

## Guidance on Background Authorization Forms

This guide was created with the intent to assist applicants and individuals with the background authorization forms. This guidance is not legal advice. If you have additional questions regarding the legal requirements pertaining to background checks or your application, you are encouraged to consult an attorney.

As part of the application process, individuals associated with an application are required to submit to a background check under 935 CMR 500.101(1)(b). If the applicant is also a Registered Marijuana Dispensary (RMD), a background check is required under 935 CMR 500.101(2)(c). The following individuals are required to have the background authorizations completed: managers; executives; persons having direct or indirect authority over the management, policies, security operations or cultivation operations of the Marijuana Establishment; close associates and members of the applicant; and all persons contributing 10% or more of the initial capital to operate the Marijuana Establishment including capital that is in the form of land or buildings.

There are four background authorization forms required: CORI Acknowledgement Form, IVES Form 4506-T, Disclosure and Acknowledgment Form, and Release Authorization Form. These forms can be found on our [website](https://mass-cannabis-control.com/forms-and-templates/) at <https://mass-cannabis-control.com/forms-and-templates/>.

### CORI Authorization Form

All required individuals must sign and date page one and complete the “Subject Information” section on page two. A verifying employee must fill out the “Subject Verification” section on page two after reviewing at least one of the individual’s government-issued IDs. Page two must also be notarized by a notary public.

### IVES Form 4506-T

Sections 1A-4 (if applicable) on page one must be completed by all required individuals. Page two is informational and does not require any information from the applicant. The individual should list the tax form they filed on line 6 - please check off the box on line 6C. On line 9, the Commission requires the last three years of tax filings be listed. For example, if you have filed your 2017 taxes, please enter the following: 12/31/2015 – 12/31/2016 – 12/31/2017 in the spaces provided.

### Disclosure and Acknowledgment Form

All required individuals must print their name, sign and date this page.

### Release Authorization Form

All required individuals should fill in all fields on page one and page two must be notarized by a notary public.

Once all forms are completed by each required individual, return them to the entity’s contact person handling the license application with the Commission. They will scan them individually into the application’s background packet.

Each individual required to submit to a background check is required to pay the fees associated with conducting that background check. The fees for an individual background check is \$400. The fees for an individual to be fingerprinted is \$35. Instructions on how and when to pay these fees, as well as the fingerprint process and instructions, will be sent to the entity's contact person when the license application is deemed complete. Entity background checks will be paid for by the Commission.

### Questions?

If you have additional questions regarding types of Marijuana Establishments, please contact the Commission at [Cannabislicensing@mass.gov](mailto:Cannabislicensing@mass.gov) or (617) 701-8400.