



1. Licensee's Business Name \_\_\_\_\_

2. 2023 Hemp Handler License Number (if applicable) \_\_\_\_\_  
(example: AG-R1234567IHH)

3. Legal Status of Licensee: Individual  LLC  Other \_\_\_\_\_

4. Oregon Secretary of State License Number \_\_\_\_\_  
<https://sos.oregon.gov/business/Pages/register.aspx> (NOT your tax ID number)

5. Main 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 \_\_\_\_\_

6. Handling Site Information

Street address: \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

7. End of the year commodity/product report

If you processed hemp in 2023, please provide the type and amount of hemp commodities and products produced:

a. Type \_\_\_\_\_ Amount Produced \_\_\_\_\_

b. Type \_\_\_\_\_ Amount Produced \_\_\_\_\_

c. Type \_\_\_\_\_ Amount Produced \_\_\_\_\_

or Check box if you did not process hemp in 2023

## 8. 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 field, facility or greenhouse used for handling of hemp or agricultural hemp seed and may take samples of the crop, including agricultural hemp seed, 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 appropriate testing will be conducted before selling or transferring hemp processed under this License.
- All production, storing, processing, handling, packaging, labeling, marketing, and selling of agricultural hemp seed must meet all applicable seed laws. Seed laws include ORS 633.500 through 633.996 and seed regulations found in OAR 603-056-0490.
- All records associated with your hemp business will be maintained for no less than three (3) years after the total disposition of each process lot or each harvest lot

I (print your 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 \_\_\_\_\_

***Keep a copy of this application and all other records associated with your hemp business as required by Oregon law for three years from disposition of crop.  
License will not be issued until application has been approved.***

## 9. License Renewal.

The Department must receive the complete renewal application by no later than December 1 of the current license year. All application requirements for an initial license apply to a renewal application except as specifically identified in OAR 603-048-0225.

**10. Fee and Payment Information**

**IMPORTANT NOTES:**

- Only use **USPS** to mail in your payments (do not send this using UPS or FED-EX).
- Do not email this form or payment information, all emailed submissions 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 payment 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.
- Digital signatures on this payment page are not accepted and will result in a rejected payment.
- Check box **A** or **B** do not check both. Check box **A** for hemp handler license, check box **B** for hemp handler reciprocity license. **Reciprocity licenses only apply to marijuana processors with a hemp endorsement. If licensing via reciprocity attach a copy of your marijuana processors license and hemp endorsement.**

	FEE	FEES SUBMITTED
<input type="checkbox"/> <b>A. Hemp Handler License</b>	\$2,275	\$ _____
<input type="checkbox"/> <b>B. Hemp Handler Reciprocity License</b>	\$875	\$ _____

**Marijuana processors license and hemp endorsement required for reciprocity License.**

**Licenses for Handler License and Handler Reciprocity License are valid for a one-year term beginning January 1, 2024, and ending December 31, 2024 unless revoked. Fees cannot be pro-rated.**

**For checks or money orders, mail (USPS only) to:**

Oregon Department of Agriculture  
PO Box 4395, Unit 17  
Portland, OR 97208-4395.

**For credit card charges, mail or fax to:**

Oregon Department of Agriculture  
635 Capitol St. NE, Suite 100  
Salem, OR 97301-2532

**Secure Fax: (503) 986-4746**

**DO NOT EMAIL CREDIT CARD INFORMATION**

**Make checks payable to Oregon Department of Agriculture.**

All dishonored checks or electronic payments will incur a \$25 administrative fee as per ORS 30.701.

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A receipt is available by email or fax for credit card payments **ONLY**. If you would like to receive a receipt, provide an email address: \_\_\_\_\_

or a fax number: \_\_\_\_\_

**Please note: A receipt is for proof of payment only,  
License will not be issued until application has been approved.**

**For American Express, Discover, Visa or MasterCard charges complete the following information:**

Name of Cardholder \_\_\_\_\_ Phone \_\_\_\_\_

Address of Cardholder \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

\*Digital signatures are not accepted, **please use a pen**

Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Expiration Date: \_\_\_\_\_/\_\_\_\_\_

**DO NOT EMAIL CREDIT CARD INFORMATION**

## LAND USE COMPATIBILITY STATEMENT (LUCS) FAQs

**WHAT IS A LUCS?** The LUCS is the process the ODA uses to determine if the ODA licenses and other approvals that affect land use are consistent with a local government comprehensive plan.

**WHY IS A LUCS REQUIRED?** Oregon law required that state agency activities related to land use be consistent with local comprehensive plans in accordance with ORS Chapter 197.

**WHEN IS A LUCS REQUIRED?** A LUCS is required for many ODA licenses and certain approvals for plans for related activities that affect land use. These activities are listed in this form. In cases where a source needs more than one ODA license or approval, a single LUCS may be used.

**If you submitted a completed LUCS with a previous hemp license application and have not made any changes to the location or hemp activities: Attach a copy of the completed LUCS to your current license application.**

**As long as the LUCS you submitted in previous application has not been revoked or expired, you do not need to acquire a new LUCS.**

### **HOW TO COMPLETE A LUCS:**

- The LUCS form is included in the ODA license application or approval packet.
- The applicant fills out Section 1 of the LUCS and then submits it to the city or county planning office.
- The local planning office determines if the business or facility meets all local planning requirements.
- The local planning office must attach written findings of fact for local reviews or other necessary planning approvals that are required of the applicant.
- The applicant includes the completed LUCS and attachments with the license application.

**WHERE TO GET HELP:** Questions on the LUCS are to be directed to ODA, Hemp Program, at 503-986-4652.



**SECTION 1: TO BE FILLED OUT BY APPLICANT**

1. Business Name (Must match business name on Handler Application) \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Location Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

2. Select the type of hemp business or facility and the services or products provided (please select all that apply):

<b>Processing:</b>	<b>Other:</b>
Extraction <input type="checkbox"/>	Packaging <input type="checkbox"/>
Usable hemp <input type="checkbox"/>	Storing <input type="checkbox"/>
Commodities or products for processing into hemp items <input type="checkbox"/>	Drying <input type="checkbox"/>
Hemp seed processed such that it is suitable for human consumption, or otherwise processed into oil <input type="checkbox"/>	
Hemp processed such that it is suitable for use as fiber materials <input type="checkbox"/>	

If you have an intended use that is not listed above and you believe is a handler use, please describe the use:

**SECTION 2: TO BE FILLED OUT BY CITY OR PLANNING OFFICIAL**

3. The facility proposal is located: Inside city limits  Outside UGB  Inside UGB
4. Name of city or county that has land use jurisdiction: \_\_\_\_\_  
(Jurisdiction means the legal entity that is responsible for land use decisions for the subject property)
5. The business or facility complies with all applicable local land use requirements: Yes  No
- 5A. List all local reviews or approvals that were required of the applicant before the LUCS consistency was determined. (This does not include past requirements that do not relate to the pending ODA license request).

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5B. If no, identify reasons for noncompliance or list requirements that the applicant must comply with before LUCS consistency can be determined.

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5C. Is local government currently processing remaining requirements to attain LUCS consistency?  
Yes  No

6. Planning official reviewer's telephone number: \_\_\_\_\_

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Signature of Planning Official

Print name

Title

Date

(Depending upon city/county agreement on jurisdiction outside city limits but within UGB)

**ATTENTION: A LUCS approval cannot be accepted by ODA until the following:**

- All local requirements have been met.
- Written findings of fact for all local decisions addressed under 5 through 5B must be attached to the LUCS.
- Question 5: The business or facility complies with all applicable local land use requirements is marked Yes.