

CAREGIVER BACKGROUND SCREENING INSTRUCTIONS

Pursuant to section 381.986(6)(b)6., Florida Statutes, a caregiver must pass a level 2 background screening in accordance with section 381.986(9), Florida Statutes, unless the qualified patient is a close relative of the caregiver.

Caregivers Claiming Close Relative Status

A caregiver applicant applying for a Medical Marijuana Use Registry (MMUR) identification (ID) card as a caregiver who is a close relative of the qualified patient must submit the following to the Department of Health, Office of Medical Marijuana Use (OMMU) in order to be exempt from background screening requirements:

- A completed [“Close Relative Acknowledgment Form.”](#)

You may also submit supporting documentation of the claimed relationship. Examples of supporting documentation that may be submitted to substantiate your claimed relationship can be found below.

Relation to Qualified Patient	Examples of Documentation Substantiating Relationship		
Spouse	Marriage Certificate		
Parent/Step-Parent or Child/Step-Child	Birth Certificate	Adoption Decree	Birth Certificate or Adoption Decree and Marriage Certificate
Sibling/Step-Sibling	Birth Certificate and Qualified Patient Birth Certificate	Adoption Decree and Qualified Patient Birth Certificate or Adoption Decree	Birth Certificate or Adoption Decree and Qualified Patient Birth Certificate or Adoption Decree and Marriage Certificate
Grandparent/Step-Grandparent	Parent of the Qualified Patient Birth Certificate and Qualified Patient Birth Certificate	Adoption Decree for Qualified Patient and Parent of the Qualified Patient Birth Certificate	Qualified Patient and Parent of the Qualified Patient Birth Certificate and Marriage Certificate
Grandchild/Step-Grandchild	Birth Certificate and Parent Birth Certificate	Adoption Decree and Parent Birth Certificate	Parent Birth Certificate or Adoption Decree and Marriage Certificate

NOTE: If the names as indicated on the documentation are different than the caregiver applicant or qualified patient’s current names, additional documentation showing the name change may also be submitted. For example, if a caregiver applicant is claiming a full-blood sibling relationship with a qualified patient, and the qualified patient’s name has been changed through marriage, the qualified patient’s marriage certificate may be submitted along with the birth certificates.

Caregivers Not Closely Related to Qualified Patients

A caregiver applicant who is unable to substantiate close relative status or who is not a close relative of the qualified patient must complete a level 2 background screening in accordance with section 381.986(9), Florida Statutes. Prior to obtaining a level 2 background screening, the applicant must submit the following to the OMMU:

- A completed "[Caregiver Background Screening Acknowledgment and Information.](#)"

If the "Caregiver Background Screening Acknowledgment and Information" is not received prior to the caregiver applicant submitting to the level 2 background screening, the OMMU will be unable to access the caregiver applicant's background screening results.

To initiate a level 2 background screening, the caregiver applicant must submit a full set of fingerprints to a Livescan Service Provider and, at the time of submission, give the ORI number FL924890Z (DOH – OFFICE OF MEDICAL MARIJUANA USE), ATTN: Caregiver to the Livescan Service Provider.

After receipt of the background report, the department may issue to the caregiver applicant request(s) for additional information or clarification necessary to complete the background screening process. Upon assessing the background report and any additional information received from the caregiver applicant, the department will issue notice in writing to the caregiver applicant stating whether the caregiver applicant passed the background screening.

If a caregiver applicant's fingerprints are rejected twice for image quality, the caregiver applicant shall participate in the Federal Bureau of Investigation's (FBI) name check procedure for fingerprint submissions rejected twice due to image quality. The department will notify caregiver applicants if their fingerprints are rejected twice due to image quality and will provide direction regarding the FBI name check procedure.

Upon receipt of notice from the OMMU stating that the caregiver applicant has passed the background screening, the caregiver applicant may apply for a caregiver MMUR ID card, as provided in Rule 64-4.011, Florida Administrative Code.

Caregiver applicants **must** pass a level 2 background screening before applying for a caregiver MMUR ID card.

The OMMU uses the Applicant Fingerprint Retention and Notification Program (AFRNP) to retain a caregiver's fingerprints. The annual participation fee is \$6.00 per individual record; these fees shall be due at renewal. Please note that the \$6.00 AFRNP retention fee is separate from, and will be due in addition to, the \$75.00 fee for the MMUR Caregiver ID Card.

If a non-close relative caregiver chooses to remit the \$6.00 AFRNP retention fee by mail, they must submit a completed "[Fingerprint Retention Fee Payment](#)" with their check or money order to the OMMU at the address below:

**Department of Health
Office of Medical Marijuana Use
ATTN: Caregiver
P.O. Box 7618
Tallahassee, FL 32314**