



HEMP SEED REGISTRATION INFORMATION

- Are you planning to produce or process agricultural hemp seed to sell to others? The Hemp Seed Registration Application must accompany a Hemp Grower Registration or Hemp Handler Registration.
• You must register before growing or selling hemp seed.
• All registrations expire on December 31 of the calendar year that you applied and are not pro-rated at any time during the calendar year.
• You must have a copy of your registration before growing or selling hemp seed. The Registration will not be mailed until application has been approved.
• Applications containing incomplete or inaccurate information will not be processed or approved until all missing information is received and complete.
• Keep a copy of this application and all other records associated with your hemp business as required by Oregon Administrative Rule for three years past harvest or disposition of seed.

APPLICATION INSTRUCTIONS

Below instructions will guide you in completing your Hemp Seed Registration Application.

1. Registrant's Business Name

Enter your company's business name that is listed on your Secretary of State license. If you are applying as an individual enter your personal name.

- The Business name entered will be verified with the Secretary of State. Do not list any business name that is not registered, or your application will be required to changed.

Example:

HEMP SEED INFORMATION

1. Registrant's Business Name Smith Hemp Seed

2. 2020 Hemp Seed Registration Number (if applicable)

(example: AG-R1234567AHS)

Enter your 2020 Hemp Seed Registration number. If this is your first time applying, leave this section blank

Example:

2. 2020 Hemp Seed Registration Number (if applicable): AG-R1235447AHS (example: AG-R1234567AHS)

3. Legal Status of Registrant: Individual LLC Other _____

Mark the box that applies to the legal status of registrant.

- Are you applying as an individual? Then mark the Individual box.
- If you are applying as a business, corporation, limited partnership mark LLC box.
- Other type of entity or as business registered with the Secretary of State? Examples DBA, Foreign LLC or other assumed business. List what type on the other line.

Example:

3. Legal Status of Registrant: Individual LLC Other _____

4. Oregon Secretary of State Registration Number _____

<https://sos.oregon.gov/business/Pages/register.aspx> (If applicable, NOT your tax ID number)

- If you are applying as a business, corporation, limited partnership or other type of entity you will need to enter your Oregon Secretary of State Registration number. Your business name must be a registered entity.
- If you are registering as an individual, leave this section blank.

Example:

4. Oregon Secretary of State Registration Number 789106-79
<https://sos.oregon.gov/business/Pages/register.aspx> (If applicable, NOT your tax ID number)

5. List Key Participants: (List members, officers, owners, or other key participants who are authorized to makes changes to the registration. Use continuation form if you need to add more key participants.)

Name _____ Title _____ Phone Number _____

Name _____ Title _____ Phone Number _____

List members, officers, owners, or other key participants who are authorized to make changes to the registration.

Example:

5. List Key Participants: (List members, officers, owners, or other key participants who are authorized to makes changes to the registration. Use continuation form if you need to add more key participants.)

Name	Joe Smith	Title	CEO	Phone	503-986-4652
Name	Bob Smith	Title	Owner	Phone	503-986-4652
Name		Title		Phone	

6. Main Contact Person: (This person will be listed on the printed registration, and will be the primary contact for registration and inspection appointments.)

List the primary contact person for the application or business. This name will be printed on the registration. This person will also be the first contact for any registration questions or inspection appointments.

Example:

6. Main Contact Person: (This person will be listed on the printed registration, and will be the primary contact for registration and inspection appointments.)

Name **Brian Hemp** Email **mrhemp@gmail.com**

Status of main contact: (check all that apply):

Owner Consultant Employee Other (Please list) _____

Phone **541-111-1111** Cell Phone **541-111-1234**

Mailing Address **1234 Hemp Lane**

City **Salem** State **OR** ZIP **97301**

7. Signature and Acknowledgement

- Please take time to read this section.
- You will need to print, sign your name and date the application.
- Keep a copy of this application and all other records associated with your hemp business as required by Oregon Administrative Rule for three years past harvest or disposition of seed.

Applicant for registration acknowledges and agrees that:

- The information provided is true and correct, applicant’s signature is proof of that fact;
- Any information provided to the Department may be publicly disclosed and may 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 and test for total THC concentration of the crop, including agricultural hemp seed, as necessary for the administration of the hemp laws;
- All fees lawfully due to the Department must be timely paid;
- If using irrigated water, applicant has or will obtain the appropriate water use permit. Information concerning water use permits can be found at <https://oda.fyi/WaterUsePermits>;
- If leasing land for hemp production or processing, applicant obtained permission from the land owner prior to applying to grow or process hemp;
- A pre-harvest test for total THC must be conducted for each production area before harvest as required by OAR 603-048-0600.

If you have questions contact ODA Hemp Program at 503-986-4652.

8. FEE AND PAYMENT INFORMATION:

Check the box that applies to the type of registration you are applying for.

Example:

8. Fee and Payment Information

	FEE	FEES SUBMITTED
Hemp Seed Registration	\$500	\$ <u>500</u>

Registrations for Hemp Seed are valid for a one-year term beginning January 1, 2021, and ending December 31, 2021, unless revoked.

Fees cannot be pro-rated and are non-refundable once a registration has been issued.

Follow instructions for the type of payment method you select- Mail or Fax only.

Send completed, signed application in with your payment. Do not email application.

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

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

For credit card charges, mail or fax to:

Oregon Department of
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.

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 _____
or a fax number here _____

Receipt is for proof of payment only.

Registration will not be issued until application has been approved.

For Discover, Visa or MasterCard charges complete the following information

Name of Cardholder _____ Phone _____

Address of Cardholder _____ City _____ Zip _____

Signature: _____ Total Charges: \$ _____

Card Number: _____/_____/_____/_____ Expiration Date: _____/_____