

# CANNABIS COMPLIANCE BOARD

## STATE OF NEVADA

ccb.nv.gov

1550 College Parkway, Suite 142

Carson City, Nevada 89706

Phone: (775) 687-6299

HON. MICHAEL DOUGLAS

*Chair*



STEVE SISOLAK

*Governor*

Grant Sawyer Office Building, Suite 4200

555 E. Washington Avenue

Las Vegas, Nevada 89101

TYLER KLIMAS

*Executive Director*

November 9, 2020

## CCB Launches Web-Based Agent Card Application

The Nevada Cannabis Compliance Board (CCB) has taken significant steps to improve the agent card application process. Effective today, applicants can now complete the agent card application online in less than five minutes. This replaces the agent card packet, which required applicants to download, fill out, scan, and upload their forms.

Access to the new online application can be found on the same platform through the Cannabis Customer Portal: <https://aca-prod.accela.com/NVCCB/Default.aspx>.

Once completing the basic fill-in form online, applicants will need to upload a government issued I.D. and a passport quality photo. Upon successful submission, applicants will receive an email from CCB staff that includes the Fingerprint Submission Form and instructions to submit payment. We anticipate launching an automatic response email shortly, ensuring applicants receive next-step documents and instructions immediately.

Due to the ongoing Covid-19 pandemic, in-person drop-off services are unavailable; and so, payment is only accepted by mail. Please allow 7-10 business days for CCB staff to receive and process payment.

Applicants who submit a complete application, which includes proof of fingerprinting and payment, will be able to access their Temporary Agent Card within Accela once the submission has been processed. If additional information or documentation is required, CCB staff will notify the applicant by email.

Temporary Agent Cards are valid for 45 days or until the CCB has received an approved background check from the FBI and Nevada Department of Public Safety (DPS). Once an applicant has received their Temporary Agent Card, the applicant is authorized to begin or continue working in the industry. Applicants do not need to wait for their permanent card. **NOTE: due to Covid-19, the expiration date of all temporary agent cards has been extended to January 31, 2021.**

If you have already submitted an agent card application, please DO NOT resubmit your application through the new online form. This will not expedite approval as CCB staff review applications in the order in which they are received.

Please note: Through the new web-based form, applicants must complete and submit their own application. Licensees should not complete this online form on behalf of an employee or potential hire but are encouraged to assist prospective agents in filling out the complete application.

Applicants who have questions or issues regarding their current application status or the new online process should email: [CCBLicensing@ccb.nv.gov](mailto:CCBLicensing@ccb.nv.gov). Due to Covid-19, response times may be delayed.

The CCB looks forward to sharing further improvements to the agent card registration process in the near future.