



TO: Cultivators, Micro-cultivators, Producers, Product Manufacturers, Food and Beverage Manufacturers, Product Packagers, Retailers, Hybrid Retailers, Dispensary Facilities, Delivery Services, Transporters, Cannabis Testing Laboratories, Cannabis Research Programs, Backers and Key Employees

FROM: Connecticut Consumer Protection, Drug Control Division

DATE: April 4, 2025

RE: Connecticut Criminal History Records Check through the Connecticut Criminal History Request System

Criminal history records checks are now available through the Connecticut Criminal History Request System (CCHRS), and the current fee is \$88.25. Applicants may be subject to additional fees required by the law enforcement agency performing the fingerprinting. Criminal history checks should be initiated in a timely manner to reduce the risk of delay in processing an application or renewal.

CONNECTICUT CRIMINAL HISTORY REQUEST SYSTEM PROCESS

Once your initial or renewal application is complete, you will receive an email with a service code and guidance for completing a criminal history records check through the Connecticut Criminal History Request System.

Once you receive this email, follow these steps:

1. **Pre-Enrollment:** To initiate the fingerprint process, applicants must complete pre-enrollment registration here: <https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll>.
 - Enter the Service Code received in the email sent by the Department of Consumer Protection. Service Codes are unique to each licensing agency and should not be used for another purpose.
 - Click “Yes, this information looks correct.”
 - Complete the Pre-Enrollment information. Fields that are blue and have an asterisk (*) are mandatory.

- Pre-Enrollment Fee: \$88.25 payable upon submission. This fee covers both the State and National (FBI) criminal background checks, as well as a payment processing fee.
2. **Tracking and Confirmation:** When you submit the Pre-Enrollment Form and fee, you will be brought to a screen confirming your application has been successfully submitted. In your email, you will also receive an Applicant Tracking Number and associated barcode. Print this email, with the barcode, and bring it with you when getting fingerprinted.
 3. **Fingerprinting and Fees:** Applicants must go to a local or state law enforcement agency to have their fingerprints taken. Individuals being fingerprinted may be subject to additional fees by their local police department or Connecticut State Police Barracks.
 - The Connecticut State Police Troops and Headquarters in Middletown, Connecticut, charge a separate \$15.00 fee per fingerprint card.
 - Local Police Departments set their own fees and may require applicants to make an appointment to be fingerprinted. Applicants are encouraged to call ahead.
 - **Out-of-State Applicants:** Out-of-state applicants must complete the pre-enrollment process, print their confirmation letter with the Applicant Tracking Number and barcode, and mail it along with their ink-rolled fingerprint cards to the State Police Bureau of Identification. Out-of-State applicants must use an FBI FD-258 Applicant fingerprint card, which will be provided by the law enforcement agency. Contact your local law enforcement agency for information on where to go for fingerprinting.
 4. **Mailing Ink-Rolled Fingerprint Cards:** All ink-rolled fingerprint cards must be mailed to:

Department of Emergency Services and Public Protection
ATTN: State Police Bureau of Identification
1111 Country Club Road
Middletown, CT 06457

Before beginning the pre-enrollment process, please carefully review the [Pre-Enrollment User Manual](#) for instructions on how to pre-enroll in the fingerprint-based criminal history records check.

Should you have any questions, please contact the Department at DCP.cannabislicensing@ct.gov.