

FAQs for the application process

1. When will applications be accepted?

Applications will be accepted from Monday, January 12, 2015 through Friday, March 20, 2015 at 4:00 PM. See the guidelines to determine what needs to be submitted with the application.

2. What is the cost to apply?

A check for \$878 must be included with the initial application. Additional fees will be required as follows:

- \$2,948 – if an application passes to Round 2. Payable at time of Round 2.
- \$2,000/location – if an application has more than one proposed location. Payable at time of Round 2.
- \$2,948 – if an application passes to Round 3. Payable at time of Round 3.

All payments and forms need to be submitted to the Berkeley Planning Department.

3. What needs to be submitted initially?

Everything that is necessary for all rounds of the application, with a few exceptions, is due with the initial application. See application form and guidelines and/or Resolution 66711 for details.

4. Where should I apply for the Live Scan?

All applicants should apply for the Live Scan at the Berkeley Jail, located at the Berkeley Police Department, 2100 Martin Luther King, Jr. Way. Do not apply at another location, as the Berkeley Police Department will not know what the Live Scan is for, and you will not have paid the cost for police review of the results.

5. How much does the Live Scan process cost?

The process costs \$76 for the Live Scan, and \$71 for the Berkeley Police Department review of the results. Bring either a check (made out to “City of Berkeley” or “Berkeley Police Department”) or exact change to pay these fees. Credit cards are not accepted.

6. What do I need to do to apply for the Live Scan?

- Call the Berkeley Jail to make an appointment – 510-981-5766. Appointments are available at 9:00 AM, 9:15 AM and 9:30 AM, Monday through Friday. **Mention that this is for a medical cannabis dispensary application.**
- Bring a valid photo ID or a passport

- Bring a check (made out to the “City of Berkeley” or “Berkeley Police Department”) or exact change to pay for the \$76 Live Scan fee and the \$71 Police Review fee.
- Arrive a few minutes early to fill out the application form (or go to the jail ahead of time to pick up a form).
- Allow 15-20 minutes for the process.
- Hold onto the receipt from the process and include it with the dispensary application.

7. When should I apply for the Live Scan?

As soon as possible! Each dispensary principal must have a receipt from the Berkeley Police Department for the Live Scan process. Since the Police Department has limited capacity for taking in applications, there might be a problem accommodating all applicants if too many requests are made in the last few weeks of the application period.

8. Where can I get more information about the Live Scan process in general?

<http://oag.ca.gov/fingerprints>

9. Can a Principal who is not in the area submit their Live Scan request in his/her own jurisdiction?

Per the Berkeley Police Department (BPD), an out-of-area principal can do the Live Scan process at another agency/jurisdiction and have the results sent to Berkeley (even if the Live Scan is in a different state). The agency/jurisdiction that takes the Live Scan needs to input the BPD ORI number at the time of the Live Scan so that the results will come directly to BPD.

The principal still has to pay the \$71 fee for the BPD review of the Live Scan form. The dispensary application will not be considered complete unless a copy of the receipt from the other jurisdiction for the Live Scan test and a copy of the receipt from the BPD for the review fee are included with the application. One of the other principals can pay the fee at the Berkeley Jail for the out-of-state applicant.

Please contact Elizabeth Greene at 510-981-7484 or egreene@cityofberkeley.info for the BPD ORI number.

10. How many copies of the application packet need to be submitted? What format should they be in?

Please submit three hard copies of the complete application packet, and a digital copy on a USB drive or CD.

11. How long will the application process take?

The time it will take for the entire process to be completed and a 4th dispensary to be selected will depend a lot on how many dispensaries apply. Allow for 6 to 12 months at this time.

12. What is the date for the competency test?

The competency test is tentatively scheduled for Monday, April 13th and/or Tuesday, April 14th. All Principals must take this test. If you are a Principal of a proposed dispensary, you must be available to take this test in person on either of those days.

13. The Guidelines state that the safety and security plans need to be reviewed by a “qualified fire prevention and suppression consultant” and a “qualified security consultant”, respectively. What kind of license should these consultants have? (See Guidelines, Safety and Security Plans, pages 3-4.)

There are no specific qualifications for the qualified fire prevention and suppression consultant or the qualified security consultant. The people who review these plans should be experienced in the fire and police professions, and should have an expertise in reviewing plans for fire and security concerns. The assessment should be based on how the site will function once the proposed changes are installed.

14. What does “card check neutral” mean? (See Guidelines, Labor and Employment, page 4.)

Card check neutrality is an agreement that an employer signs with a union as one step to let their employees vote to join a union.