STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
DIVISION OF ANIMAL AND PLANT HEALTH
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To: Maine Hemp Growers
From: DACF Hemp Licensing Program (hemp@maine.gov; 207.287.7545)
Date: January 3, 2025
Re: FBI Criminal History Reports

Maine now has a USDA-approved hemp licensing program. The state plan can be found on the USDA hemp website. The United States Department of Agriculture (USDA) requires that anyone who wishes to acquire a license to grow hemp must request a criminal background check (also called a criminal history report) through the Federal Bureau of Investigation (FBI) and submit that report to their hemp licensing authority. A person with a state or federal felony conviction relating to a controlled substance may not grow hemp for 10 years from the date of the conviction.

Thanks to growers' feedback, DACF's Hemp Program has become aware that this process does not always go smoothly. We have put together what we've learned so far in this guidance document:

1. Go to the Federal Bureau of Investigation (FBI) Identity History Summary Checks webpage https://www.fbi.gov/services/cjis/identity-history-summary-checks. Follow the steps. The report must go back 10 years, be dated within 60 days of applying for a license, and it must include criminal history from the states as well as the federal level. The fee is $18.
2. Fingerprinting is a key step in the FBI process. Options for Maine hemp growers are limited:
    a. You can go to Idemia sites that offer Print-n-Go service. The website to register for this service is Physical Copies of Your Fingerprints | Identogo. A fee is assessed for the number of fingerprint cards needing to be printed out for the client. The current sites are located in Auburn, Augusta, Bangor, Farmington, Lewiston, and Waterville.
    b. The other option is the USPS, which has several locations – see next page.

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BRUNSWICK	ME	**USPS® - BRUNSWICK** 30 PLEASANT ST BRUNSWICK, ME 04011 (207) 725-2542 LOT PARKING AVAILABLE
ROCKLAND	ME	**USPS® - ROCKLAND MAIN OFFICE** 21 LIMEROCK ST STE 9998 ROCKLAND, ME 04841 (207) 596-6461 STREET PARKING AVAILABLE
WINDHAM	ME	**USPS® - WINDHAM** 765 ROOSEVELT TRL STE 7 WINDHAM, ME 04062 (207) 892-4742 LOT PARKING AVAILABLE
PORTLAND	ME	**USPS® - PORTLAND** 125 FOREST AVE. PORTLAND, ME 04101 207-871-8437 LOT PARKING AVAILABLE
ELLSWORTH	ME	**USPS® - ELLSWORTH** 199 MAIN ST ELLSWORTH, ME 04605 (207) 667-5340 LOT PARKING AVAILABLE

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3. The FBI has been sending results electronically to the applicant. Please forward the PDF to the hemp program.