

## License Application and Renewal

Welcome to the Minnesota Department of Agriculture's Online Licensing and Payment System!

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[Shell Egg Annual Reports](#)

[Hemp Licensing](#)

If you have any questions, please contact the Licensing Coordinator at [\(651\) 201-6433](tel:6512016433).

# License Application and Renewal

## Hemp Program - Get Access Code

Follow the prompts below to get an Access Code to Verify your identity via phone or email.

### **Welcome to the Hemp Pilot Program**

**Enter phone OR email below to receive an Access Code to verify your identity. If verification is successful you will proceed to the application.**

Text capable phone, digits only

email address

Continue

# License Application and Renewal

## Hemp Program - Get Access Code

Follow the prompts below to get an Access Code to Verify your identity via phone or email.

### Welcome to the Hemp Pilot Program Confirmation Page

Access Code

Verify

Next

Cancel

# License Application and Renewal

## Hemp Program - Background Check Requirement

Please carefully read the information on this page and click the box at the bottom to acknowledge that you understand the background check requirements.

All first-time applicants to the Minnesota Department of Agriculture Hemp Program must pass a criminal history background check in order to obtain a license ([Minnesota Statutes, section 18K.04, subdivision 2](#) and [Section 297B\(e\)\(3\)B\(i\) of the Ag Marketing Act of 1946 \(7 U.S.C. 1621\)](#)). Anyone convicted of a felony relating to a controlled substance under state or federal law is ineligible to obtain a Hemp Program License during the 10-year period following the date of the conviction.

You acknowledge, by checking the box below, that you agree to complete the background check process by mailing your official fingerprints, Background Check Request Form, and payment to the Bureau of Criminal Apprehension (BCA), which they will use to conduct a state and federal criminal history background check. Instructions on how to complete the background check process will be mailed to you at the conclusion of this application process.

You understand the results of the check will be sent to the MDA and they will use it to make an eligibility determination for application to the Hemp Program for a grower and/or processor license. You understand that all Program fees paid during the licensing process are non-refundable and non-transferrable.

I have read and understand the background check requirements ☐

Next

Cancel

## License Application and Renewal

### Hemp Program - Applicant Information

#### Hemp Pilot Program Application Privacy Notice

Any information (as referred to as data) you provide as part of this application will be used by the MDA staff to assess your eligibility to receive a license through the MDA's Hemp Pilot Program. Your decision to provide this information is voluntary; you are under no legal obligation to provide MDA with any of the requested information. However, only completed applications will be considered for licensure. As a participant in the Hemp Pilot Program, your name, address, phone number, email address, and the location of your hemp field(s), processing facility, and/or testing laboratory are currently (as of October 2019) classified under Minnesota law as private or nonpublic data. Please note that due to the evolving nature of the laws and regulations surrounding hemp, the classification of this data may change at some point in the future. Your completed criminal background check information is also classified as private data. Data that is classified as private or nonpublic will be viewed and used at the MDA only by authorized employees and contractors that require access to perform their government functions.

Unless you consent to its release, private and nonpublic data will be shared only with other entities authorized by law to receive the information and parties named in a valid court order. The MDA may share private and nonpublic information with local, state or federal law enforcement, including the Minnesota Department of Public Safety, if the MDA determines that such sharing would aid in the law enforcement process. The MDA may be required to share the information with the Office of the Legislative Auditor or the Office of the State Auditor upon their request. In addition, private or nonpublic data may be shared with other government entities or made public if the MDA determines there is a substantive threat to human health and safety or to the environment. In the event of a legal action, your information may be shared with the Office of the Minnesota Attorney General.

Notice to all applicants: the MDA Hemp Pilot Program, as authorized under § 18K.09, is set to expire in the foreseeable future upon federal approval of the MDA's hemp licensing and regulation plan. Upon the Hemp Pilot Program's expiration, all Pilot Program registrations will be immediately null and void, and hemp growers/producers will be required to hold a Commercial Hemp Program license, issued under Minn. Stat. § 18K.04. In order to be considered for such a license, Minn. Stat. § 270C.72 requires the MDA to collect a Social Security number or individual taxpayer identification number and business identification number, as applicable, from commercial hemp applicants. **All applicants that have not provided the required information to be considered for a Commercial Hemp Program license at the time of the Program transition (including Social Security number or federal tax ID) will have their applications denied and will be growing/producing hemp without a valid Minnesota license.**

|   |                                 |
|---|---------------------------------|
| First Name:*                                  | <input type="text"/>            |
| Last Name:*                                   | <input type="text"/>            |
| Business Name or DBA:                         | <input type="text"/>            |
| MN Tax ID or Social Security # (digits only): | <input type="text"/>            |
| Physical Street Address:*                     | <input type="text"/>            |
| City:*  | <input type="text"/>            |
| State:*                                       | <input type="text" value="MN"/> |
| Zip Code:*                                    | <input type="text"/>            |
| Mailing Address:                              | <input type="text"/>            |
| City:   | <input type="text"/>            |
| State:  | <input type="text" value=""/>   |
| Zip Code:                                     | <input type="text"/>            |
| Primary Phone (digits only):*                 | <input type="text"/>            |
| Primary Email:*                               | <input type="text"/>            |

# License Application and Renewal

## Hemp Program - Authorized Representatives

Authorized Representative means any person authorized by the Licensee to act as a responsible party under the license. The Licensee remains responsible for compliance with the license requirements irrespective of the acts or omissions of an authorized representative.

A Licensee has an ongoing obligation during their license period to ensure that the Licensee, individual growers, any member of the Licensee's business occupying a leadership position, and authorized representatives have not been convicted of a controlled substance-related felony within 10 years of the date of application or during the license period.

The authorized representatives listed below are the only individuals with which the MDA can share private license information. Examples might include co-owners, farm managers, bankers, and attorneys. This is optional.

|                      |                      |            |                      |
|----------------------|----------------------|------------|----------------------|
| First Name:          | <input type="text"/> | Last Name: | <input type="text"/> |
| Phone (digits only): | <input type="text"/> |            |                      |
| E-mail Address:      | <input type="text"/> |            |                      |

Add Authorized Rep

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Cancel

# License Application and Renewal

## Hemp Program - Application for License

I am a (check all that apply):

Grower -  ▾

Processor -  ▾

### Definitions:

A **Grower** is any person who grows or cultivates hemp in order to harvest plants, plant parts, grain or seed.

A **Processor** is a person or business that converts raw hemp into a product.

A **Grow Location** means a contiguous land area, or greenhouses, hoop houses, or buildings for indoor cultivation, registered with the department, on which a Licensee will conduct licensed hemp cultivation activities. Each non-contiguous grow location must be registered separately.

**Raw hemp** means whole plants, whether growing or not, and the stalks, viable seeds, unaltered flowers or leaves, or any unprocessed plant pieces or parts.

**Processing** means rendering hemp plants or plant parts from the natural or original state after harvest by marginal refinement such as, but not limited to, decortication, devitalization, extraction, crushing, or packaging. Typical farm operations such as, but not limited to, sorting, grading, baling, drying, and harvesting are not considered processing for the purposes of this definition.

A **processing location** means any area, building, plant, or facility registered with and approved by the department in which a licensee will convert raw hemp into a marketable product.

## License Application and Renewal






### Hemp Program - Grow Location Information

The MDA is required to collect annual fees for the Hemp license and registration of sites. More fee information can be found [here](#). All fees are non-refundable and non-transferrable.

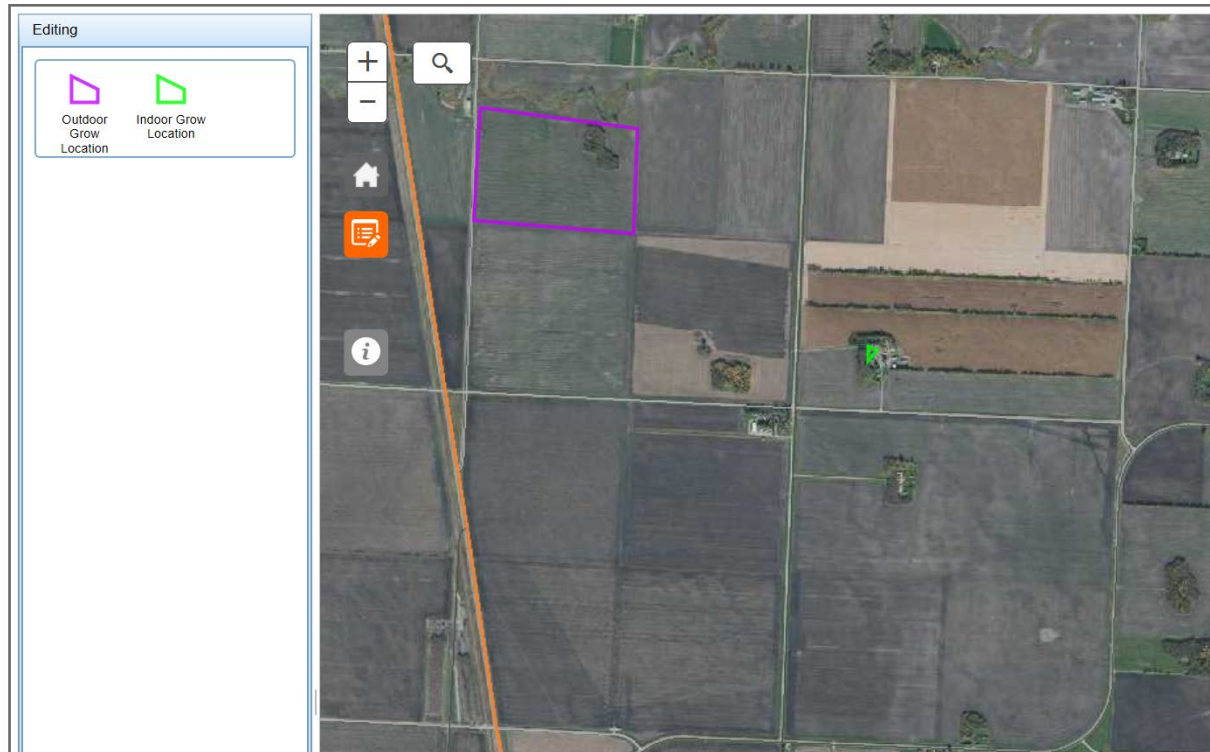
**Grow License: \$150**

**Each Grow Location: \$250**

Add A New Grow Location

1. Click  and type in the address or city/town into the search bar.
2. Manually zoom into the specific field or indoor grow location by clicking .
3. Click the  or  icon.
4. Draw a polygon on the map at the specific site of your proposed grow location by clicking the arrow in each corner of the proposed grow location.
5. The site you marked will be automatically saved.
6. If you need to delete the polygon and redraw, scroll to the bottom of the pop-up menu and click .

When you have input all of your grow locations, click "Next" to advance to the next page.





## License Application and Renewal




### Hemp Program - Processing/Storage Location Information

The MDA is required to collect annual fees for the Hemp license and registration of sites. More fee information can be found [here](#). All fees are non-refundable and non-transferrable.

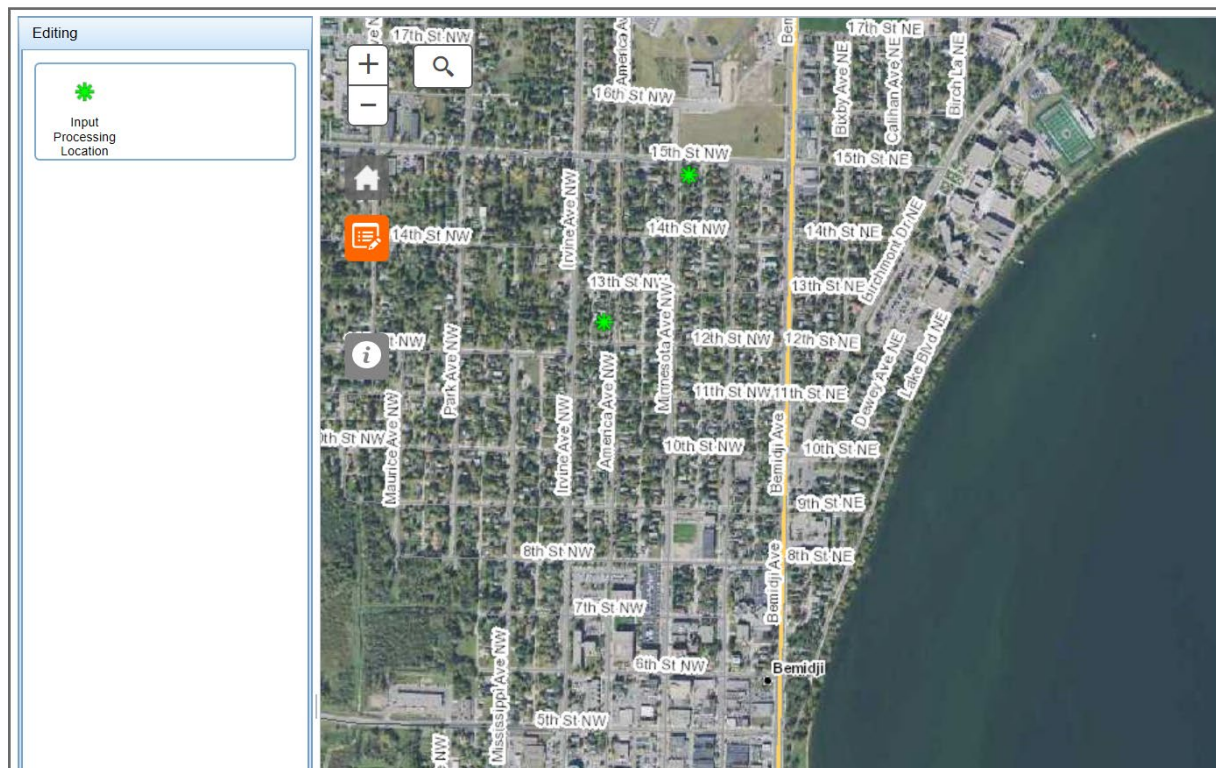
**Processor License: \$250**

**Each Processing Location: \$0**

Add A New Processing Facility Location

1. Click  and type in the address or city/town into the search bar.
2. Manually zoom into the specific location by clicking .
3. Click the  icon.
4. Click on the map at the specific site of your proposed processing location.
5. The site you marked will be automatically saved.
6. If you need to delete the point, scroll to the bottom of the pop-up menu and click [Delete](#)

When you have input all of your processing facility locations, click "Next" to advance to the next page.



# License Application and Renewal

## Hemp Program - Location Summary

The following locations will be created and linked to your HEMP license

### HEMP LOCATIONS

| TYPE                | COST   | LOCATIONID   | NAME     | ADDRESS | CITY | ZIP | STATE | COUNTY   | SIZE                  | TOWNSHIP | RANGE | SECTION | LA |
|---------------------|--------|--------------|----------|---------|------|-----|-------|----------|-----------------------|----------|-------|---------|----|
| GROW LOCATION       | 250.00 | 103000048403 | Margaret |         |      |     |       | Marshall | 100.61 ACRE OUTDOOR   | 155      | 48    |         | 48 |
| GROW LOCATION       | 250.00 | 103000048803 | Margaret |         |      |     |       | Marshall | 16704.07 SQ FT INDOOR | 155      | 47    |         | 48 |
| PROCESSING LOCATION | 0.00   | 102000051623 | Margaret |         |      |     |       | Beltrami | N/A                   | 146      | 33    |         | 47 |
| PROCESSING LOCATION | 0.00   | 102000051624 | Margaret |         |      |     |       | Beltrami | N/A                   | 146      | 33    |         | 47 |

Location Fee Total:\$500.0  
Processor License fee of \$250  
Grower License fee of \$150  
Total Hemp Licensing Fees: \$900

<  >

# License Application and Renewal

## Hemp Program - Research

What do you plan to grow/process for? *Choose all that apply.*

CBD -

Fiber -

Grain -

To Be Determined -

Would you be willing to report your agronomic, yield, and marketing results at the end of the year, in order to advance the research of hemp cultivation in Minnesota?

# License Application and Renewal

## Hemp Program - Signature

Please read the following statements and check the boxes to indicate that you read, understand, and agree to abide by the guidelines of the MDA Hemp Pilot Program, and Minnesota Statutes, section 18K.09.

- ☒ I understand the definition of hemp is: the plant *Cannabis sativa*, whether growing or not, containing not more than 0.3% delta-9 tetrahydrocannabinol post-decarboxylation. Any cannabis that I grow and any hemp-derived products that I offer for sale must meet the legal definition of hemp or it must be destroyed. Cannabis sativa plants or products containing more than 0.3% THC is marijuana under state and federal law.
- ☒ I understand that MDA inspectors and law enforcement must have unrestricted access to my registered hemp grow and processing locations, that the MDA may inspect and sample my hemp plants or products and may inspect my facilities and/or records. I understand that I must keep all records of hemp planted, including Certificates of Analysis/THC test results of the parent plants, seed/propagule label and sales information, and Fit For Commerce Certificates of hemp lots produced and/or purchased/ processed and I must retain such records for three years.
- ☒ I understand that growing hemp in an unregistered location is a prohibited act and may lead to consequences such as fines, destruction of crops revocation of license, or criminal charges. I understand that I must provide the MDA with accurate location and cultivation information in a timely manner.
- ☒ I understand that as the license holder, I am the responsible party under the license and I am responsible for any violations that occur, including by my employees who are working with hemp, co-owners or Authorized Representatives.
- ☒ I understand that my license is valid until December 31 of the year issued, and I must renew in order to obtain a license and continue growing or processing hemp in subsequent years.

## License Application and Renewal

☒ I understand that any raw or viable hemp lot that leaves my control, such as through sale, must have been tested, shown to be compliant with the legal definition of hemp, and have a Fit For Commerce Certificate issued by the MDA for that specific lot. Any raw or viable hemp being transported through Minnesota must have the associated Fit For Commerce Certificate or equivalent, and a bill of lading or other proper documentation demonstrating that the hemp was grown in Minnesota or legally imported under applicable state and federal laws.

☒ I understand that the MDA is currently in the legislative rule making process for the Hemp Program as established in Minnesota Statutes 18K and as a result, guidelines laid out by program staff at the time of licensure may change within the licensing period. Program staff will update licensees on any new rules or changes in a timely manner.

☒ I understand that the United States Department of Agriculture (USDA) oversees all hemp production in the U.S. and the Secretary of Agriculture is in the process of promulgating rules for [the Ag marketing Act of 1946 \(7 U.S.C. 1621\)](#) and that the State of Minnesota may have to adopt those rules as part of the State Hemp Plan approval process. Therefore, any hemp grower in the State of Minnesota will also have to adhere to those changes.

☒ I understand that it is prohibited to grow, dry, or process hemp within a residential dwelling without written permission from the department.

☒ I understand that the MDA Hemp Pilot Program, as authorized under § 18K.09, is set to expire in the foreseeable future upon federal approval of the Minnesota State Hemp Plan including licensing and regulations. MDA's hemp licensing and regulation plan. Upon the Hemp Pilot Program's expiration, all Pilot Program registrations and licenses will be immediately null and void, and industrial hemp growers/producers will be required to hold a current Commercial Hemp Program license, issued under Minn. Stat. § 18K.04. In order to be considered for such a license, Minn. Stat. § 270C.72 requires the MDA to collect a Social Security number or individual taxpayer identification number and business identification number, as applicable, from commercial hemp applicants. All applicants that have not provided the required information to be considered for a Commercial Hemp Program license at the time of the Program transition (including Social Security number or federal tax ID) will have their applications denied, and will be growing/producing hemp without a valid Minnesota license.

Signature:\*  Date: 11/29/2019

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Cancel

# License Application and Renewal

When using this system, **Do Not use the Back button or Refresh key** on your computer.

Select 'Payment Method' and then click 'Continue Payment Information' to go to the U.S. Bank site.

No additional handling fees will be added for payment using e-check (direct payment from your bank account). Using a Credit Card for payment will add a handling fee to your total below.

Payment Method

|                        | Item #   | Name         | Description               | Amount Due | Effective Period | Categories |
|------------------------|----------|--------------|---------------------------|------------|------------------|------------|
| <a href="#">Delete</a> | 20203566 | WEBUSER00415 | INDUSTRIAL HEMP SITE CERT | \$900.00   | IN APPLICATION   |            |
|                        |          |              | Total Amount Due          | \$900.00   |                  |            |

[Continue Payment Information](#)

[MDA Licensing Regulations and Policies](#)

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## Make a Payment

### My Payment

#### Online Licensing System

**Amount Due** \$920.25

### Payment Information

**Frequency** One Time

**Payment Amount** \$920.25

**Payment Date** Pay Now

### Contact Information

**First Name**

**Last Name**

**Company**

**Address 1**

**Address 2**

**City/Town**

**State/Province/Region**

**Zip/Postal Code**

**Country**

**Phone Number**


**Email Address**

### Payment Method

**Card Number**



**Expiration Date**

**Card Security Code**  

**Card Billing Address** ☒ Use my contact information address  
☐ Use a different address

## Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

### Payment Details

**Description** MN Department Of Agriculture  
Online Licensing System  
www.mda.state.mn.us

**Payment Amount** \$920.25

**Payment Date** 11/29/2019

### Payment Method

**Payer Name** Margaret Wiatrowski

**Card Number** \*1111

**Expiration Date** Feb-2020

**Card Type** Visa

**Confirmation Email** margaret.wiatrowski@state.mn.us

### Billing Address

**Address 1** 625 Robert St. N.

**City/Town** St. Paul

**State/Province/Region** MN

**Zip/Postal Code** 55155

**Country** United States

### Contact Information

**First Name** Margaret

**Last Name** Wiatrowski

**Address 1** 625 Robert St. N.

**City/Town** St. Paul

**State/Province/Region** MN

**Zip/Postal Code** 55155

**Country** United States

**Phone Number** 6512016123

**Email Address** margaret.wiatrowski@state.mn.us

**Confirm**

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