

**Notice: Fingerprint Submission Requirement For  
Active Agent ID Cardholders Approved December 8, 2022 – December 1, 2024**

Following the FBI's approval of the department's statutory authority to review state and federal criminal background records, pursuant to 19 CSR 100-1.070(2)(E), the Division of Cannabis Regulation (DCR) will begin requiring fingerprint submissions for active agent ID cardholders subject to the analysis for disqualifying felony offenses (DFO) who were not required to submit fingerprints at time of application. Specifically, this includes individuals with agent ID cards approved between December 8, 2022 – December 1, 2024.

As part of the FBI's approval, the department has received a new four-digit code for fingerprint submissions, so the code utilized under the medical program is no longer valid.

DCR's Facility Application Services (FAS) will provide the four-digit code, instructions, and guidance to the email address in the approved agent ID record. Agent ID cardholders should log into the online registry portal to verify the email address is current, and, if necessary, provide a correct email address by submitting an update application.

- ✓ On February 3, 2025, DCR will begin contacting individuals with active agent ID cards, starting with those approved on December 8, 2022.
- ✓ DCR will send an initial notice by email with the four-digit code, instructions for submitting fingerprints and notifying DCR once completed with the assigned fingerprint submission TCN (Transaction Control Number).
- ✓ Individuals who DCR determines have a DFO based on review of their criminal history record, and those who fail to submit fingerprints within the required timeframe, will be subject to revocation, pursuant to 19 CSR 100-1.070(2)(J).
- ✓ Prior to revocation, DCR will send a pending revocation notice allowing an additional 14-day timeframe to submit fingerprints or provide additional information.
- ✓ Following the 14-day timeframe, the agent ID card will be revoked. DCR will send a notice of revocation and will also notify the facility licensees where the individual is currently employed.
- ✓ Once revoked, the individual will no longer be eligible to work at a licensed medical or marijuana facility. Licensees will be in violation of 19 CSR 100-1.070(2)(A) if individuals without an active agent ID are found to be working in a facility.

Upon revocation of an agent ID card, impacted cardholders have the right to file an appeal through the Administrative Hearing Commission.

Agent ID cardholders are reminded that they attested in their applications that they have not been convicted of or plead guilty to a DFO.

The Department's authority to receive fingerprint-based criminal history background checks is strictly limited to individuals subject to analysis of a disqualifying felony offense. Therefore, distribution of the four-digit code and fingerprint submission instructions outside of the intended recipient is prohibited.

Individuals who are no longer employed at a Missouri licensed facility may request to deactivate their Agent ID card. To request deactivation, send an email to [CannabisFAS@health.mo.gov](mailto:CannabisFAS@health.mo.gov), or submit an [update application](#) through the online registry portal. All email requests for deactivation must include the individual's full name, date of birth, email address, AGT# and statement to request deactivation.