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Commissioner

STATE OF CONNECTICUT DEPARTMENT OF AGRICULTURE

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Hemp Producer License Application Instructions (rev. 01.07.2022)

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

Criminal History Records check:

Individual applicants and all key participants of a business entity applying for a Hemp Producer license must complete a criminal history records check and cannot have a felony conviction related to a controlled substance under any state or federal law within the last 10 years from the date of conviction.

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 producer licenses without the completion of this records check. Once the state and federal criminal history records check program has been approved by the FBI and the required background checks can be completed, you will be notified, and have 30 days to complete the background checks for the individual applicants and all key participants. If the criminal history records check are not completed within the 30 days, the conditional license will be revoked.

Any criminal history records check which reveals a felony conviction related to a controlled substance under any state or federal law within the last 10 years from the date of conviction, will result in the denial of a Hemp Producer License or the revocation of an existing license associated with the individual.

Once background checks are authorized by the FBI, you must consent to a Criminal History Records Check and authorize the release of the results to DOAG for each individual applicant and key participant listed in the application.

The Connecticut Department of Emergency Services and Public Protection has changed how Criminal History Records Checks are applied for and how that information is transmitted to requesting agencies. You will receive instructions on how to obtain your Criminal History Records Check by a separate email.

Research Institutions, Microgreens Producers, Greens Producers and Transplant Producers:

Research Institutions, Microgreens Producers, Greens Producers and Transplant Producers must submit to the Department a description of their objectives that demonstrates to the Commissioner's satisfaction that research of hemp, hemp breeding, or growing of immature hemp for sale is being performed, a timeline of activities and a sampling plan that demonstrates, the alternative method has the potential to ensure, at a confidence level of 95 percent, that the cannabis plant species *Cannabis sativa* L. that will be subject to the alternative method will not test above the acceptable hemp THC level. Sampling plans must also demonstrate a process for collecting a representative sample that is a

homogeneous composition of the lot and provide a disposal and/or remediation plan for any cannabis plants that are found to exceed the acceptable hemp THC level.

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.