



STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE
BUREAU OF REGULATORY SERVICES

FOOD SAFETY &
AG. COMMODITIES
860-713-2513
ANIMAL CONTROL
860-713-2506
DAIRY/MILK SAFETY
860-713-2508
PRODUCE SAFETY
860-713-2522
LIVESTOCK/POULTRY
860-713-2504
STATE VETERINARIAN
860-713-2505

Hemp Producer License Application Instructions

(rev. 12.29.2020)

Important definitions you need to understand:

"Key participant" means a sole proprietor, a partner in partnership, or a person with executive managerial control in an entity, including persons such as a chief executive officer, chief operating officer and chief financial officer.

"Entity" means a corporation, joint stock company, association, limited partnership, limited liability partnership, limited liability company, irrevocable trust, estate, charitable organization, or other similar organization, including any such organization participating in the hemp production as a partner in a general partnership, a participant in a joint venture, or a participant in a similar organization.

Are you applying for a Hemp Producer license as a business entity or as individual sole proprietor?

Please note: If you registered with E-License as an individual and are planning to operate your hemp business as a separate business entity (defined above), then you must log out and create a registration under the entity's name, before applying for your hemp producer license.

You must be logged into this application under your personal ID, business ID or organization ID that you intend to use for this license application. Using your personal ID and attempting to enter information for your business or organization information may affect other personal licenses or permits you hold in the E-License system.

Required Documents to complete this application

You must have available electronic copies of the several documents available for uploading when requested. Full instructions and required forms can be found by following this [hyperlink](#).

All supporting documents must be uploaded through this system. These include:

- Site location documentation to include:
- Latitude and Longitude coordinates in decimal degrees to the thousandth place
- A map showing boundaries
- A Legal description of each lot.

You will also need to provide the following information:

- Personal Information for the individual applicant and the key participants for any business entity applicant (key participants are the officers of the entity)
- SSN or FEIN for entities
- Date of Birth for individual applicant and the key participants
- Business Address for applicant
- Home Address for individual applicants and key participants, and other contact information

Suspension of Criminal History Records Check Requirement.

At the present time, the federal and state criminal history records check program for the State Department of Agriculture has not been approved by the FBI, and background checks cannot be completed at this time. The commissioner has the discretion to issue conditional grower licenses without the completion of this records check. Once the state and federal criminal history records check program has been approved and the required background checks can be completed, you will be notified, and have 60 days to complete the background checks for the individual applicants and all key participants. The Commissioner shall revoke or terminate any conditional grower license upon expiration of the 60 day period, if the applicant's or conditional licensee's, (including all key participants) results do not meet the requirements of the federal act, and CGS 22-61I.

Next Steps after application is approved and conditional license is issued:

If your application is approved, remember to bring your license certificate with you when you visit your local Farm Service Agency field office to report your hemp crop acreage. Click this [hyperlink](#) to find you county FSA office. You will need to provide DOAG with the lot numbers issued by FSA for each of your lots. Your license is not complete until this step is completed.

You must inform the DOAG of the FSA lot numbers by using the eLicense system. Log back in and select the Online Service and select the Address and General Maintenance tab. Then select the start button with your HEMP Producer number. Use the down menu to select FSA lot updates. Remember to page all the way through the update screens using the "NEXT" button --- This transaction is not completed until you select the "Finish' Button on the last screen and information is processed

Term of License:

Once DOAG approves an application, DOAG will issue a conditional producer license. Licenses are valid until for three (3) years from the date issued and do not automatically renew. Licenses must be renewed every three years and will be required to include an updated criminal history report. If any of the information on your license application changes, you must notify the department within 15 days, in writing, and receive approval of the changes, in writing, before the changes are effective.