



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

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:

As part of the application process, individual applicants and key participants must also submit a completed Federal Bureau of Investigation's (FBI) Identity History Summary. Click on this [hyperlink](#) to get to the FBI Criminal Background Check Form - Form I-783.

You must email the results to [AGR.Backgroundcheck@ct.gov](mailto:AGR.Backgroundcheck@ct.gov) for each individual applicant and key participant of an application.

DOAG will not accept criminal history reports completed more than 60 days before the submission of an application.

Applications will not be reviewed until all forms have been received.

### Next Steps after application is approved and 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 your 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 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 must 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.