



HEMP VENDOR SITE LICENSE APPLICATION

Vendor Site License is valid from July 1 until June 30, unless revoked.

Esta solicitud está disponible en español e inglés. En caso de discrepancia entre las dos versiones, prevalecerá la versión en inglés. This application is available in Spanish and English. In the event of any discrepancy between the two versions, the English version will control.

1. Licensee's Business Name _____

2. Legal Status of Licensee ☐ Individual ☐ LLC ☐ Other _____

3. Oregon Secretary of State License Number _____

<https://sos.oregon.gov/business/Pages/register.aspx> (NOT your tax ID number. If your operation is out-of-state, you must register with the OR Secretary of State as "Foreign Entity.")

1. Primary Contact Person (Person listed on printed license and primary contact for license and inspection appointments)

Name _____ Email _____

Status of main contact: (check all that apply): ☐ Owner ☐ Consultant ☐ Employee

Primary phone number _____ Title _____

Mailing Address _____

City _____ State _____ ZIP _____

4. Vendor Site Information (Physical address where product will be stored/distributed from)

Vendor site name (Limit to 10 characters): _____

Street address _____ County _____

City _____ State _____ ZIP _____

Website _____

5. Signature

Applicant for license acknowledges and agrees that:

- Any information provided to the Department will be publicly disclosed and will be provided to law enforcement agencies without notice to the licensee.
- The Department may enter any Vendor Site and may take samples of the hemp items and or products as necessary for the administration of the hemp laws.
- All fees lawfully due to the Department are timely paid.
- The information provided is true and correct and the applicant's signature is an attestation of that fact.
- All testing, labeling, & registry requirements will be met prior to sale/transfer of hemp items and or products.

- All records associated with the hemp business named on this application will be maintained for no less than three (3) years after the total disposition of each item and or product.

I (Representative's printed name) _____ agree to all of the above.
By signature below I attest that the information in this application form is true, correct, and the above requirements are understood.

Signature _____ Date _____

7. Fee and Payment Information

IMPORTANT NOTES:

- **Do not email this form with payment information**, all emailed submissions with payment information will be **rejected**.
- Please print and fill out all pages, then mail or fax them to the appropriate address below.
- Email or fax receipts are available for credit card payments ONLY.
- You can pay in person at the cashier's window on the first floor of the ODA Salem Office location (635 Capitol Street NE, Salem) to expedite this process. Public access is through the doors on the West side. ODA business hours are Monday - Friday, 8am - 5pm.
- **Digital signatures on this payment page are *not accepted*** and will result in a rejected payment.

	FEE	FEES SUBMITTED
<input type="checkbox"/> Hemp Vendor Site License	\$100	\$ _____

Fees are NONREFUNDABLE and are not prorated. Applications without full payment will not be processed.

APPLICATION SUBMISSION OPTIONS: Email to hempapplications@oda.oregon.gov or fax to 503-986-4746.

PAYMENT OPTIONS:

- 1) **Online** payments with credit card, email completed application to hempapplications@oda.oregon.gov to receive a payment code and instructions. (DO NOT indicate credit card information on this application.) Please allow up to 72 hours for a response. **DO NOT EMAIL CREDIT CARD INFORMATION**
- 2) **Check* or money order via USPS only**, mail to:
Oregon Department of Agriculture
PO Box 4395, Unit 17
Portland, OR 97208-4395
- 3) **Check* or money order via UPS or FEDEX only**, mail to:
Mail check/money order payable to Oregon Department of Agriculture to:
Oregon Department of Agriculture
635 Capitol St. NE, Suite 100
Salem, OR 97301-2532

****All dishonored checks or electronic payments will incur a \$35 administrative fee as per ORS 30.701.***

NOTE: A receipt is provided for credit card payments and is only for proof of payment.
License will not be issued until application the has been approved.