



Alaska Division of Agriculture Hemp Program

Application for New Registration

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Anyone wishing to participate in the Alaska Industrial Hemp Pilot Program must successfully complete the full application process with the Alaska Division of Agriculture and be issued an industrial hemp registration (Grower, Processor, or Retailer) from the division prior to selling industrial hemp products.

Directions: Complete all parts of the following application and submit the application, the nonrefundable application fee, and all required attachments to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenburg Spur, Palmer, AK 99645. Application must be complete, accurate and legible. Follow all instructions in the document. Be sure to keep a copy of the full application for your records.

The completed applications may be filed electronically, mailed, or hand-delivered to the division. All associated fees must be submitted to the division at the time of application. Fees may be in the form of cash, check, money order or the applicant may contact the division at 907-745-4469 to pay electronically. For the electronic mail submission of an application please send completed forms to industrialhemp@alaska.gov. To facsimile a completed application, send to 907-746-1568. To post mail a completed application, send to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenburg Spur, Palmer, AK 99645.

Applicant Information

1) Applicant Name:

2) Primary Residential Address of Applicant:

3) Are you applying as an individual or as a business?

Check or Circle one:

- ☐ Individual (Complete Part A in this table below; skip Part B)
☐ Business Entity (Skip Part A; Complete Part B in this table)

A. If applying as an Individual or Sole Proprietorship complete section A below and skip Section B. If applying as a business entity skip Section A, complete Section B below.

A1. Name of Business (if applicable):

A2. Physical Address:

A3. Mailing Address	
A4. Email Address for Applicant:	
B. If applying as a Business, complete Section B below. Note: The business entity must be authorized and in good standing with the State of Alaska.	
B1. Name of Business:	
B2. Owners as identified in State of Alaska Corporate Database:	
B3. Licensed by State: <input type="checkbox"/> Yes <input type="checkbox"/> No	Business License #:
B4. Operates as one of the following: <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	
B5. Physical Address:	
B6. Mailing Address:	
B7. Email Address for Applicant:	
C. Contact Information for authorized person(s) or designee(s) who have signing authority.	
1- Name:	Title:
Cell Phone:	Email:
2- Name	Title:
Cell Phone:	Email:

- 4) Secondary Contact Persons. You may authorize two additional contacts that are able to receive all communications and send in reports when applicable. They will not have authority to make changes to the permit. If you would like to add secondary contact person(s), complete the table below.

Name	Address	Email	Phone



Alaska Division of Agriculture Hemp Program

Application for Retailer Registration

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A person may not receive compensation for industrial hemp products from a consumer in the state, unless the person has obtained a retailer registration from the division and is operating under a registration subject to 11 AAC 40.500 - 11 AAC 40.530.

Directions: Complete all parts of the following application and submit the application, the Retailer Registration fee, and all required attachments to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenburg Spur, Palmer, AK 99645. Applications must be complete, accurate and legible. Follow all instructions in the document. Be sure to keep a copy of the full application for your records.

The completed applications may be filed electronically, mailed, or hand-delivered to the division. All associated fees must be submitted to the division at the time of application. Fees may be in the form of cash, check, money order or the applicant may contact the division at 907-745-4469 to pay electronically. For electronic mail submission of an application please send completed forms to industrialhemp@alaska.gov. To facsimile a completed application, send to 907-746-1568. To post mail a completed application, send to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenburg Spur, Palmer, AK 99645.

Retailer Registration

1) Applicant Name:

2) Describe the type of store or operation:

3) Provide a list of all locations you wish to register by completing the tables below in part a) Retail Locations.

a. Retail Locations

- I. Fill out the requested information in the tables below. Attach additional page(s) as necessary.
- II. Attach a color copy map of each address. See the document titled "Instructions for Creating Maps and Obtaining GPS Coordinates for Submission with the Application" available on the Plant Materials Center Website.

Address 1	Retail Address	City	State	Zip Code	Own/Rent
GPS: Latitude Ex. 38° 9.919'N		GPS: Longitude Ex. 84° 49.276'W			
Address 2	Retail Address	City	State	Zip Code	Own/Rent
GPS: Latitude Ex. 38° 9.919'N		GPS: Longitude Ex. 84° 49.276'W			

- 4) List the industrial hemp product type(s) you intend to offer for compensation (Gummies, candies, cookies, chocolate, tincture, mints, lotions, creams, salves, bath balms, vape pens, CBD pet products, CBD oil (isolate, full spectrum, broad spectrum) etc.)

Product Name	Business Name	Phone Number	Processor or Grower Registration Number	State of Registration
<i>EXAMPLE: CBD Isolate Oil 30 mL</i>	<i>Charlotte's Web, Inc</i>	<i>8557908169</i>	<i>IHR 12-26-2018238</i>	<i>Colorado</i>

Acknowledgments for Retailer Registration

Please read each of the acknowledgments below and mark your understanding and acceptance of each statement by checking "Yes" or "No".

- 1) A person may not sell industrial hemp products in the state unless the person has obtained an industrial hemp registration from the division to participate in the Alaska Industrial Hemp Pilot Program.

☐ Yes ☐ No
- 2) The three classes of industrial hemp registration are Grower Registration, Processor Registration and Hemp Retailer Registration. A person may hold a single registration or any combination of classes of registrations.

☐ Yes ☐ No
- 3) A person under the age of eighteen (18) years of age shall not apply for or hold a grower, processor, or retailer registration.

☐ Yes ☐ No
- 4) An industrial hemp retailer registration is valid from the date it is issued until January 1st of the following year.

☐ Yes ☐ No
- 5) Each new applicant shall submit the "Applicant Information for New Registration" in addition to this form if applying for a retailer registration.

☐ Yes ☐ No
- 6) I acknowledge that the following fees will apply, in addition to the non-refundable application fee, if I am applying for a *Retailer Registration*:
 - a) Retailer Registration Fee. Authorizes the applicant to receive compensation for processed industrial hemp or processed industrial hemp products from a consumer in the state.
 - b) Endorsement Fee for each industrial hemp product subject to 11 AAC 40.400 – 11 AAC 40.420. In the absence of a processor submitting an endorsement application, a retailer may do so, but shall identify the processor who did not apply for an endorsement for the product.
 - c) Modification of Registration. Defined as any change to the GPS coordinates at an existing address on the registrant's application, or for the addition of each GPS

coordinate at an address not already on the registrant's application. Registration can also be transferred in the event of a registrant's death, incapacity or dissolution.

- d) Modification of Product Endorsement. Required for any change to labeling requirements of 11 AAC 420.
- e) Transportation Permit. Authorizes industrial hemp or industrial hemp products to be transported from one registrant to another registrant or from one property of a registrant to another property of a registrant.

☐ Yes ☐ No

- 7)** Acknowledge that the division will deny an application for registration if the division finds the signatory is not authorized to sign the application or is ineligible to participate in the program under 11 AAC 40.030.

☐ Yes ☐ No

- 8)** An applicant wishing to appeal the division's denial of a registration application may appeal the denial in compliance with 11 AAC 40.830.

☐ Yes ☐ No

- 9)** Acknowledge that retailers shall submit a Modification of Registration form, the appropriate fees based on the requested changes, and obtain prior written approval from the division before implementing any changes to the retail sites listed on the retailer registration. Site changes shall be subject to a modification of registration surcharge in the amount established in 11 AAC 40.100.

☐ Yes ☐ No

- 10)** Agree that a registered hemp retailer may not sell, give, distribute, transfer, or offer to sell, any industrial hemp product unless the product has satisfied the requirements of 11 AAC 40.600 - 11 AAC 40.665.

☐ Yes ☐ No

- 11)** Acknowledge that before being transported in the state or offered with or without compensation to a consumer, any industrial hemp product processed beyond its raw form and intended for human or animal consumption must be endorsed by the division.

☐ Yes ☐ No

- 12)** In the absence of a processor having done so, a registered retailer may submit an endorsement application for an industrial hemp product intended for human or animal consumption but shall

identify the processor who did not apply for an endorsement for the product in compliance with this chapter.

☐ Yes ☐ No

- 13)** A registered retailer who adds, mixes, or incorporates a processed industrial hemp product intended for human or animal consumption into non-hemp products shall use only processed hemp products endorsed under 11 AAC 40.400 - 11 AAC 40.420.

☐ Yes ☐ No

- 14)** A registered retailer who adds, mixes, or incorporates a processed industrial hemp product intended for human or animal consumption into a non-hemp product shall use registered scales or other instruments that are in compliance with AS 45.75.080 and 17 AAC 90.920 - 17 AAC 90.935 to determine the appropriate serving size of the hemp product and shall maintain current registration and inspection reports for the scales or other instruments as required under AS 45.75.080 and 17 AAC 90.920 - 17 AAC 90.935.

☐ Yes ☐ No

- 15)** Agree to abide by retailer privileges and prohibited acts as set forth in 11 AAC 40.505 as listed here:

- a) A registered retailer is authorized to do the following:
 - i. Import processed industrial hemp or industrial hemp products.
 - ii. Receive compensation for processed industrial hemp or industrial hemp products.
 - iii. Store processed industrial hemp or industrial hemp products for the purposes of receiving compensation at the retail locations identified in the registration.
 - iv. Request a retest for an industrial hemp product that has failed initial testing under 11 AAC 40.630 or 11 AAC 40.640, but only as described at 11 AAC 40.655.
 - v. Conduct in-house testing for the registrant's own use.
 - vi. Transport processed industrial hemp or industrial hemp products in compliance with this chapter.
- b) A registered retailer shall:
 - i. Ensure that industrial hemp products intended for human or animal consumption and offered for compensation are free from prohibited substances and appropriately labeled in compliance with applicable law.
 - ii. Display, in an area visible in or outside each retailer location, the official Alaska Industrial Hemp Pilot Program placard provided by the division.
 - iii. Not later than three business days after a request, provide to the division a list of the processors of any processed industrial hemp or industrial hemp product offered for compensation.

- iv. Permit inspection of the retail locations identified in the application for registration and of the processed industrial hemp or industrial hemp product by the division or division's representatives in compliance with AS 03.05.040 or 03.05.076(e).

☐ Yes ☐ No

- 16)** Agree that the division or an authorized representative of the division shall be granted access to all industrial hemp products available at any retail location during normal business hours in order to inspect, test, and sample any hemp products available for sale.

☐ Yes ☐ No

- 17)** Acknowledge that the division may issue a notice of violation and stop order for any processed hemp product intended for human or animal consumption from a registered retailer if the hemp product:

- a) Does not hold a current endorsement from the division issued in compliance with 11 AAC 40.400 - 11 AAC 40.420.
- b) Is not packaged as required by 11 AAC 40.415 or labeled as required by 11 AAC 40.420.
- c) Contains greater than 0.3 percent delta-9-THC.
- d) has failed the permissible level of contaminants as provided in 11 AAC 40.640.

☐ Yes ☐ No

- 18)** Agree to keep records as set forth in 11 AAC 40.530 and make available for review by the division or an authorized representative of the division within three business days of request.

☐ Yes ☐ No

- 19)** Agree to submit retailer reports to the division on or before March 1st of the following registration year.

☐ Yes ☐ No

- 20)** Acknowledge that a registrant shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during industrial hemp production or processing, in compliance with applicable federal, state, and local statutes, ordinances, regulations, and other law and follow the regulations set forth in 11 AAC.40.665.

☐ Yes ☐ No

- 21)** Acknowledge that the division shall submit a list of registrants and information about approved retail operations to the Marijuana Control Board and the Department of Public Safety on at least an annual basis and to any peace officer upon request.

☐ Yes ☐ No

- 22)** Acknowledge that the division will submit all notices of violation specific to industrial hemp or industrial hemp products in excess of 1.0 percent of delta-9-THC to the Marijuana Control Board and the Department of Public Safety.

☐ Yes ☐ No

- 23)** Agree that, upon request from the division, a representative of the division or peace officer, the retailer shall immediately produce a copy of his or her retail registration for inspection.

☐ Yes ☐ No

- 24)** Acknowledge that the risk of financial or other loss shall be borne solely by the retailer.

☐ Yes ☐ No

Attachments

Check all attachments below prior to submitting the application. The division will make a determination as to the completeness of the application and will notify each applicant that the application is complete, or if any additional information or submittals are necessary to complete the application.

☐ **REQUIRED:** A non-refundable new registration fee must be paid at time of submittal of the application.

☐ **REQUIRED:** An annual Retailer Registration fee must be paid at the time of submittal of the application.

☐ **REQUIRED:** Maps, one per address – Retail Locations.

I hereby verify and affirm that all the information contained in this application is true and accurate. I understand that if the Alaska Division of Agriculture later determines that any of this information to be inaccurate, the *Application for New Registration* and *Application for Retailer Registration* may be **suspended or **revoked**.**

Signature of Applicant

Date

Printed Name

Title, if applicable