



ARIZONA DEPARTMENT OF AGRICULTURE

ENVIRONMENTAL & PLANT SERVICES DIVISION - INDUSTRIAL HEMP PROGRAM

mailing: 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 INSTRUCTIONS FOR A NEW APPLICANT

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, payment 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 the applicant. Applications must be complete, signed, supporting documents included, and the application fee must be submitted in order for processing of the application to begin.

STEP 1: GENERAL INFORMATION:

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

Applying as a Business: If you are applying as a business, this would include any Company, Corporation, Limited Liability Company, Partnership, Organization, Co-op, or any other similarly classified business operation. There will need to be a responsible party that completes the eligibility requirements in **STEP 6**.

Applying as an Individual/Sole Proprietor: If you are applying as an individual (sole proprietor), please make sure this is the person who also provided the valid fingerprint clearance card number and 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 and possess seed or propagative materials pursuant to this Article for planting purposes; cultivate a crop, harvest a crop, 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 separate licensed grower.
- **Transporter:** An authorized Transporter License shall allow the licensee to engage in the transport of a harvested industrial hemp crop for a separate licensed 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.



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STEP 2: BUSINESS INFORMATION (Required):

Must be the individual providing the proof of eligibility and fingerprint clearance card. See *Step 6*

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. If the mailing address is not located within the State of Arizona, the applicant must complete **Step 4** to provide the principle address information and point of contact within the state.

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.

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?”

If "YES", the applicant will need to explain the instance, reason and date of the occurrence(s). Indicating "YES", does not automatically disbar an applicant from participating in the Industrial Hemp Program.

“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”, it is not necessary to apply for a Harvester and/or Transporter license.

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. The point of contact should be the main point of contact for all



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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 the paperwork and notifications to the Department 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 5: 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 should 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. ***

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.

Age and Lawful Presence A.R.S. § 41-1080: Proof of eligibility must be provided at the time of submission by selecting providing a copy of the documentation indicated on the form. Documentation must be current and valid. Any expired documents will result in the application being returned. This information is also used to determine age to ensure the applicant is 18 years of age or older.

STEP 6 & 7: AUTHORIZED SIGNATURE AND LICENSING AGREEMENT

These sections must be read, understood and signed & dated by the applicant. The Licensing Agreement contains provisions that must be read and understood, failing to meet the conditions of the licensing could result in jeopardizing the status of the license.

STEP 8: NEW APPLICATION FEES

Please make sure to send a check or money order in with the application for the correct amount. Applications received that are missing payment, or are incomplete or incorrect will be returned to the applicant. Make all checks or money orders payable to the **Arizona Department of Agriculture**. The renewal fees are for reference only. Renewals are completed on a separate application.



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STEP 10: ADDITIONAL DOCUMENTATION

Other additional forms are available on our website at: <https://agriculture.az.gov/plantsproduce/industrial-hemp-program/industrial-hemp-license-applications>

Locations 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. [HempLocations.pdf](#)

Grower Section: 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 Section: 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 Section: Indicate the total number of individual Harvester base of operations.

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

Processor Section: 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. The Location Supplement form will allow you to register 3 operations locations and 3 storage locations, if you need to include a additional locations, please submit an "Industrial Hemp Additional Locations Supplement" [HempAddILocations.pdf](#).

Industrial Hemp Additional Locations Supplement Form:

This form must be included if registering more than 3 grower, nursery, harvester, transporter, or processor locations and/or 3 storage locations.



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SUBMITTING YOUR APPLICATION PACKET:

Mail the application, required supplements, labeled maps or aerial photos, and other documents and authorizations to (**Do not drop off in person at this address**):

Arizona Department of Agriculture

EPSD - Industrial Hemp Program

1802 W Jackson St. #78

Phoenix, AZ 85007

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.