

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

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov**INDUSTRIAL HEMP PROGRAM APPLICATION****NEW APPLICANT****STEP 1: GENERAL INFORMATION:**

Please type or print clearly. Incomplete or illegible forms will be returned.

CHOOSE TYPE OF APPLICANT:

The "applicant" is either the name of the business, or the name of the individual (the sole proprietor) that will be printed on your license.

Choose **ONE** option below and fill in the appropriate section: Choose Either (A) Business or (B) Sole Proprietor.**A) Applying as a business:**

Name of Business to Appear on License:

B) Applying as an Individual/Sole Proprietor:

Sole Proprietorship Applicant(Individual's Name) to Appear on License :

CHOOSE TYPE OF LICENSE(S) (Descriptions are found in A.A.C. R3-4-1003)

<input type="checkbox"/> Grower	<input type="checkbox"/> Harvester	<input type="checkbox"/> Transporter	<input type="checkbox"/> Processor	<input type="checkbox"/> Nursery
---------------------------------	------------------------------------	--------------------------------------	------------------------------------	----------------------------------

STEP 2: BUSINESS INFORMATION*(Must be the individual with a valid fingerprint clearance card. See Step 6)*

Applicant Last Name:	Applicant First Name:	Tax ID or SSN:
Mailing Address:		
City:	State:	Zip Code:
Email:	Phone Number:	Alt. Phone Number:

For Office Use Only

Date Rec'd: _____ Rec'd By: _____ Lawful Pres./Age: _____ FP Card: _____

Date Appl. Approved: _____ Date Appl. Denied: _____

Date License Iss.: _____ Amount: _____ License#: _____



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov

STEP 3: APPLICANT BACKGROUND:

Has the applicant ever been denied, debarred, suspended, revoked, or otherwise prohibited from participating in any public procurement or licensing activity. ☐ YES ☐ NO

If "YES", Explain: _____

Are you applying to establish an industrial hemp operation as a member of an Indian Tribe/Community or as a tenant on Indian Tribal/Community lands? ☐ YES ☐ NO (If "YES", the applicant will be contacted with further instructions.)

Are you applying as part of a non-profit research program? ☐ YES ☐ NO (If "YES", the applicant will be contacted with further instructions.)

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? ☐ YES ☐ NO (If "NO", the Harvester and/or Transporter licenses are not required for a Grower to harvest and/or transport their own hemp crop).

STEP 4: ARIZONA POINT OF CONTACT: (Must be completed if the business address is outside of the State of Arizona)

If the applicant's business contact information is located outside of Arizona, the applicant must provide the principle business address information within Arizona and the point of contact for the location where operational documentation will be kept for inspection and review to meet the documentation compliance requirements in A.A.C. R3-4-1008.

Last Name:	First Name:	Title:
Physical Address:		
City:	State:	Zip Code:
Email:	Phone Number:	Preferred Method of Contact:



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov

STEP 5: PROGRAM ELIGIBILITY

Level 1 Finger Print Clearance

An applicant, which includes all key participants* of a business entity, is required to have obtained a valid fingerprint clearance card from the Arizona Department of Public Safety, prior to applying for an Industrial Hemp License. Any applications received that do not have this information will be returned. For more information on the fingerprint clearance card, visit the AZ DPS-ACCT website: <https://www.azdps.gov/services/public/fingerprint> or call 602-223-2279.

** "Key participant" means a sole proprietor, a partner in partnership, or a person with executive managerial control in a corporation. A person with executive managerial control includes persons such as a chief executive officer, chief operating officer, and chief financial officer. This definition does not include non-executive managers such as farm, field, or shift managers.*

Applicant		
Name:	Title:	FP Card ID Number:
Key Participants		
Name:	Title:	FP Card ID Number:

Age and Lawful Presence

Arizona Revised Statute § 41-1080 requires that an individual applying for a license issued by the Department (i) for the purpose of operating a business in Arizona or (ii) to someone who provides a service to any person where the license is necessary in performing that service—must submit certain documentation that satisfactorily demonstrates that the applicant is lawfully present in the United States. If the documentation does not contain a photograph of the applicant, the applicant must also present a government issued document that contains a photograph.

Arizona Administrative Code R3-4-1002 requires that the applicant be eighteen (18) years of age or older at the time of application.



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov

Directions: All individual applicants for a license or certification covered by this statute and rule must complete this form and provide evidence by submitting a copy (front and back) of one or more documents from the list on the following page declaring citizenship or lawful alien status with an application. If the documentation of lawful presence does not have a photograph, a government issued identification with photograph must be provided. If the Department has evidence of previously submitted proof of United States citizenship or a non-expired work authorization issued by the federal government, it is not necessary to provide this documentation again. Please **DO NOT** provide a copy of your Social Security card.

APPLICANT INFORMATION

APPLICANT'S LEGAL NAME (Print or type)

EVIDENCE OF CITIZENSHIP, NATIONAL OR ALIEN STATUS

Evidence of Citizenship – Please check the box corresponding to the document you are providing. The following documents need only be supplied once as long you remain certified.

- ☐ A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- ☐ Form N-550 or N-570, United States Certificate of Naturalization;
- ☐ Form DD-214 (Report of Separation Military Discharge Document) showing US Place of Birth
- ☐ United States Passport; or A foreign passport with a United States visa.

(Continued on Next Page)



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov

- ☐ Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); Certificate of Birth (FS-545) (issued by a Foreign Service post) or Certification of Report of Birth (DS1350); Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen
- ☐ Form N-561, Certificate of Citizenship
- ☐ Form I-197, United States Citizen Identification Card
- ☐ Form I-873 (or prior versions), Northern Marianas Card
- ☐ Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350)
- ☐ Form I-872 (or prior versions), American Indian Card with a classification code "KIC"; A tribal certificate of Indian blood; or A tribal or bureau of Indian affairs affidavit of birth.

Evidence of Lawful Presence – please check the box corresponding to the document you are providing. The documents listed below must be submitted with every new certification application and certification renewal, no exceptions.

- ☐ Arizona Driver's License issued after 1996.
- ☐ A driver's license issued by a state that verifies lawful presence in the United States; which does not include Alaska, Hawaii, Iowa, Illinois, Michigan, Montana, North Carolina, Nebraska, New Mexico, Nevada, Oklahoma, Oregon, Rhode Island, Texas, Utah, Vermont, Washington, or Wisconsin; unless the driver's license is compliant with Federal Real ID requirements.
- ☐ Form I-551 (Alien Registration Receipt, Resident Alien, or Permanent Resident Card; aka Green Card)
- ☐ Form I-766 (Employment Authorization Document)

(Continued on Next Page)



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov

- ☐ Form I-94 (Arrival/Departure Record)
- ☐ Form I-688B (Employment Authorization Card)
- ☐ Unexpired temporary I-551 stamp in foreign passport or on Form I-94
- ☐ Order from an immigration judge showing deportation withheld
- ☐ Order of an immigration judge granting asylum
- ☐ Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service

DECLARATION

All applicants must complete this section.

I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge and that the document(s) submitted demonstrating lawful presence and age are true.

Applicant's Signature

Today's Date



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov

STEP 6: AUTHORIZED SIGNATURE

By signing this application, I certify, agree, understand and acknowledge the following:

1. The information in this entire application, including all subparts and attachments, is complete, current, correct, and not misleading.
2. Any misstatements or omissions (whether intentional or unintentional) on this application may constitute cause for denial of my application.
3. A photocopy of this application, including this attestation, the authorization and release of information form, and any or all attachments, has the same force and effect as the original.
4. While this application is being processed, I agree to update the information originally provided should there be any change in the information.
5. No action will be taken on this application until it is complete and all outstanding questions/omissions regarding the application have been resolved.
6. The information provided by the applicant is considered public record and may be subject to a public records request for disclosure. If the applicant does not want personal phone numbers, email addresses, or street addresses disclosed, that personal information should not be used as business contact information.
7. I acknowledge that approval of an application is at the reasonable discretion of the department and that completing an application is no guarantee that a license will be approved.

Applicant's Signature

Today's Date



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov

STEP 7: LICENSING AGREEMENT

The purpose of this Licensing Agreement is to acknowledge the responsibilities of the licensee holding an industrial hemp license as authorized by A.R.S. § 3-306 and A.A.C. R3-4-1003(E).

The applicant agrees to:

- Provide access, for authorized Department inspectors, at any time, to all hemp and hemp seed, planted or stored, and all records to determine compliance with this article and any state or federal law, rule or order regulating cannabis as an agricultural crop.
- Maintain all records, as stated in section A.A.C. Title 3, Chapter 4, Article 10, R3-4-1008.
- Pay all required fees indicated in A.A.C. Title 3, Chapter 4, Article 10, Table 1.
- Comply with all pesticide use restrictions.
- Comply with all seed laws of the state.
- Comply with Federal crop reporting requirements to USDA-AMS. 7 CFR Part 990
<https://www.ams.usda.gov/rules-regulations/hemp/information-producers>
- Defend, indemnify, and hold harmless the Department from liability for the destruction of any crop or harvested plant in violation of this article. This indemnity shall not apply if the applicant is an agency, board, commission, or university of the State of Arizona.
- Be solely responsible for all financial or other losses.
- Be solely responsible for all land use restrictions, applicable city and county zoning, building, and fire codes and ordinances.
- Follow all regulatory, notification and reporting requirements of A.A.C. Title 3, Chapter 4, Article 10.

The applicant acknowledges:

- All information provided on the application, forms, maps and/or aerial photos have not altered since they were submitted to the Department.
- A new license is valid during the calendar year it was issued. Licenses expire on December 31st.
- Renewal applications are due by December 15th to avoid any lapse in licensing period.
- All license fees paid are non-refundable.

Name

Company

Applicant's Signature

Today's Date



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov

STEP 8: NEW APPLICATION FEES (Table 1.) (A full list of program fees can be found in Table 1. of A.A.C R3-4-1005)

New applicants may only apply for a one year license. Once an applicant has completed one season as licensee, they are eligible for renewing a license for one or two years. All application fees are due with the applications in the form of check or money order. All checks or money orders must be payable to the **Arizona Department of Agriculture**

NOTE: RENEWAL APPLICATION FEES (Table 2.):

Please contact the Department at 602-542-0955 or email azhemp@azda.gov for a renewal application. Please include your current or expired license number in the subject line of the email or provide to program staff when calling. Licenses are not automatically renewed. All application fees are due with the applications in the form of check or money order. All checks or money orders must be payable to the **Arizona Department of Agriculture** and include the expired license number on the memo line of the method of payment.

Table 1.

Initial License				
Type of License	Fee	Calculate Fees		
Grower	\$1,000.00	⇒		+
Nursery	\$650.00	⇒		+
Harvester	\$100.00	⇒		+
Transporter	\$100.00	⇒		+
Processor	\$2,000.00	⇒		+
Total Amount Due				

Table 2.

Renewal License				
Type of Renewal	Type of License	Fee	Calculate Fees	
1 Year	Grower	\$1,000.00	⇒	+
	Nursery	\$650.00	⇒	+
	Harvester	\$100.00	⇒	+
	Transporter	\$100.00	⇒	+
	Processor	\$2,000.00	⇒	+
2 Year	Grower	\$2,000.00	⇒	+
	Nursery	\$1,300.00	⇒	+
	Harvester	\$200.00	⇒	+
	Transporter	\$200.00	⇒	+
	Processor	\$4,000.00	⇒	+
Total Amount Due				



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

postal: 1802 W. Jackson St., #78, Phoenix, AZ 85007

physical: 1110 W. Washington St., Phoenix, AZ 85007

phone: 602-542-0955 - email: azhemp@azda.gov

STEP 9: ADDITIONAL DOCUMENTATION

To complete the application process, the Department will need the location information for all operations and storage facilities. Please download, complete, and submit with your application the **HempLocationsSuppliment** form.

As applicable, a labeled map or aerial photo indicating all growing, processing, and hemp seed and harvested hemp storage locations must be submitted with the application. Maps must include the geo-spatial location of all registered locations, major crossroads, and outlined growing areas to match the locations listed in the HempLocationsSuppliment form.

If there are multiple locations to register, you may need to download and complete an additional locations form (**HempAddlLocations**).

If, after a license has been issued, any request to add a location, remove a location, or change an existing location will need to be requested by completing and submitting a site modification form (**HempSiteModification**). For adding and amending a location (or more than one location), a single site modification fee of \$300 is required. No fee is required for removing a location.

ALL FORMS AND REPORTS ARE AVAILABLE ON OUR WEBSITE HERE:

<https://agriculture.az.gov/plantsproduce/industrial-hemp-program/industrial-hemp-license-applications>

Please contact program staff if you have any questions at:

azhemp@azda.gov or call 602-542-0955