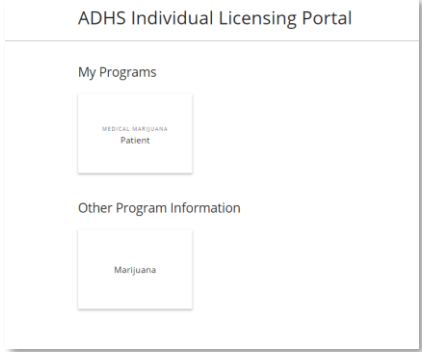
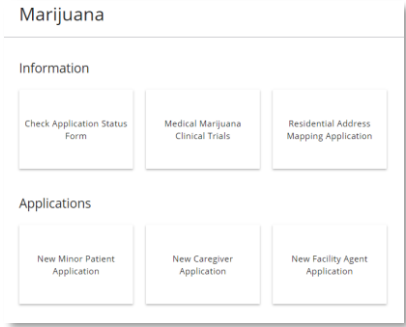




TOPIC:	Facility Agent Application	AUDIENCE:	PO/BMs and Agents
UPDATED:	01/14/2021		
OVERVIEW:	Details on how to fill out and submit a Facility Agent Application within the ADHS program NOTE: Images and content may not reflect the most current versions		

<p>1. Upon logging into the Individual Licensing Portal, select the Marijuana tile under the Other Program Information section</p> <p>NOTE: If applicable, use the same username/login credentials as the Facility Portal</p>	
<p>2. The main Marijuana page will display available applications, select the New Facility Agent Application tile to open the application</p>	



3. Agreement Page will be displayed – select **Agree and Proceed** button to proceed

Marijuana
Facility Agent Registration Application

User Agreement

You are about to access a system within the Arizona Department of Health Services (ADHS) computer network. Use of this system constitutes users' consent to permit ADHS monitoring of users' activities. Evidence of unauthorized activities obtained during monitoring can and will be used by ADHS for criminal prosecution as permitted by law.

[Download Application Checklist](#)
[Download Application Instructions](#)

Before beginning the application process, be sure you have the following items in the digital format ready for upload (where applicable):

- Electronic copy of photo identification
- Current digital photograph
- Electronic copy of completed and signed [facility agent application](#)
- [Fingerprint Information](#)
- [Fingerprint Verification Form - Initial](#) or Electronic copy of Level 1 Fingerprint Clearance Card
- [FE \(Fingerprint Act\) Statement Information](#)
- Have ready a Visa or Mastercard for an application fee of:
 - \$100 - if making in Fingerprint Verification Form and cards
 - \$150 - if providing an electronic copy of Level 1 Fingerprint Clearance Card

If in the event of an error on my application that would prohibit my application from being approved, I agree to receive one or more notices from the Department to inform me of the error.

By submitting this application I am acknowledging that I am aware that:

The sale, manufacture, distribution, use, possession, etc., of marijuana is illegal under federal law. A facility agent license or marijuana establishment license issued by the Arizona Department of Health Services (ADHS) pursuant to the Smart and Safe Arizona Act ("SASAA"), Arizona Revised Statutes (A.R.S.) Title 36, Chapter 28.2 and Arizona Administrative Code ("A.C.") Title 9, Chapter 18, does not protect me from legal action by federal authorities, including possible criminal prosecution for violations of federal law.

Under conditions which may lawfully work in a limited marijuana facility under state law, it is lawful only if done in strict compliance with the requirements of the A.R.S. Title 36, Chapter 28.2 and A.C. Title 9, Chapter 18. Any failure to comply with the Act, A.R.S. Title 36, Chapter 28.2 and A.C. Title 9, Chapter 18, may result in the revocation of the registry identification card or registration certificate issued by the ADHS, and possible arrest, prosecution, imprisonment and fines for violation of state drug laws. Understand that it is my responsibility to fully understand and comply with the Act, A.R.S. Title 36, Chapter 28.2 and A.C. Title 9, Chapter 18.

Pursuant to A.R.S. 41-1000(B)(6)(E)(F):

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state official governing contract. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Agree and Proceed

4. Acknowledgement pop-up will display

I Disagree – will return applicant to Agreement Page

I Agree – will allow applicant to proceed to application

By submitting this application, I am acknowledging that I am aware of the following:

A facility agent license or marijuana establishment license issued by the Arizona Department of Health Services pursuant to Arizona Revised Statutes (A.R.S.) Title 36, Chapter 28.2 and Arizona Administrative Code ("A.C.") Title 9, Chapter 18, does not protect me from legal action by federal authorities, including possible criminal prosecution for violations of federal law for the sale, manufacture, distribution, dispensing, use, possession, etc. of marijuana.

The acquisition, possession, cultivation, manufacturing, delivery, transfer, transportation, supplying, selling, distributing, or dispensing marijuana under state law is lawful only if done in strict compliance with the requirements of the Smart and Safe Arizona Act ("Act"), A.R.S. Title 36, Chapter 28.2 and A.C. Title 9, Chapter 18. Any failure to comply with the Act may result in revocation of the facility agent license or marijuana establishment license issued by the Arizona Department of Health Services, and possible arrest, prosecution, imprisonment and fines for violation of state drug laws.

The State of Arizona, including but not limited to the employees of the Arizona Department of Health Services, is not facilitating or participating in any way with my acquisition, possession, cultivation, manufacturing, delivery, transfer, transportation, supplying, selling, or distribution of marijuana.

Smart and Safe Arizona Act (SASAA) Disclaimer:

I am aware that there are numerous legal challenges to the Smart and Safe Arizona Act (SASAA). If the SASAA were ever to be overturned, there are no refunds for this application fee.

I Disagree **I Agree**



5. Enter all required Identification information
6. Fingerprint Information can be submitted in two types
 - a. Level 1 Fingerprint Clearance ID – a fingerprint ID that is issued by the state of AZ
 - b. Fingerprint Verification Form & Card: this is the paper form and card that will need to be sent as hardcopy to ADHS
7. Select “I consent to do business electronically” checkbox to electronically sign
NOTE: if not checked, a copy of the signed attestation must be uploaded
8. Click Save & Continue to proceed with the application process
 - a. To exit the application process, click Save & Exit to save progress (which creates an application with a Not Submitted status) and return later to complete the application. The Not Submitted application link will be in the Application tab



9. Upload the required supporting documents, indicated by *

When dragging a file over, be sure to “drop” the file within the “dashed-outlined” box

10. Click **Done** after each upload
11. Click **Save & Continue** to proceed with the application process

The screenshot shows the 'Facility Agent Registration Application' interface. At the top, there are two progress bars: 'UPLOAD DOCUMENTS' (active) and 'REVIEW & SUBMIT'. The main heading is '9 Upload Supporting Documentation'. Below this, there are four sections for uploading documents, each with a 'New Files uploaded:' list and 'Upload Files' or 'Or drop files' buttons. The sections are: 'Electronic copy of photo identification *' (with 'Facility Agent Identification-1'), 'Current digital photograph *' (with 'Cardholder_Image-1'), 'Electronic copy of completed and signed Facility Agent Attestation' (with 'Facility Agent Attestation-1'), and 'Electronic copy of Level 1 Fingerprint Clearance Card *' (with 'Fingerprint Clearance Card-1'). A modal window titled 'Upload Files' is open, showing a file 'Cardholder_Image29.JPG' (11 KB) being uploaded, with a 'Done' button and a red circle containing the number '10'. At the bottom of the main page, there are 'Back', 'Save & Exit', and 'Save & Continue' buttons.

12. Review application data, click **Edit Section** to change any information in the section. Then, click **Save and Continue** until returning to the Review and Submit page

13. Click **Submit & Go To Payment** to proceed to payment process - *payment must be made with a credit card*

The screenshot shows the 'Marijuana Facility Agent Registration Application' interface. At the top, there are two progress bars: 'REVIEW & SUBMIT' (active) and 'UPLOAD DOCUMENTS'. The main heading is 'Review'. Below this, there is a 'Facility Agent Information' section with an 'Edit Section' button. The information is organized into several categories: 'Identification Information' (First Name: Clint, Middle Name, Last Name: Wigorium, Suffix, Birthdate: 12/2/1980, Gender: Male, ID Type: Driver License, ID Number: 555555555, State: AZ, Issue Date: 12/1/2020), 'Fingerprint Information' (Level 1 Fingerprint Clearance ID), and 'Residence Information' (Address: 55454 Yesterday Lane, Suite, Unit, etc., City: Phoenix, State: AZ, Zip Code: 85020, County: Maricopa, Phone Number: (555) 555-5555). There is a checkbox for 'Check if mailing address is different than residence address'. At the bottom, there are 'Back' and 'Submit & Go to Payment' buttons.



14. To see application status:
From the main Marijuana page, select the **Check Application Status Form** tile -
Once the application has been submitted and payment was successful, the status of the Application will show as **Submitted** (sent to ADHS)

The screenshot shows the 'Marijuana' dashboard. It has a title 'Marijuana' at the top. Below it is an 'Information' section with three tiles: 'Check Application Status Form', 'Medical Marijuana Clinical Trials', and 'Residential Address Mapping Application'. Below that is an 'Applications' section with three tiles: 'New Minor Patient Application', 'New Caregiver Application', and 'New Patient Application'.

The screenshot shows the 'Application Status' page. It has a title 'Application Status' at the top. Below it is a card for a 'New Facility Agent Application'. The card shows 'SUBMITTED: 12/1/2020' and a yellow progress bar with the word 'Submitted' below it.



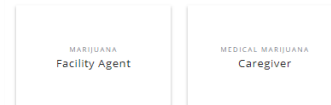
Approval of New FA Application

Overview: Upon ADHS approval of the Facility Agent Application, users will be granted access to additional Facility Agent functionality from the portal

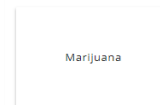
1. From the Individual Licensing Portal on the main Program Page, a new tile Facility Agent is now available
2. Select the tile to open the Facility Agent portal

ADHS Individual Licensing Portal

My Programs



Other Program Information



3. Access to the Facility Agent portal is now available – refer to Individual Portal - Facility Agent: Portal Overview section for details*

