



INDUSTRIAL HEMP PROGRAM APPLICATION INSTRUCTIONS

For questions or assistance, please call 602-542-0955 or email: azhemp@azda.gov

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OVERVIEW:

- Read and understand all documents in the application packet.
- Complete the Application (**A**) and Sign & Date.
- Complete the appropriate forms (**G**, **N**, **H**, **T**, **P**, **GL**, and/or **SL**).
- Create and label all required maps or aerial photos.
- Obtain all required documents and authorizations.
- Use the [Application Checklist](#) to ensure completeness of your application packet.
- Submit application, forms, labeled maps or aerial photos, and any other required documents to the Department via mail, email, or drop-off.
- The Department will contact the applicant if the packet is not complete and accurate to resolve any issues.
- The Department may deny the application if: 1) The applicant does not respond to any requests for additional or corrected information within 7 business days; 2) The applicant does not provide all additional or corrected information within 7 business days of an acknowledged request; 3) The applicant provides falsified information; or 4) The applicants Level I Fingerprint Clearance Card is found to be invalid.
- Upon review of the application packet, the Department will notify the applicant by email when all information has been determined to be complete and accurate.
- The Department will provide options to the applicant by email to schedule a date and time to complete the licensing agreement and collect the required licensing fee; or provide options to the applicant to submit the licensing agreement and payment by mail.
- The Department will issue a license provided: 1) The applicant's program eligibility has been verified; 2) All application and form information has been validated; 3) All required documents have been provided; 4) A signed licensing agreement has been received; and, 5) The applicant's licensing payment has been received.
- Within 10 business days, the Department will issue a license or return the application with an explanation of why it was returned.



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IMPORTANT DATES:

- An Industrial Hemp Program license issued in 2019 is valid until December 31, 2019.
- Renewal applications will be sent to license holders in the Fall of 2019.
- Completed renewal applications will be due by December 15, 2019.

PRE-CHECK - Before you apply:

- Are you eligible?
 - Do you have a Level 1 Fingerprint Clearance Card issued by the Arizona Department of Public Safety? No other forms of background checks are acceptable.
 - Are you eighteen years of age or older; and are you a U.S. citizen or documented worker of the U.S.? Types of proof of eligibility can be found in A.R.S. § 41-1080; or on page 5 of these instructions.
- Is the property for your hemp operation zoned appropriately and is the activity allowed?
 - It is the applicant's responsibility to ensure compliance with any land use restrictions, County or local zoning laws, ordinances, and codes. Failure to comply may result in the inability to utilize your license.
- Do you have the funds available to cover your licensing fee?
 - Fees are payable by Check, Cashier's Check, or Money Order during the applicant's licensing appointment or by mail.
- Are you conducting non-profit research on industrial hemp?
 - If so, the Department will contact the applicant by email with further instructions.
- Are you a member of an Indian Tribe applying to grow hemp on Indian Tribal land or leasing land to grow hemp on Indian Tribal land?
 - If so, obtain the required authorization and resolution (*See Item (14) on page 4 of these instructions for details*).
- Do you know how long your license will be valid?
 - An Industrial Hemp Program license issued anytime during the year is valid until December 31st of that year. Renewal applications will be sent to license holders in the Fall and completed renewal applications will be due by December 15th.

INSTRUCTIONS:

The information below will guide you through the application process to help ensure you submit a complete and accurate packet. If you have questions or need further assistance, please call 602-542-0955 or email: azhemp@azda.gov.

Submit the completed application, forms, labeled maps or aerial photos, and authorizations to the Department at azhemp@azda.gov or by mail to:

Arizona Department of Agriculture
PSD - Industrial Hemp
1688 W Adams St
Phoenix, AZ 85007



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INSTRUCTIONS (CONTINUED):

- Upon review and determination that the application packet is complete and accurate, the applicant will be notified by email and options will be provided to schedule an appointment to complete the application process; or how to submit the licensing agreement and payment by mail.
- You may be required to complete additional forms or provide additional documentation at the time of your appointment.
- Information on how to submit a pre-application packet is found on page 12 of these instructions.

Application: A

(1) Type of license - an applicant may select one or more of the following. If applying as a Grower, it is not required to purchase a Harvester or Transporter license, unless providing these services for other licensed Growers.

- Grower - An authorized Grower License shall allow the licensee to: 1) Obtain seed or propagative materials for planting; 2) Possess authorized seed and/or propagative materials for planting; 3) Cultivate hemp; 4) Harvest hemp; 5) Possess and store harvested hemp; and, 6) Transport harvested hemp for processing.
- Harvester - An authorized Harvester License shall allow the licensee to harvest an eligible industrial hemp crop for a licensed grower.
- Transporter - An authorized Transporter License shall allow the licensee to transport a harvested industrial hemp crop for a licensed grower.
- Processor - An authorized Processor License shall allow the licensee to: 1) Engage in the processing, handling, and storage of industrial hemp or hemp seed at one or more authorized locations in the state; and 2) Sell, distribute, transfer, or gift any products processed from harvested hemp that is not restricted by rule or law.
- Nursery - An authorized Nursery License shall allow the licensee to propagate eligible seed and propagative materials for planting for a licensed grower. A licensed Nursery shall not grow industrial hemp for harvesting purposes, unless also licensed with the Department as a Grower.

(2) Licensing Fee - Due once application has been approved. Do not send payment with applications. A full list of program fees are found in Table 1 of A.A.C. R3-4-1005.

(3) Person/Responsible Party - This is the individual that is the owner and/or has signing authority of a sole proprietorship, partnership, limited liability company, association, company or corporation that will be licensed by the Department to grow, harvest, transport, and/or process industrial hemp in Arizona.

(4) Last Name - The applicant's last name as indicated on the documents provided for proof of program eligibility. Please do not use an alias that is different than what is indicated on the documents provided for the proof of eligibility or the application will be returned.



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Application (continued): A

(5) First Name - The applicant's first name as indicated on the documents provided for proof of program eligibility. Please do not use an alias that is different than what is indicated on the documents provided for the proof of eligibility or the application will be returned.

(6) Company/Organization/Co-op Name - The name the applicant will be conducting business under, if applicable.

(7) Tax ID or SS#: This information is used in cases where licensing or inspection fees have not been paid and a collection process is required.

(8) Email - Primary email address where important information, documents, and invoices can be sent.

(9) Mailing Address - Physical address or P.O. box where important business documents can be sent.

(10) Work Phone - Primary landline/mobile number for the applicant/licensee.

(11) Alternate Phone - Back-up phone number if primary number cannot be reached.

(12) Principle Arizona Business Address - Location within Arizona where business records are kept for auditing purposes, if different from the Mailing address.

(13) Has the applicant ever been denied, debarred, suspended, revoked, or otherwise prohibited from participating in any public procurement or licensing activity. If "YES", the applicant will need to explain the instance, reason and date of the occurrence(s).

(14) Are you applying to establish an industrial hemp operation as a member of an Indian tribe or as a tenant on Indian tribal lands? This information is used to help facilitate arrangements with Indian Tribal/Community governments and hemp licensees. If the applicant indicates "Yes", you will need to provide a resolution from the Tribe that conforms to the requirements of the Department. The applicant will be contacted by email with further instructions.

(15) Are you applying to grow hemp as part of a non-profit research program? This information is used to help facilitate arrangements with researchers. If the applicant indicates "Yes", the applicant will be contacted by email to complete the application process.

Program Eligibility

(16) Level I Fingerprint Clearance Card ID # - The identification number provided by the Applicant Clearance Card Team (ACCT) of the Arizona Department of Public Safety after a background check has been completed and the applicant qualifies for a fingerprint clearance card. The ACCT does NOT notify the AZDA when a card is issued. For questions regarding fingerprint clearance cards, contact the ACCT at 602-223-2279.



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Application (continued): A

(17) Age and citizen status as listed in A.R.S. § 41-1080 - Proof of eligibility must be provided at the time of the applicants appointment to complete the application process. Types of approved documents include:

- An Arizona driver license issued after 1996 or an Arizona non-operating identification license; A driver license issued by a state that verifies lawful presence in the United States;
- A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States;
- A United States certificate of birth abroad;
- A United States passport;
- A foreign passport with a United States visa;
- An I-94 form with a photograph;
- A United States citizenship and immigration services employment authorization document or refugee travel document;
- A United States certificate of naturalization;
- A United States certificate of citizenship;
- A tribal certificate of Indian blood;
- A tribal or bureau of Indian affairs affidavit of birth;
- Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

(18) Authorized Signature - This must be the signature of the applicant.

(19) Date - The actual date the pre-application form was signed.

(20) Completed application, forms, labeled maps or aerial photos, and authorizations must be submitted to:

Arizona Department of Agriculture
Plant Services Division
Industrial Hemp Program
1688 W. Adams St.
Phoenix, AZ 85007

or emailed to: azhemp@azda.gov

Grower Form: G

(1) Growing Locations - Indicate the total number of each contiguous outdoor sites and individual indoor facilities; and total area to register (Acres for outdoor and square feet for indoor) that will be used to grow industrial hemp for harvesting.

(2) Maps and/or Aerial photos must be included with the Grower form. Refer to the **Instructions for Creating Maps for Submission with the Application** on page 10, to ensure accuracy and completeness.



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Grower Form (continued): **G**

(3) Location information - Indicate if the location is an outdoor or indoor growing location.

(4) Include physical address or major crossroads.

(5) Indicate the PLSS (Public Land Survey System) township, range and section of the location.
<https://www.arcgis.com/home/webmap/viewer.html?layers=5b6fd9ba48c24c289a0ee1173c5d1a55>

(6) Latitude and Longitude coordinates of the center of the growing location expressed in decimal degrees to five decimal places. (Example: Latitude: 33.44951 & Longitude: -112.09564)

(7) City and County of the growing location.

(8) Area of the growing location expressed in acres for outdoor sites and square feet for indoor facilities.

*** Repeat for each non-contiguous area or separate facility.

*** If registering more than 3 growing locations, complete an additional "Growing Locations" form (**GL**) and submit with the application.

(9) Storage Locations - Each facility designated to store hemp seed or propagative materials and where harvested hemp will be stored must be identified and labeled.

(10) Location information for seed and propagate materials storage locations - Latitude and Longitude coordinates of the center of the storage area expressed in decimal degrees to five decimal places (example: Latitude: 33.44951 & Longitude: -112.09564) and the City and County of the storage location must be indicated.

(11) Location information for harvested hemp storage locations - Latitude and Longitude coordinates of the center of the storage area expressed in decimal degrees to five decimal places (example: Latitude: 33.44951 & Longitude: -112.09564) and the City and County of the storage location must be indicated.

*** If registering more than 2 locations for the storage of seed and propagative materials; and/or harvested plants and plant parts, complete an additional "Storage Locations" form (**SL**) and submit with this application.

Nursery Form: **N**

(1) Nursery Sites - Indicate the total number of each individual nursery facility; and total area to register in square feet that will be used to grow industrial hemp for transplanting.

(2) Maps and/or Aerial photos must be included with the Nursery form. Refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 to ensure accuracy and completeness.

(3) Location information - Include physical address or major crossroads.

(4) Indicate the PLSS (Public Land Survey System) township, range and section of the location.
<https://www.arcgis.com/home/webmap/viewer.html?layers=5b6fd9ba48c24c289a0ee1173c5d1a55>

(5) Latitude and Longitude coordinates of the center of the growing location expressed in decimal degrees to five decimal places. (example: Latitude: 33.44951 & Longitude: -112.09564)



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Nursery Form (continued): N

(6) City and County information where the nursery site is located.

(7) Area in square feet of the nursery site.

***Repeat for each separate facility.

*** If registering more than 3 nursery locations, complete an additional "Growing Locations" form (GL) and submit with this application.

(8) Seed and propagative materials storage locations - Each location where seed and propagative material must be indicated.

(9) Latitude and Longitude coordinates of the center of the storage location expressed in decimal degrees to five decimal places. (Example: Latitude: 33.44951 & Longitude: -112.09564)

(10) City and County information of each storage location where hemp seed and propagative materials are kept prior to planting.

***Repeat for each separate facility.

*** If registering more than 4 storage locations, complete an additional "Storage Locations" form (SL) and submit with this application.

Harvester Form: H

(1) Harvester Operations - Indicate the total number of each individual Harvester business locations.

(2) Maps and/or Aerial photos must be included with the Harvester Form. Refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 to ensure accuracy and completeness.

(3) Location information - Include physical address or major crossroads.

(4) Indicate the PLSS (Public Land Survey System) township, range and section of the location. <https://www.arcgis.com/home/webmap/viewer.html?layers=5b6fd9ba48c24c289a0ee1173c5d1a55>

(5) Latitude and Longitude coordinates of the center of each Harvester business location expressed in decimal degrees to five decimal places (example: Latitude: 33.44951 & Longitude: -112.09564).

(6) City and County information where the business locations are located.

***Repeat for each separate operation.

*** If registering more than 2 Harvester operations, complete an additional "Harvester From" (H) and submit with the application.

Transporter Form: T

(1) Transporter Operations - Indicate the total number of each individual Transporter business location.



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Transporter Form (continued): T

- (2) Maps and/or Aerial photos must be included with the Transporter Form. Refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 to ensure accuracy and completeness.
- (3) Location information - Include physical address or major crossroads.
- (4) Indicate the PLSS (Public Land Survey System) township, range and section of the location.
- (5) Latitude and Longitude coordinates of the center of the Transporter business location expressed in decimal degrees to five decimal places. (Example: Latitude: 33.44951 & Longitude: -112.09564)
- (6) City and County information of the business location.

***Repeat for each separate business location.

*** If registering more than 2 Transporter operations, complete an additional "Transporter Form" (T) and submit with the application.

Processor Form: P

- (1) Processing Facilities/Units - Indicate the total number of each individual processing facilities or mobile processing units.
- (2) Labeled maps and/or aerial photos must be included with the Processor Form. Refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 to ensure accuracy and completeness.
- (3) Location information - Include physical address or major crossroads.
- (4) Indicate the PLSS (Public Land Survey System) township, range and section of the location.
- (5) Latitude and Longitude coordinates of the center of the facility or base of operation expressed in decimal degrees to five decimal places. (Example: Latitude: 33.44951 & Longitude: -112.09564)
- (6) City and County information where the facility or base of operation is located.
- (7) Indication if the location a business locations for a mobile processor.
- (8) If the location is a base of operation for a mobile processor, indicate how many individual units.

***Repeat for each separate facility or business locations.

*** If registering more than 2 processing facilities, or business locations for a mobile processor, complete an additional "Processor Form" (P) and submit with the application.

- (9) Indicate what part(s) of the hemp plant will be processed. Check all that apply.
- (10) Storage locations - Each location where seed and propagative material must be indicated.
- (11) Latitude and Longitude coordinates of the center of the storage location expressed in decimal degrees to five decimal places. (Example: Latitude: 33.44951 & Longitude: -112.09564)
- (12) City and County information of each storage location where hemp seed and propagative materials are kept prior to planting.

***Repeat for each separate facility.



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*** If registering more than 4 storage locations, complete an additional "Storage Locations" form (SL) and submit with this application.

Additional Growing Locations Form: GL

(1) Maps and/or Aerial photos must be included with the Grower Form. Refer to the **Instructions for Creating Maps for Submission with the Application** on page 10 to ensure accuracy and completeness.

(2) Location information - Indicate if the location is an outdoor or indoor growing location.

(3) Include physical address or major crossroads.

(4) Indicate the PLSS (Public Land Survey System) township, range and section of the location.

(5) Latitude and Longitude coordinates of the center of the growing location expressed in decimal degrees to five decimal places. (example: Latitude: 33.44951 & Longitude: -112.09564)

(6) City and County of the growing location.

(7) Area of the growing location expressed in acres for outdoor sites and square feet for indoor facilities.

*** Repeat for each non-contiguous area or separate facility.

Additional Storage Locations Form: SL

(1) Maps and/or Aerial photos must be included with the Grower Form. Refer to the **Instructions for Creating Maps for Submission with the Application** on page 9 to ensure accuracy and completeness.

(2) Location information for seed and propagate materials storage locations - Latitude and Longitude coordinates of the center of the storage area expressed in decimal degrees to five decimal places (example: Latitude: 33.44951 & Longitude: -112.09564) and the City and County of the storage location must be indicated.

(3) Location information for harvested hemp storage locations - Latitude and Longitude coordinates of the center of the storage area expressed in decimal degrees to five decimal places (example: Latitude: 33.44951 & Longitude: -112.09564) and the City and County of the storage location must be indicated.



INDUSTRIAL HEMP PROGRAM APPLICATION INSTRUCTIONS

INSTRUCTIONS FOR CREATING MAPS FOR SUBMISSION

These Instructions are also available as a separate document (**HempMapInst.pdf**) that can be found on our website at: <https://agriculture.az.gov/sites/default/files/AZDA-HempMapInst.pdf> or you may request a copy by emailing: <mailto:azhemp@azda.gov>

If you need more information after reading these complete instructions, contact azhemp@azda.gov. You are required to provide to the AZDA a map or aerial photo of all growing, processing and storage locations.

Each map should be in color and contain the following:

- Contain only one address per map and all locations for that address on a single map.
- The applicant's full name printed on the page.
- If applicable, the full name of the business entity.
- The map location's street address, city, state and zip code printed on the page.
- Be zoomed out to show the site location, a public roadway, and the road name.
- Field location. This includes the:
 - o Outline of each separate field to be used for contiguous planting (see next page for explanation of contiguous);
 - o Location ID/name for each separate field; and
 - o Indicate the acreage for that field intended for contiguous planting.

NOTE: A contiguous field will NOT have any breaks, fence lines, tree lines, or roads dividing the field. Any field division shall be seen as two or more separate fields.

- Greenhouses, indoor growing structures, and storage buildings; and the location ID/name of each structure.
- GPS coordinates for each field or building. GPS coordinates should be provided in DECIMAL DEGREES (DD) (DD.DDDDD; example: lat: 33.44951, long: -112.09564) with a pinpoint showing exactly where the GPS coordinate was taken. The Google Earth instructions on the AZDA's website (link in top paragraph) give specific instructions for obtaining the coordinates in the correct format.
- Use Google Earth or another web based mapping program, or obtain GPS coordinates off your smartphone. If you are unable to get the required coordinates in this way, please visit www.geoplaner.com.

The AZDA prefers maps created with Google Earth. You can download Google Earth Pro for free by visiting <https://www.google.com/earth/download/gep/agree.html>. If asked for a registration key, enter "GEPFREE".

Google Maps, MapQuest maps or another similar program; Farm Service Agency (FSA) maps; Property Valuation Administration (PVA) maps; or Soil Conservation maps with legible handwritten information will suffice. To obtain a map online:

- You can go to Google Maps online at <http://maps.google.com/>. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.



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Instructions for Creating Maps for Submission (continued):

- On Map Quest at <http://www.mapquest.com/>, locate the address on your screen, then click in the upper right corner on "Satellite" for an aerial view of the location.

Print out the map when you are satisfied with the level of zoom (i.e, should show at least one nearby road, the entrance to the site, and the location of the hemp locations), then finish by handwriting the required information.

What is a Contiguous Location?

A contiguous field will NOT have any breaks, fence lines, tree lines, or roads dividing the field. Any field division shall be seen as two or more separate fields.

Greenhouses and other indoor growing locations are treated as individual structures and need separate coordinates.

More questions?

Email: azhemp@azda.gov or Call: 602-542-0955



INDUSTRIAL HEMP PROGRAM PRE-APPLICATION INSTRUCTIONS

SUBMITTING YOUR PRE-APPLICATION PACKET:

Submit the application, required form, labeled maps or aerial photos, and other documents and authorizations to:

Arizona Department of Agriculture
Plant Services Division
1688 W Adams St.
Phoenix, AZ 85007

OR: email the documents to: azhemp@azda.gov

MORE INFORMATION:

The Arizona Department of Agriculture is authorized to issue licenses for the growth, harvesting, transport and processing of industrial hemp (A.R.S. § 3-314).

The completed application, and any required forms or authorizations must be submitted to the Department. Upon review and completeness of the application packet, the applicant will be notified and an appointment will be scheduled to complete the application process.

You may be required to complete additional forms or provide additional documentation to complete the application process.

Eligible individuals, companies, or other cooperatives that would like to be considered for participation in the Industrial Hemp Program must successfully complete the full application process with the Arizona Department of Agriculture before taking possession of any hemp seeds or propagative materials for planting. The applicant/licensee must ensure compliance with any requirements that are established for seed or propagative material authorization.

For questions or assistance, please call 602-542-0955 or email: azhemp@azda.gov