



Hemp Seed Registration Instructional Form
(Do not attach this instructional form with your application)

This instructional form is to help you fill out your hemp seed application. Make sure you keep this form for your records as it has important information. Each of the following sections will explain what information is needed. Be sure to review OAR 603-048 for all of the requirements and definitions for hemp. The rules are available at oda.direct/hemp.

1. Registrant’s Business Name

For this section you will need to enter your company’s business name. If applying as an individual use your personal name.

Examples:

SEED INFORMATION

1. Registrant’s Business Name John Smith

SEED INFORMATION

1. Registrant’s Business Name O.D.A LLC

2. Current Registration Number (if applicable)

Here you will enter your 2020 registration number if you have one, if you do not leave this section blank.

Example:

2. Current Hemp Registration Number (if applicable): AG-R1234567IHG

3. Legal Status of Registrant

In this section you will list your legal status of registrant, you may register as an individual or as any entity registered with the secretary of state.

Example:

3. Legal Status of Registrant: Individual LLC Other

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4. Oregon Secretary of State Registration Number

This section is for your Oregon Secretary of State Registration Number. You will need to enter this if you are applying as a company, corporation, limited partnership or other entity type registered with the secretary of state. If you are registering as an individual, leave this section blank.

Example:

4. Oregon Secretary of State Registration Number 123456-78
(NOT your tax ID number)

5. Members/Officers

Here is where you would enter the members or officers of your business entity. If registering as an individual, leave this section blank.

Example:

5. Members/Officers (if applicable)

Name John Smith Title CEO

6. Contact Person

This section is for your contact information. You will need to enter contact information for the person who will be able to answer questions about your application or business.

Example:

6. Contact Person John Smith

Telephone No. 503-986-4652 Cell Phone No. _____

Mailing Address: 635 Capitol St NE

City Salem State OR Zip 97301

Email hemp@oda.state.or.us

7. Signature

In this section you will need to print, sign your name, and date the application.

Example:

- Any information provided to the Department will be publicly disclosed and will be provided to law enforcement agencies without notice to the applicant;
- The Department may enter any field, facility or greenhouse used for production or 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;
- If using irrigated water, obtain the appropriate water use permit. Information concerning water use permits can be found at <https://oda.fyi/WaterResources>;
- If leasing land for hemp production or processing, applicant obtained permission from the land owner prior to applying.

7. Signature.

I (print your name) John Smith agree to general conditions that in addition to meeting all laws and regulations pertaining to hemp growers and handlers, ORS 571.300 to 571.315, as amended by Oregon Laws 2016, Chapter 71, Oregon Laws 2017, and Oregon Laws 2018, Chapter 531 and OAR 603-048-0010 to 603-048-2480, all production, storing, processing, handling, packaging, labeling, marketing and selling of agricultural hemp seed must meet all applicable seed laws. Regulations as specified in ORS 633.500 through 633.996 and seed regulations OAR 603-056- 0490. By signature below I attest that the information in this application form is true, correct, and the above requirements are understood.

Signature John Smith Date 1-2-20

Keep a copy of this application and all other records associated with your hemp business as required by Oregon Administrative Rule.

8. Fee and Payment Information

Here you will check the box that applies to the type of registration you are applying for.

Example:

8. FEE AND PAYMENT INFORMATION:

	FEE	FEES SUBMITTED
<input checked="" type="checkbox"/> Hemp Seed Registration	\$500	\$ <u> \$500 </u>

Registrations for Hemp Seed are valid for a one-year term beginning January 1, 2020 and ending December 31, 2020 unless revoked. Fees cannot be pro-rated and are non-refundable once a registration has been issued.

9. Checks or Money Orders/Credit Card Charges

This section informs you how to send your application and payment. Do not email your application.

Example:

9. 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. N.E. 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.

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 here hemp@oda.state.or.us or a fax number here _____

For Discover, Visa or MasterCard charges complete the following information

Name of Cardholder John Smith Phone 503-986-4652

Address of Cardholder 635 Capitol St NE City Salem Zip 97301

Signature: John Smith Total Charges: \$ 500

Card Number: 1234 / 5678 / 8765 / 4321 Expiration Date: 01 / 22