Alaska Department of Natural Resources
Division of Agriculture
Plant Materials Center
5310 S. Bodenburg Spur
Palmer, AK 99645

PHONE: (907) 745-4469 FAX: (907) 746-1568



RETAILER APPLICATION

Application for retailer registration subject to **11 AAC 40.500** - **11 AAC 40.525.** A person may not receive compensation for processed industrial hemp or processed industrial hemp products from a consumer in the state, unless the person has obtained a retailer registration from the Division. A separate application and fee are required for each store or location where industrial hemp products are offered for sale. Registration is valid for 12 consecutive months from the date it is issued and must be renewed annually.

Applies to in-state and out-of-state retailers who move hemp products through the following platforms to consumers:

- Retail Store (Brick-and-mortar)
- Online Sales (e-commerce)
- Wholesalers
- Distributors
- Manufacturers
- Marijuana product manufacturing facilities (Alaska Licensee) offering hemp products in Alaska

Please Choose						
☐ New Application OR ☐ Renewal - Current Registration #						
Has a Notice of Violation, Stop Order, or Seizure bee	If yes, please list date of occurrence					
Date		Company Contact Person				
Primary physical address of applicant	City	State	ZIP CodeOn			
Address (Mailing) of applicant \square Same as physical	City	State	ZIP Code			
Email Address		Telephone No.				
Are you applying as an out of state retailer, business entity residing in		In the supply chain of hemp products, we fall under a:				
Alaska, or online retailer?		☐ Brick and Mortar Retail Store				
☐ Out of State Retailer (Complete Part A below, ski	☐ Online Retailer (e-commerce)					
☐ Business Residing in Alaska (Complete part B below, skip part A & C)		☐ Wholesaler				
Online Retailer (e-commerce) Complete Part C below, skip part A & B)		☐ Distributor				
		☐ Manufacturer				
		☐ Marijuana product manu	facturing facility in Alaska			
A1. Name of business or retail store		Doing Business As (DBA)				
A2. Retail Telephone No.		Email Address				

A3. Physical Address of retail store		City	State		ZIP Code
GPS: Latitude Ex. 38° 9.919'N		GPS: Longitude Ex. 84° 49.276′W			
A4. Address (Mailing) Same as physical	ne as physical City		State		ZIP Code
A5. Do you sell online?		If yes, list the web address. You do not need to complete Part C			
A6. Signature of responsible applicant			Title		
B1. Name of business or retailer store		Doing Business As (DBA)			
B2. Licensed by the state Yes No 🗆		Business License #	Owners as identified		on license
B3. Ownership Structure □LLC □ Corporation □ Partnership □ So	ole prop	rietorship \square Other, If o	ther plea	ase list	
B4. Physical Address of retail store		City	State		ZIP Code
GPS: Latitude Ex. 38° 9.919'N		GPS: Longitude Ex. 84° 49.276′W			
B5. Address (Mailing) ☐ Same as physical		City	State		ZIP Code
B6. Email Address		Retail Telephone No.			
B7. Do you sell online? ☐ Yes ☐ No		If yes, list the web address. You do not need to complete Part C			
B8. Signature of responsible applicant		Title			
C1. Name of business or retail store		Web address			
C2. Physical Address (if applicable)	City	City			ZIP Code
C3. Address (Mailing) ☐ Same as physical	City	City			ZIP Code
C4. Email Address		Telephone No.			
C5. Signature of responsible applicant		Title			
By signing below, I attest that under penalty of unsworn falsification that 1) the application is true, correct, and complete; 2) the signatory has authority to bind the applicant; 3) the applicant has read and is familiar with AS 03.05.010, 03.05.076 – 03.05.100, and this chapter; and 4) the applicant has not been convicted of a felony described in AS 03.05.076(a)(3)(A) or (B). I understand that if the Division later determines that any of this information to be false or inaccurate, the registration may be suspended or revoked.					

Name (print):	Date:				
Signature:					
Business Name:					
REGISTATION FEE: EFFECTIVE NOVEMBER 3, 2023, THE FEE FOR HEMP					
RETAILER REGISTRATION IS \$50 NON-REFUNDABLE APPLICATION FEE AND	Fee attached				
\$50 REGISTRATION FEE. \$100 total for new registrant or renewal. Hold off					
on payment until you receive an invoice.					
ENSURE THAT YOU HAVE ATTCHED A LIST OF PRODUCTS INTENDED FOR SALE, INCLUDING THE PRODUCT NAME AND BRAND. ATTACH A					
MAP OF YOUR RETAIL ADDRESS LOCATION. IF YOU HAVE MULTIPLE STORES, A SEPARATE APPLICATION AND FEE IS REQUIRED FOR EACH					
LOCATION.					

List of Hemp Products Intended for Sale

Please fill out the table with the correct information. If you have more products than room available, please attach additional page (s) as necessary with the application. All products offered for sale must also carry a **product endorsement** from the division as stated in 11 AAC 40.400. Endorsement. An endorsement is a separate application. Only after an individual product intended for human or animal consumption carries an endorsement from the Division can it then be offered for sale to consumers.

Product Type (example: tincture, topical, smokable flower, etc.)	Full Name of Product	Brand Name