

2024 ODAFF Hemp Processor/Handler License Application

Checklist

- Must be submitted at least 30 days before you begin processing/handling
- All Hemp Processor/Handler Licenses expire on December 31 of the year they are earned
- A criminal history report for each key participant dated within sixty (60) days prior to the application submission date
- Provide proof of ownership for processing/handling area OR provide a lease for the property in which the property owner grants permission to the processor/handler to process/handle hemp on their property-must provide proof of ownership as well
- Must submit a separate application for each processing/handling facility
- You must include either a map or a blueprint of the building-include the total square feet of the processing building
- Each key participant will sign their own Acknowledgement and Agreement Page
- Complete all pages of the application and submit all required information-incomplete applications cannot be processed
- All fees submitted to ODAFF are nonrefundable

Oklahoma Department Of Agriculture, Food
and Forestry
2800 North Lincoln Boulevard
Oklahoma City, OK 73105-4972
Phone 405-522-5974
hemp@ag.ok.gov



Applicant Information

**include contact information for each key participant associated with the business*

Company/Trade Name (if applicable): _____

Employer Identification Number (if applying as a business): _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

County: _____

Work Phone: _____ Alternate Phone: _____

Email: _____

Important Definitions:

Handling: possessing or storing industrial hemp for any period of time on premises owned, operated, or controlled by a person licensed to cultivate or process industrial hemp. Handling includes possessing or storing industrial hemp in a vehicle for any period of time other than during its actual transportation from the premises of a licensed person to cultivate or process industrial hemp to the premises of another licensed person.

Key Participant: means a person or persons who have a direct or indirect financial interest in an entity producing hemp, such as an owner or a partner in a partnership. Executive level corporate employees, including chief executive officer, chief operating officer, and chief financial officer shall be considered Key Participants. Management level positions such as farm, field, and shift managers shall not be considered Key Participants.

Processing: means converting industrial hemp into a marketable form, including the production of all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers.

Oklahoma Department Of Agriculture, Food
and Forestry
2800 North Lincoln Boulevard
Oklahoma City, OK 73105-4972
Phone 405-522-5974
hemp@ag.ok.gov



Building Information

Physical Address of Building: _____

City: _____ State: _____ Zip: _____

County: _____

GPS of Building (*must be in the following format: 36.1234, -98.1234*): _____

You will need to attach a clear map or blueprint of the building

Total square feet of processing/handling facility: _____

Fee Table

Fee Amount	Annual Sales Amount	Check mark which category applies to your business
\$1,000.00	Annual sales less than and including \$50,000.00	
\$2,500.00	Annual sales less than and including \$250,000.00 but more than \$50,000.00	
\$5,000.00	Annual sales greater than \$250,000.00	

Oklahoma Department Of Agriculture, Food
and Forestry
2800 North Lincoln Boulevard
Oklahoma City, OK 73105-4972
Phone 405-522-5974
hemp@ag.ok.gov



Type of Processing/Handling

Please check all that apply. If not listed, choose 'other' and describe what type of processing/handling you will be doing.

Type of Processing/Handling	Check all that apply
Fiber	
CBD	
Smokable Products	
Paper Products	
Plastics	
Clones	
Seed	
Construction	
CBG	
Other (explain)	

**Oklahoma Department Of Agriculture, Food
and Forestry**
2800 North Lincoln Boulevard
Oklahoma City, OK 73105-4972
Phone 405-522-5974
hemp@ag.ok.gov



Acknowledgement and Agreement Page

Each key participant shall sign and submit their own Acknowledgement and Agreement Page

By signing this form and submitting the Hemp Processor/Handler License Application, you are acknowledging and agreeing to the following:

_____Any information provided by the processor/handler licensee shall be subject to public disclosure under the Open Records Act

_____Any information provided by the processor/handler licensee may be released by the ODAFF to law enforcement agency without notice

_____The processor/handler licensee shall fully cooperate with the ODAFF, grant the ODAFF physical access to any part of the processing/handling site and allow the ODAFF to conduct inspection and sampling

_____The processor/handler licensee shall submit all required reports by the dates specified by the ODAFF.

_____The processor/handler licensee shall follow the law and rules of the Oklahoma Industrial Hemp Program

_____The processor/handler licensee shall retain the following records for three (3) years from the date the record is obtained or generated:

- (1) License number of the grower;
- (2) Copy of the Certificate of Analysis; and
- (3) Amount of hemp purchased from grower.

Signature: _____

Title: _____

Date: _____

Print Name: _____

Oklahoma Department Of Agriculture, Food
 and Forestry
 2800 North Lincoln Boulevard
 Oklahoma City, OK 73105-4972
 Phone 405-522-5974
hemp@ag.ok.gov



Card Number: _____	Amount Paid: _____
Type of Card (<i>check your card type</i>) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Expiration Date (MM/YY): _____
Print Name on Card: _____	

Office Use Only

License #	
Paid	Yes No
Receipt #	
Rev. Code:	270