



CANNABIS ESTABLISHMENT KEY EMPLOYEE CHECKLIST/INSTRUCTIONS

DEFINITION:

LVMC 6.95 - Key employee - an employee designated by a business licensee to oversee the operations of the business in the absence of the licensee.

GENERAL INFORMATION:

If you have been found suitable as a key employee in Clark County within the last 2 years, please submit your approval from Clark County. You will NOT need to go through an additional background check with the City of Las Vegas.

LVMC 6.95.110 - Cannabis establishments-General requirements and restrictions.

(B) At least one qualified person shall be on the premises of a medical cannabis dispensary or adult-use cannabis retail store at all times during the hours of operation or available for immediate contact during hours of operation. Contact information of the qualified person shall be kept on the premises and immediately accessible to the Department and Metro. For purposes of this Subsection, a "qualified person" means a principal who has been approved for suitability pursuant to LVMC 6.06.060 or a key employee who has been approved for suitability pursuant to that Section.

REQUIREMENTS:

- [Personal History Form](#) - PL125
- [Drug Acknowledgement Form](#) - PL108
- [Responsible Party Acknowledgement Notice](#)
- Letter of Appointment (Letter from owner identifying you as the key employee/manager; letter must also state who you will be replacing and the status of the person you replaced.)
- Certified copy of Birth Certificate **OR** one of the following:
 - Copy of Permanent Resident Card
 - Naturalization Certificate
 - Employment Authorization Card
- Driver's License or State-issued Identification Card
- One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 30 days old**)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- Work Card

FEES: (All fees are non-refundable)

- CLV Processing Fee: \$100.00
- LVMPD Suitability Fee: \$150.00 per person being investigated
- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

NOTE: The Las Vegas Metropolitan Police Department will make arrangements with the applicants requiring fingerprinting after their application is referred to them. You will be advised of any additional fees by LVMPD.

IMPORTANT

Applications are taken by appointment only, Monday through Thursday. Call (702) 229-1840 for an appointment.

If you are more than 15 minutes late, your appointment will be cancelled.

Read all application instructions carefully and submit all required documentation. Incomplete applications will not be accepted and your appointment will be cancelled. You will need to call back to reschedule.

Return this Checklist with the original application packet and retain a copy of all documents for your records. Business Licensing may provide copies for a charge of \$1.00 per page.