 11-455 (outlines requirements as well as reasons for denial)
- Request for Live Scan Service (with Oxnard PD Mail Code)
- Licensing Investigation Questionnaire Background Check
- Credit Card Authorization Form

All applications must be fully completed and accompanied with a passport style color photo of the applicant. Please follow the steps outlined below to ensure your application can be completed in a timely manner.

- 1) Carefully read and complete all applicable sections of the forms attached.
- 2) Take a passport style photo, and upload with application.
- 3) Complete Credit Card Authorization (CCA) form, **leaving Credit Card number, expiration date, and 3 digit security number blank.**
 - a. This information will be obtained via phone by a licensing team member using the phone number provided for the contact person on the CCA form.
 - b. The Cannabis Employee Permit **Fee is \$125.00** each new application and **\$80.00** for each renewal.
- 4) Email all fully completed forms to cannabislivescan@oxnard.org

Note: Applicants submitting incomplete applications will be notified of the needed corrections. **No application will be processed until all required information is provided.**

If you have any questions or concerns regarding the process please contact our office, telephone: (805) 385-7817 or email: ctlicensing@oxnard.org

Department of Billing and Licensing