**IMPORTANT INFORMATION AND INSTRUCTIONS**

**REGARDING THE CRIMINAL HISTORY BACKGROUND CHECK PROCESS AND SUBMISSION OF MEDICAL MARIJUANA FORMS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arkansas State Police Background Check Instructions**

1. The application for Criminal History Check and fingerprints must be completed and submitted to the Arkansas State Police. You have a choice to have fingerprints taken by:
2. A local law enforcement agency that is willing to provide this service: such as your local Sheriff’s Office or a local police department.
3. A Live Scan Harvester:

**Arkansas Live Scan** – [www.arkansaslivescan.com](http://www.arkansaslivescan.com)

**Little Rock Live Scan** - [square.site/book/BK3QPH96G0H76/little-rock-live-scan-little-rock-ar](https://square.site/book/BK3QPH96G0H76/little-rock-live-scan-little-rock-ar)

**Cantrell Live Scan** – [www.cantrelllivescan.com](http://www.cantrelllivescan.com)

Once application and fingerprints are received by the Arkansas State Police the information will be processed and forwarded to the FBI. Results of the background check will be submitted back to Alcoholic Beverage Control.

2. If you wish to submit the Criminal History Check and completed fingerprint card in person, go to the Arkansas State Police Headquarters located in Little Rock. You will be required to show a state issued photo ID or driver’s license. Payment of **$38.25** will be required.

If mailing in the completed Criminal History Check form and completed fingerprint card, please make checks or money orders payable to **Arkansas State Police**.

**MAIL TO: Arkansas State Police**

 **ATTN: Identification Bureau**

 **#1 State Police Plaza**

 **Little Rock, Arkansas 72209**

**Alcoholic Beverage Control Instructions**

1. Enclosed you will also find an APPLICANT RECORD NOTIFICATION form. This

form MUST be signed by the applicant, and each partner, stockholder, or shareholder, if applicable and returned to **ABC Administration, 101 East Capitol, Suite 401, Little Rock, AR 72201.**

***If a completed copy of each form (from each applicable individual) AND the results of the FBI background check have not been received by our office, NO ACTION SHALL BE TAKEN ON YOUR APPLICATION.***