



GUIDANCE ON CANNABIS AGENT REGISTRATION AND CRIMINAL HISTORY CHECKS

(January 21, 2026) - The following is provided by the Maryland Cannabis Administration (MCA) to assist cannabis licensees, registrants, and applicants in complying with fingerprinting and criminal history requirements set forth in [COMAR](#)¹ and Md. Alcoholic Beverages and Cannabis Article, [§36-505](#). This guidance is relevant to all individuals seeking to obtain or maintain a cannabis license or registration, including license owners with an ownership interest of 5 percent or more, conditional licensees, transferees, registrants, cannabis agents, and those applying for renewals. This document is not legal advice. Please consult an attorney if you have any questions regarding legal requirements that apply.

All agent registrations must be submitted by the business at which the agent will be working or volunteering. Individual agents cannot submit applications themselves.

Register with OneStop

OneStop is Maryland's centralized digital platform for accessing and managing state licenses, permits, registrations, and applications. It allows users to interact with multiple state agencies through a single account.

The appropriate individual representing a category of business listed above must complete the agent application on OneStop. Please visit <https://onestop.md.gov/> to register.

Below is a brief step-by-step description of the processes along with video tutorials:

Instructions for Registering the Business with OneStop:

1. On the home screen of the registration portal, click "register."
2. Verify the account via email and the name will appear on the top right of the page.
3. Click "claim record" for the appropriate business. If you own multiple businesses, you will need to create a new entity for each business.

****Note - OneStop automatically logs you in to your personal account, so you will need to switch to your entity account to view your business license.****

Instructions for Registering New Agents with OneStop:

¹ See COMAR 14.17.05, 14.17.06, 14.17.09, 14.17.15, 14.17.16, and 14.17.17, respectively.



1. The user must be registered in OneStop and have claimed the business profile. To claim the profile, follow the instructions in the email sent from OneStop to the designated point of contact for the business.
2. Switch from your personal account to your business account.
3. Click the drop down menu next to your name.
4. Click on the entity that will be registering the new agent.
5. Hit the green switch button.
6. Select “business license.”
7. Select “actions.”
8. Click on “new agent application.”
9. Complete all required fields in the new agent registration process.
10. Once the form is complete, you will be prompted to electronically submit payment.
11. No further action is required, unless there is an issue during processing. Issues during processing will be communicated by sending the application back through OneStop. Continue to monitor your OneStop account to confirm acceptance or to address any problems.

Video Tutorials: ²

[Registering with OneStop](#)

[OneStop New Agent Registration](#)

How to Get Fingerprinted for a Criminal History Check

Criminal history record checks are conducted through the submission of fingerprints to the Criminal Justice Information System (CJIS), operated by the Maryland Department of Public Safety and Correctional Services (DPSCS).

For Individuals in Maryland:

The State of Maryland operates six locations. Please visit the [DPSCS website](#) for fingerprinting locations and rates. Provide the fingerprinting entity with the FBI ORI Number and MCA's Agency Authorization Number:

- **ORI Number:** MD920525Z

² These videos were created by the Maryland Medical Cannabis Commission (MMCC) prior to the creation of the MCA. The information presented in these videos remains accurate and is applicable to the current OneStop platform.



- **Agency Authorization Number:**
 - For licensing and ownership transfers: 2100001956
 - For agent badging: 1500004096

For Individuals Outside of Maryland:

You must first request a fingerprint card from CJIS. Instructions for requesting a fingerprint card, mailing information, contact details, and applicable fees are available on the [DPSCS website](#). Once you receive the fingerprint card, you must submit your completed card along with payment to the CJIS Central Repository.

Submitting Proof of Fingerprinting

The results of your background check will be submitted directly to MCA by CJIS. However, to assist with tracking and processing, MCA requires individuals to submit a copy of the CJIS fingerprinting receipt with their application, renewal, or transfer request. For individuals submitting out-of-state fingerprint cards, please submit a photograph of the card as your receipt. You can submit this receipt to MCA by email to either the investigator working on your application or the appropriate email box:

Ownership, Management Agreements & Ancillary Businesses: reporting.mca@maryland.gov
Agent Registrations: badging.mca@maryland.gov

While we anticipate timely transmission of records from CJIS, on occasion, the results are delivered to MCA outside of our projected time for review. In the event that this occurs, please contact CJIS to determine the reason for the delay and ensure the correct ORI number was used for the submission. The CJIS customer service number is 1-888-795-0011.

Steps to take if an agent registration is returned for correction by MCA

Occasionally, we will have to return an agent registration application for correction by the licensee. If this happens, the designated point of contact on the licensee's OneStop profile will receive an email notification that contains the reason for the application being returned. Carefully review the email and make the necessary corrections and resubmit the application through OneStop.

While MCA staff monitor resubmissions daily, in some cases we may not receive notifications from OneStop that an application has been resubmitted. In order to expedite the process of reviewing the resubmitted application, upon resubmission, send an email to badging.mca@maryland.gov to notify us that the application has been resubmitted.



Fingerprint Expiration and Resubmission for the Social Equity Licensing Round

If you submitted fingerprints to CJIS within the last 6 months as part of a Social Equity license application to MCA, and the results were received, you do not need to be fingerprinted again.

If it has been more than 6 months but fewer than 18 months, you may submit an [Attestation Regarding Criminal History](#) in lieu of being fingerprinted again.

If more than 18 months have passed, you must be fingerprinted again.

For security guards only: A cannabis agent providing security services to a cannabis licensee or registrant does not need to submit fingerprints or complete a criminal history background check if the agent has an active Maryland security guard license and provides proof of that license to the MCA. See Md. Code Ann., Alc. Bev. § 36-501(c)(2).

Temporary Agent Badging

A licensee or registrant may request a temporary agent badge for a prospective agent or conditional agent renewal while CJIS results are pending by completing an independent pre-employment background check for the prospective employee.

Temporary badges are issued through OneStop and are valid for 90 days.

The applicant is required to complete an agent registration application in OneStop, and submit supporting documentation including a third-party background report and CJIS fingerprinting receipt.

Please find MCA's Temporary Agent Badge Registration Notice [here](#).

Agent Departure or Termination

If an agent employment ends for any reason follow the steps below:

As soon as possible upon termination or departure, the licensee shall:

1. Take custody of the agent's identification card;
2. Obtain keys or other entry devices from the agent;
3. Ensure the agent can no longer access the licensee's premises;
4. Within one (1) business day of the agent's termination or departure, notify MCA at metrcnotifications@mca.maryland.gov. The email should include:



Email Subject: Agent Departure;
Business License Name and License Number;
Agent Name and Registration Number;
Date of termination/departure;
Specific circumstances of termination/departure; and
Whether the agent returned their identification card (Note: failure to return an identification card to MCA within 30 days of termination may result in notice being sent to the Maryland State Police).

5. Initiate immediate delivery of the agent's identification card to:

Maryland Cannabis Administration
Attn: Agent Badge Return
849 International Drive, Suite 100
Linthicum, Maryland 21090

When completing these steps, it is important that a reason for the return of the badge is given to the MCA. This step is essential in order to properly process the returned badge. All licensees must follow the procedures outlined in [COMAR 14.17.15.04](#).

It is the responsibility of each licensee to ensure the regulations are followed, including regulations around returning agent badges. Failure to follow these procedures is a compliance matter.

COMAR

Licensee: COMAR 14.17.06.02E(2) (Licensee)
Registrants: COMAR 14.17.09.02 (Registrants)
Agents: COMAR 14.17.15.02C(2)
Conditional Licensee: COMAR 14.17.05.04B(2)(a)
Renewals: COMAR 14.17.06.02E(2)
Transferees: COMAR 14.17.06.04C(4)
Third Party Management Agreements: COMAR 14.17.06.05C(2)
Conditions of Ownership and Control - Applicants and transferees: COMAR 14.17.16.01D(3)
Receivership: COMAR 14.17.17.04B(4)
Eligible Bidder: COMAR 14.17.17.06C(2)