



Alaska Division of Agriculture Hemp Program

Registration Renewal

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A renewal application for a registration must be postmarked or received by the division not later than December 15 of the calendar year before the registration term. Until the division makes a decision on a timely filed renewal application, the prior year registration remains valid after January 1st. If applying for renewal of more than one class of registration, a separate application and all required fees must be submitted for each class of registration.

Directions: Complete all parts of the following application and submit the application, the nonrefundable registration renewal fee, and all required attachments to Alaska Plant Materials Center, Attn: Industrial Hemp Program, 5310 S. Bodenbug Spur, Palmer, AK 99645. Application must be complete, accurate and legible. Follow all instructions in the document. Be sure to keep a copy of the full application for your records.

The completed applications may be submitted electronically, post mailed, or hand-delivered to the division. All associated fees must be submitted to the division at the time of application. Fees may be in the form of cash, check, money order or the applicant may contact the division at 907-745-4469 to pay electronically. For the electronic mail submission of an application, please send completed forms to industrialhemp@alaska.gov. To facsimile a completed application, send to 907-746-1568. To post mail a completed application, send to Alaska Plant Materials Center, Attn: Industrial Hemp Program, 5310 S. Bodenbug Spur, Palmer, AK 99645.

- 1) Were you a previous registration holder in the Alaska Industrial Hemp Program? All 2020 registration holders should submit this application prior to December 15 of the calendar year before the registration term expiration date.

Yes No

If yes, continue the renewal application below. If no, but you would like to participate as a grower, processor, or retailer, please complete a new grower, processor, or retailer application located at <http://plants.alaska.gov/industrialhemp.htm>.

- 2) Indicate the class of registration to be renewed and your license number. For the renewal of additional classes, please submit separate applications for each class.

Grower Registration # _____
 Processor Registration # _____
 Retailer Registration # _____

Applicant Information

3) Applicant Name:

(Individual or signing authority for business entity- (NOT a company name))

4) Primary Residential Address of Applicant:

5) Are you applying as an individual or as a business?

Check or Circle one:

Individual (Complete Part A in this table below; skip Part B)

Business Entity (Skip Part A; Complete Part B in this table)

A. If applying as an Individual or Sole Proprietorship complete section A below and skip Section B. If applying as a business entity skip Section A, complete Section B below.

A1. Name of Business (if applicable):

A2. Physical Address:

A3. Mailing Address

A4. Email Address for Applicant:

Note: Email is the primary method of communication for this program.

B. If applying as a Business, complete Section B below. Note: The business entity must be authorized and in good standing with the State of Alaska.

B1. Name of Business:

B2. Doing Business As name or trade name:

B3. Owners as identified in State of Alaska Corporate Database (if applicable):

B4. Licensed by State:

Yes No

State of Registration:

Business License #:

B5. Operates as one of the following:

LLC Corporation Partnership Other

B6. Physical Address:

B7. Mailing Address:

B8. Email Address for Applicant:	
C. Contact Information for authorized person(s) or designee(s) who have signing authority.	
1- Name:	Title:
Cell Phone:	Email:
2- Name:	Title:
Cell Phone:	Email:

6) Secondary Contact Persons. You may authorize two additional contacts that are able to receive all communications and send in reports when applicable. They will not have authority to make changes to the permit. If you would like to add secondary contact person(s), complete the table below.

Name	Address	Email	Phone

7) Did you receive a notice of violation during the registration term?
 Yes No

8) If your address , GPS coordinates, or map has changed or you are adding an additional location from your original grower, processor, or retailer registration application, please provide detail of that change below and attach an updated COLOR map of the address with this application. If no change has occurred, disregard the tables below.

a. Retail Location Change (If Retailer)

Address 1	Retail Address	City	State	Zip Code	Own/Rent
GPS: Latitude Ex. 38° 9.919'N			GPS: Longitude Ex. 84° 49.276'W		
Is this a change of location or a new location? <input type="checkbox"/> Change <input type="checkbox"/> New					
Address 2	Retail Address	City	State	Zip Code	Own/Rent
GPS: Latitude Ex. 38° 9.919'N			GPS: Longitude Ex. 84° 49.276'W		
Is this a change of location or a new location? <input type="checkbox"/> Change <input type="checkbox"/> New					

b. Growing/Storage Location Change (If Grower)

Site 1					
Street Address	City	State	Zip	Own / Rent	Status
					<input type="checkbox"/> Change <input type="checkbox"/> New

FIELDS

Location ID*	GPS: Latitude Ex. 38° 9.919'N	GPS: Longitude Ex. 84° 49.276'W	Acres	Status
				<input type="checkbox"/> Change <input type="checkbox"/> New
				<input type="checkbox"/> Change <input type="checkbox"/> New
				<input type="checkbox"/> Change <input type="checkbox"/> New

GREENHOUSE / INDOOR GROWING

Location ID*	Type of Structure Ex. Field, Greenhouse, Barn, etc.	GPS: Latitude Ex. 38° 9.919'N	GPS: Longitude Ex. 84° 49.276'W	Area – Sq Ft	Status
					<input type="checkbox"/> Change <input type="checkbox"/> New
					<input type="checkbox"/> Change <input type="checkbox"/> New
					<input type="checkbox"/> Change <input type="checkbox"/> New

STORAGE BUILDINGS

Location ID*	Type of Structure Ex. Field, Greenhouse, Barn, etc.	GPS: Latitude Ex. 38° 9.919'N	GPS: Longitude Ex. 84° 49.276'W	Area – Sq Ft	Status
					<input type="checkbox"/> Change <input type="checkbox"/> New
					<input type="checkbox"/> Change <input type="checkbox"/> New
					<input type="checkbox"/> Change <input type="checkbox"/> New

*Location ID: A unique identifier or common name for each building, as designated by the applicant.

c. Processing/Storage Location Change (If Processor)

Address 1	Processing/Storage Address		City	State	Zip Code	Own/Rent	Status
							<input type="checkbox"/> Change <input type="checkbox"/> New
	Location ID*	Type of Structure**	GPS: Latitude Ex. 38° 9.919'N		GPS: Longitude Ex. 84° 49.276'W		Status
Building 1							<input type="checkbox"/> Change <input type="checkbox"/> New
Building 2							<input type="checkbox"/> Change <input type="checkbox"/> New
Building 3							<input type="checkbox"/> Change <input type="checkbox"/> New

Acknowledgments for Renewal of Registration

Please read each of the acknowledgments below and mark your understanding and acceptance of each statement by checking "Yes" or "No".

- 1) A person may not sell industrial hemp products in the state unless the person has obtained an industrial hemp registration from the division to participate in the Alaska Industrial Hemp Pilot Program.

Yes No

- 2) The three classes of industrial hemp registration are Grower Registration, Processor Registration and Hemp Retailer Registration. A person may hold a single registration or any combination of classes of registrations.

Yes No

- 3) A person under the age of eighteen (18) years of age shall not apply for or hold a grower, processor, or retailer registration.

Yes No

- 4) An industrial hemp retailer registration is valid from the date it is issued until December 31st of the same year.

Yes No

- 5) A renewal application for registration must be postmarked or received by the division not later than December 15 of the calendar year before the registration term expires.

Yes No

- 6) Acknowledge that the division may deny an application for renewal registration if the division finds that:

- a) an applicant is not responsive to a request for additional information.
- b) a renewal application for registration is not postmarked or received by the division not later than December 15 of the calendar year before the registration term expires as required under 11 AAC 40.060(a);
- c) a registration has been suspended or revoked under 11 AAC 40.830; or
- d) any action taken under 11 AAC 40.800 prohibits renewal of the registration.

Yes No

7) An applicant wishing to appeal the division's denial of a registration application may appeal the denial in compliance with 11 AAC 40.830.

Yes No

8) Acknowledge that each signatory to a renewal application for an industrial hemp registration must declare under penalty of unsworn falsification that:

- a) the renewal application is true, correct, and complete;
- b) the signatory has authority to bind the applicant; and
- c) the applicant has read and is familiar with AS 03.05.010, 03.05.076-03.05.100, and this chapter

Yes No

9) Acknowledge that if an applicant applies for renewal of more than one class of registration, a separate application and all required fees must be submitted for each class of registration.

Yes No

10) Acknowledge that the risk of financial or other loss shall be borne solely by the registrant.

Yes No

Attachments

Check all attachments below prior to submitting the application. The division will make a determination as to the completeness of the renewal application and will notify each applicant that the application is complete, or if any additional information or submittals are necessary to complete the application.

REQUIRED: A non-refundable registration renewal fee of \$50.00. Please wait to make payment until you receive an approval email with invoice.

REQUIRED: An annual Retailer Registration fee of \$300.00. Please wait to make payment until you receive and approval email with invoice.

REQUIRED: Maps, one per address – If your address has changed or you are adding an additional location from your original application.

I hereby verify and affirm that all the information contained in this application is true and accurate. I understand that if the Alaska Division of Agriculture later determines that any of this information to be inaccurate, the *Application for New Registration* and *Application for Retailer Registration* may be **suspended or **revoked**.**

Signature of Applicant

Date

Printed Name

Title, if applicable