



**ARIZONA DEPARTMENT OF AGRICULTURE
PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM**

1688 W. ADAMS ST., PHOENIX, AZ 85007
602-542-0955
azhemp@azda.gov

**INDUSTRIAL HEMP PROGRAM
APPLICATION INSTRUCTIONS**

INSTRUCTIONS:

The information below will guide you through the application process to help ensure you submit a complete and accurate packet.

Submit the completed application, supplemental forms, labeled maps or aerial photos, and authorizations to Arizona Department of Agriculture. Information on how to submit an application packet is found at the end of these instructions. If the Department needs clarifications or corrections, the Department will contact you via email using the Point of Contact email noted on page 2. Applications must be complete, signed, and the application fee must be submitted in order for processing of the application to begin.

New, Renewal, or Transfer: Check appropriate box in the upper right hand corner. Note: For transfer license, please make sure to indicate the number of the license you wish to transfer.

STEP 1: BEGIN THE APPLICATION PROCESS:

Applicant Name: Choose to apply as a business OR an individual/sole proprietor and enter ONE name the license will be issued under.

Sole Proprietorship: If you are applying as an individual (sole proprietorship), please make sure this is the person who also provided evidence of lawful presence.

Type of license: An applicant may select one or more of the following below. If applying as a Grower, it is not required to purchase a Harvester or Transporter license, unless providing these services for other licensed Growers. For all license types, the licensee must abide by the terms set forth in the Licensing Agreement with the Department.

- **Grower:** An authorized Grower License shall allow the licensee to obtain seed or propagative materials pursuant to this Article for planting, possess authorized seed and/or propagative materials for planting, cultivate the crop, harvest plant parts, possess and store harvested plant parts, and transport plant parts for processing.
- **Harvester:** An authorized Harvester License shall allow the licensee to engage in the activity of harvesting an eligible industrial hemp crop for a licensed grower.
- **Transporter:** An authorized Transporter License shall allow the licensee to engage in the transport of a harvested industrial hemp crop of a separate grower.
- **Processor:** An authorized Processor License shall allow the licensee to engage in the processing, handling, and storage of industrial hemp or hemp seed at one or more authorized locations in the state. The licensee may sell, distribute, transfer, or gift any products processed from harvested hemp that is not restricted.
- **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.

Last Name: Must match proof of eligibility or application will be returned.

First Name: Must match proof of eligibility or application will be returned.

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

Mailing Address: Physical address or P.O. Box where important business documents can be sent.



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Email: Email address where important information, documents, and invoices can be sent.

Phone Number: Primary landline/mobile number for the applicant/licensee.

Alternate Phone: Back-up phone number if primary number cannot be reached.

“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).

“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 authorizes the licensee to do so. The applicant will be contacted by email with further instructions.

“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.

“If applying for Harvester and/or Transporter licenses in addition to a Grower license, will you be harvesting or transporting products for any other entities?:”

If "NO", the fee for Harvester and/or Transporter licenses will be waived.

STEP 2: POINT OF CONTACT

The Point of Contact information on page two should be the main point of contact for all communications, notices, reminders, etc. This person can be designated by, and be someone other than, the applicant. For instance, an administrative assistant that will handle most of your paperwork can be listed as the main contact, but an administrative assistant should not be the person signing the application. The application is a legally binding document and should be signed by the person with legal authority over the license.

STEP 3: INFORMATION FOR PUBLIC POSTING

The information completed in this section will be posted to the Department’s website once a license is issued.

STEP 4: PROGRAM ELIGIBILITY

Level I Fingerprint Clearance Card ID Number: If a person currently holds a valid Level I Fingerprint Clearance Card issued by the Applicant Clearance Card Team (ACCT) of the Arizona Department of Public Safety, they may enter that number in the field provided. Applicants shall also submit a legible photo copy of a valid Level I Fingerprint Clearance Card that is issued by the ACCT.

***Applicant MUST have a current and valid Level I Fingerprint Clearance Card. If this is found to be invalid, the application packet will be returned to applicant and not processed further until a valid card is submitted and verified. ***

Lawful Presence A.R.S. § 41-1080: Proof of eligibility must be provided at the time of submission.



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STEP 5: AUTHORIZED SIGNATURE AND STEP 6: LICENSING AGREEMENT

These section must be signed and dated by the applicant.

STEP 7: APPLICATION FEE

Please make sure to send a check or money order in with the application. Make all checks or money orders payable to the **Arizona Department of Agriculture**.

Supplement Form:

This form must accompany the application. Please fill out all sections corresponding to the license(s) that are indicated on your general license application.

Growing Supplement: 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) where industrial hemp for harvesting will be grown.

Nursery Supplement: Indicate the total number of individual nursery facilities; and total area in square feet for each facility that will be used to grow industrial hemp for transplanting in order to register these facilities.

Harvester Supplement: Indicate the total number of individual Harvester base of operations.

Transporter Supplement: Indicate the total number of individual Transporter base of operations.

Processor Supplement: Indicate the total number of individual processing facilities or mobile processing units. Also indicate what part(s) of the hemp plant will be processed. Check all that apply.

You must also include all location information for each corresponding license. When filling out location/storage location information, please indicate which license the location is associated with by checking the appropriate box. If you need to include an additional location, please submit an "Additional Location Supplement" or an "Additional Storage Location Supplement".



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SUBMITTING YOUR APPLICATION PACKET:

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

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

OR the documents can be emailed to azhemp@azda.gov.

MORE INFORMATION:

The Arizona Department of Agriculture is authorized to issue licenses for the production, 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 determination of completeness of the application packet, the applicant will be notified by email.

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 send an email to azhemp@azda.gov.