



To: Industrial Hemp Grower Applicants

Date: March 6, 2026

Alaska Name-Based Criminal History Report

In accordance with the 2018 Farm Bill and the Final Rule, 7 CFR 990, background checks are required on each hemp license applicant plus additional “key participants” within a business entity seeking a license. A “key participant” within a business entity is a person or persons who have a direct or indirect financial interest in the entity producing hemp, such as an owner or partner in a partnership. A key participant also includes persons in a corporate entity at executive levels including chief executive officer, chief operating officer and chief financial officer. This does not include such management as farm, field or shift managers. Hemp program participation requires no convictions of felony drug charges in the previous 10 years. Background checks are required annually.

For new applicants, before conditional approval will be granted a criminal history report(s) must be submitted with the license registration confirming that all key participants to be covered by the license have not been convicted of a felony, under state or federal law, relating to a controlled substance within the past ten (10) years unless the exception in 7 CFR 990.6(e)(1) applies.

Background checks must be dated within 60 days of your submitted grower registration application. As the issuance of a background check can take the Department of Public Safety, Criminal Records & Identification Bureau up to three weeks to complete, it is recommended that applicants submit a background request immediately.

The Department of Public Safety has a website (<https://dps.alaska.gov/Statewide/R-I/Background/Home>) that details the requirements for obtaining criminal history information based on a name search. Please review this link and follow their directions.

Where Should I go to get Criminal History Information?

State non fingerprint based information for the subject of record:

1. For state **non fingerprint** based information for the **subject of record**: to any Alaska State Trooper detachment, specific authorized local police agencies or to the Department of Public Safety, Criminal Records & Identification Bureau located at 5700 East Tudor Road, Anchorage, Alaska 99507. View [this list](#) of locations to obtain your Alaska criminal history record.

If you are not able to appear in person at one of these locations, you may request a copy of criminal history record information maintained by the Alaska Criminal History Repository. The fee for this name-based check is \$20. (Additional copies are \$5 each if requested when you submit your request.) You must submit a check or money order along with the completed [name based form](#) to the Records & Identification Bureau at the address listed on the form.