

**Instructions and Checklist for
Director, Officer, Incorporator, Manager, Employee, Agent**

1. Print and complete application. An individual who has been approved by the Department as a director, officer, member, incorporator, or agent is not required to register as an employee or manager. (22 DCMR-C § 5410.2)
2. Include a copy of your medical marijuana training and education certificate. (22 DCMR-C § 5408.1(b), § 5409(b) § 5410(c))
3. Include two recent and identical passport-type photos of the applicant's face (approx. 2"X2") with applicant's name printed on the back. The photos must be original photos and cannot be computer-generated copies or paper copies.
4. Applicants registering as agents must provide a copy of the organization's business license. For corporations, provide a copy of the Certificate of Good Standing issued by the Department of Consumer and Regulatory Affairs (DCRA). Individual employees of the agent must register as employees.
5. Submit application and appropriate payment to Health Regulation and Licensing Administration (HRLA) at following address:

Health Regulations and Licensing Administration
P.O. Box 37804
Washington D.C. 20013
Attn: Medical Marijuana Program
6. All registration and permit fees shall be paid by cashier's check, certified check, or money order payable to the DC Treasurer. The fees shall be returned to the applicant, minus the processing fee, if the application is not selected, denied, or withdrawn.
7. Schedule a Criminal Background Check through MorphoTrust. Visit the website, <http://www.L1ENROLLMENT.com>, or call 1-877-783-4187 for information on how to apply. The criminal background check shall include both a local and FBI investigation. The criminal background check fee is separate from the application fee. Out-of-State applicants should refer to the [CBC website](#) for additional instructions. **You must begin the application process for your primary registration before scheduling your criminal background check.**