



CASHIER USE ONLY 8250

Hemp Producer License Application

Hemp may be grown in Washington only through the Washington State Department of Agriculture (WSDA) Hemp Program as established in chapter 16-306 WAC.

DIRECTIONS: Complete all parts of the application and submit this application, the nonrefundable license fee, and all required attachments (listed on page 2) to:

Washington State Department of Agriculture Hemp Program PO Box 42591 Olympia, WA 98504-2591

Postmark/Received on:

Email submissions will not be accepted. Be sure to keep a copy of the full application for your records. All information submitted must be accurate, legible, and complete. If WSDA determines that any of the information submitted is missing/not included or inaccurate, the application will be deemed incomplete. Applications that are incomplete, or do not include the required attachments, will not be considered.

Applicant Information form with fields for Name, Social Security Number, Business Name, Physical Street Address, Mailing Address, County, Primary Phone, Primary Email, Website, Contact Information for authorized person, and Licensed Business Information.

Applicants must comply with chapter 16-306 WAC. A Hemp Producer License issued by the state is required prior to planting hemp seeds in Washington State. A Hemp Producer License provides state authorization for the production of hemp at specific registered land areas by a particular individual or entity.

Hemp Producer — License Fees

Effective January 1, 2020 license fees are as follows:

Annual License Fee	License Modification Fee
\$750.00	\$200.00 *

Effective June 1, 2020 license fees are as follows:

Annual License Fee	License Modification Fee	Late License Fee (After March 31)
\$1,200.00	\$200.00 *	\$200.00 **

* See WAC 16-306-050(8)
** In addition to License Fee

Hemp Producer — Application Checklist

Completed Application for an Hemp Producer License

License Fee

Email submissions not accepted; payment for the license fee must be included with the application

Criminal history report

Mandatory for individual applicant or key participants of business per WAC 16-306-040(3)

Washington State Residents: The Online Washington State Patrol WATCH report is accepted (subject to change). You can access the site for the report at:

www.wsp.wa.gov/crime/criminal-history/

Out-of-state Residents: The criminal history report must show the respective state and federal history.

Mail application, supporting materials, and payment to:

**Washington State Department of Agriculture
Hemp Program
PO Box 42591
Olympia WA 98504-2591**

Make checks † or money orders payable to:

Washington State Department of Agriculture

WSDA is not responsible for missing information due to formatting or printing errors on the applicant's end. WSDA is not responsible for applications lost in the mail or not received.

† Checks returned by the bank will be charged a handling fee of \$25.00. ([RCW 62a.3.515](#) and [.520](#))

For more information on the Hemp Program, please visit:

<https://agr.wa.gov/departments/agricultural-products/hemp> or email hemp@agr.wa.gov.

Hemp Producer Sites

- You are required to provide precise GPS coordinates in DEGREES DECIMAL MINUTES for each field, greenhouse, and storage facility at each address (Example: Latitude: 38° 9.919'N, Longitude: 84° 49.267'W).
- The field, greenhouse, and storage IDs used in these tables must be consistent on all future reports used by participants in the hemp program.
- Any additions or changes to the GPS coordinates for growing sites after signing this application will require the participant to pay a **\$200 License Modification Surcharge (LMS) fee per addition / change to GPS or address locations.**
- Attach additional pages as necessary.

Farm 1					
Registered Land Address 1	City	State	Zip Code	County	Own/Rent?
Does this farm have multiple entrances? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Field ID	GPS: Latitude (e.g., 38° 9.919'N)	GPS: Longitude (e.g., 84° 49.267'W)	Acres	
Field					
Field					
Field					

Farm 2					
Registered Land Address 2	City	State	Zip Code	County	Own/Rent?
Does this farm have multiple entrances? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Field ID	GPS: Latitude	GPS: Longitude	Acres	
Field					
Field					
Field					

Storage (barn, etc.)					
Registered Land Address	City	State	Zip Code	County	Own/Rent?
	Storage Building ID	GPS: Latitude	GPS: Longitude	Purpose	
Building					
Building					

Greenhouse					
Registered Land Address	City	State	Zip Code	County	Own/Rent?
	Greenhouse Building ID	GPS: Latitude	GPS: Longitude	Square Feet	
Greenhouse					
Greenhouse					

Hemp Producer Additional Information

Number of Addresses: _____ Number Greenhouses: _____ Source of Seed
TOTAL acres: _____ TOTAL square feet: _____ Business Name: _____
Address: _____

Hemp Producer Attestation

The license is valid from the date of issuance until the last day of April of the following year. Initial: _____

The license cannot be transferred or assigned to another individual, business, or entity. Initial: _____

Any person convicted of a felony related to a controlled substance under state or federal law before, on, or after the enactment of the 2018 Farm Bill is prohibited from producing hemp for 10 years following the date of conviction. An exception applies to a person who was lawfully growing hemp under the 2014 Farm Bill before December 20, 2018, and whose conviction also occurred before that date. Initial: _____

I understand all applications must be accompanied by a completed criminal history report. If the application is for a business entity, a completed criminal history report must be provided for each key participant. Initial: _____

In addition to the land information required to be submitted to WSDA, licensed producers must also report their hemp crop acreage to the USDA Farm Service Agency (FSA). When reporting to FSA, producers must provide their state license number. The requirement that producers report hemp crop acreage to FSA establishes an identification system for hemp production nationwide and complies with the information sharing requirements of the 2018 Farm Bill. A link to FSA information on how to report hemp crop acreage to FSA is available at: www.fsa.usda.gov/Assets/USDA-FSA-Public/usdfiles/FactSheets/2019/crop-acreage-reporting-19.pdf Initial: _____

I understand that hemp production must be sampled and tested for THC concentration levels prior to harvest. Samples must be collected by a WSDA-approved inspector within the 15 days prior to the anticipated harvest, during normal business hours. WSDA has developed sampling and testing protocols; the protocols are provided on the [WSDA Hemp website](#). Initial: _____

I acknowledge that I or an authorized representative who is knowledgeable about the hemp program shall be available on the location by appointment for on-site visits by WSDA for purposes of inspection and sampling. Initial: _____

I understand that all physical addresses and GPS coordinates of the locations used to grow or store hemp must be submitted with this application. Changes to physical addresses, locations, or GPS coordinates require the written approval from WSDA. Any unauthorized changes to physical addresses, locations, or GPS coordinates may cause me to lose my license and/or be ineligible for licensing in the future. Initial: _____

I consent to entrance of property by the department to inspect the registered land area with or without prior notice. Initial: _____

The licensee will follow applicable local, state, and federal laws, including but not limited to, [chapter 15.140 RCW](#) and chapter 16-306 WAC. Initial: _____

I declare under penalty of perjury that the information provided in this application is true and correct, and that I have read and understand all of the conditions and obligations associated with hemp participation in the state of Washington.

Signature of Applicant

Date

Printed Name