



600 E Boulevard Ave., Dept. 602  
Bismarck, ND 58505-0020  
*Equal Opportunity in Employment and Services*

**Instructions: Application for Industrial Hemp License (Revised 12-07)**

If you need assistance completing the application form, please call 701-328-4756 or 1-800-242-7535. **Incomplete or illegible forms will be returned.**

1. The primary applicant is considered the farm owner or manager – the individual making or having authority for all final decisions regarding the farm unit. The individual assisting primary applicant is any person involved in the handling or production of industrial hemp.

If you are the primary applicant, check the appropriate box. Also, check the either the initial or renewal box.

If you are an individual assisting the primary applicant, check the appropriate box. Also, check either the initial or renewal box.

2. If you are applying as an individual assisting a primary applicant, you must include the primary applicant's full name. Please include the last first, middle, and last name (no initials).
3. Include last name.
4. Include first name (no initials).
5. Include middle name (no initials).
6. List all other names you have used including nicknames: if female, furnish maiden name. If you have ever used any surnames other than your true name, during what period and under what circumstances were those names used? If you have ever legally changed your name, give date, place, and court. Please explain by attachment.
7. Include mailing address. Post office box mailing addresses will not be accepted.
8. Include city.
9. Include state.
10. Include nine digit zip code.

11. Include date of birth. (DD/MM/YYYY)
12. Include social security number. The North Dakota Department of Agriculture is authorized to release social security numbers to the North Dakota Bureau of Criminal Investigation and the Federal Bureau of Investigation.
13. Are you a citizen of the United States? Mark yes or no.
14. If you are not a citizen of the United States, do you have an alien registration number? Mark yes or no.
15. If you are not a citizen of the United States, please include your alien registration number.
16. Have you ever been convicted of a crime? Mark yes or no. If yes, please explain by attachment. Criminal conviction means a finding of guilt, a guilty plea, a plea of no contest, a plea or nolo contendere, or a judgment of conviction even though the court may have suspended execution of a sentence in accordance with subsection 3 of the North Dakota Century Code section 12.1-32-02, or a deferred imposition of sentence in accordance with subsection 4 of North Dakota Century Code section 12.1-32-02, or an equivalent statute.
17. Include work telephone number.
18. Include home telephone number.
19. Include cell phone number.
20. Include email address.
21. List all addresses for past 10 years, most recent first, include street address, city, state, and date (month and year) of residence at each address. Use attachment if more space is required.
22. Primary applicant must list all individuals who will be involved in any manner in handling or producing industrial hemp. Use attachment if more space is required.
23. Include number of acres for industrial hemp production (minimum of 10 acres per license).
24. Include Field 1 legal description (township, range, section).
25. Geopositioning field location data must be in latitude and longitude decimal degree format using WGS 84 datum (Example: Latitude: 46.78061 Longitude: -100.80367). If the field is square or rectangle in shape, provide locations for four field corners. If the field is irregular in shape, provide locations for five field corners.
26. If you will be planting industrial hemp in more than one field, include Field 2 legal description (township, range, section).

27. Geopositioning field location data must be in latitude and longitude decimal degree format using WGS 84 datum (Example: Latitude: 46.78061 Longitude: -100.80367). If the field is square or rectangle in shape, provide location for four field corners. If the field is irregular in shape, provide locations for five field corners.
28. For each field, an official United States Department of Agriculture Farm Service Agency aerial map indicating the entire field perimeter and corresponding field corners must be attached with the application. Have you attached the required maps? Mark yes or no. If no, the application will be returned.
29. FOR RENEWAL LICENSE APPLICANT ONLY: Check the appropriate box depending if all crop is marketed, not marketed, or not planted in the previous licensed year.
30. Include name of county where crop is stored.
31. Include legal description of crop storage (township, range, section).
32. Include geopositioning data for crop storage. See example of data above.
33. Include quantity of crop in storage.
34. If primary applicant, check the box.
35. Check either the initial or renewal box.
36. Include the total number of acres of industrial hemp production.
37. For initial applicants, include amount (\$5 per acre or \$150 minimum fee).
38. For renewal applicants, include amount (\$5 per acre or \$150 minimum fee).
39. For initial applicants, total all costs.
40. For renewal applicants, total all costs.
41. Make check for primary applicant fees to the North Dakota Department of Agriculture.
42. If individual assisting primary applicant, check the box.
43. Check either the initial or renewal box.
44. Make check for fees to the North Dakota Department of Agriculture for \$47.25. **There are no application fees for renewal applications for individuals assisting primary applicants.**
45. Two fingerprint sets on prescribed forms must be submitted with applications for **initial applicants only**. Have you attached fingerprints? Mark yes or no. If no, the application

will be returned. Fingerprints must be completed by a law enforcement agency. The law enforcement agency may charge the applicant for the fingerprint process.

46. Fingerprints will only be accepted on cards distributed by the North Dakota Department of Agriculture. **Do not fold or crease fingerprint cards. Folded or creased fingerprint cards will be returned to the applicant.**
47. Include signature of applicant. Signature must be legible.
48. Include date of application.
49. The applicant's signature must be notarized.
50. Return the completed application form and all necessary attachments and required fees. If incomplete, the application will be returned.

Return to:

North Dakota Department of Agriculture  
Industrial Hemp Program  
600 E. Boulevard Ave., Dept. 602  
Bismarck, ND 58505-0020

**If you have any questions or need assistance completing the application, please call 701-328-4756 or 1-800-242-7535 or email [kjunkert@nd.gov](mailto:kjunkert@nd.gov) .**

Instructions revised 10-07.