



APPLICATION GUIDE

Industrial Hemp Program

Missouri Department of Agriculture

Agriculture.Mo.Gov

Missouri Industrial Hemp Program

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Missouri Industrial Hemp Program

- **Applications accepted any time**
 - No submission deadline
 - Accepted year-round
- **Mailed to:**
 - Industrial Hemp Program
 - PO Box 630
 - Jefferson City, MO 65102



Types of Applications

- **Producer Registration**
 - Produce viable hemp
- **Agricultural Hemp Propagule & Seed Permit**
 - Sell, distribute, offer for sale viable hemp
- Must have one of the above to **obtain or possess** viable hemp in Missouri
- Separate applications & fees, if both needed



Examples - What do I need?

- **Producer Registration Only**
 - Grow hemp
- **Permit Only**
 - Sell, distribute, or offer for sale *viable* hemp, including seed and propagules (cuttings, transplants, clones, seedlings, etc.)
 - Viable = capable of living or growing
 - Hold propagules for *less than* 48 hours
 - Storage of propagules for more than 48 hours is considered production, and requires a Producer Registration



Examples - What do I need?

- **Both a Producer Registration and Permit**
 - Produce hemp propagules *and* sell/distribute the viable propagules
 - Produce hemp seed *and* sell/distribute the viable seed
 - Hold or store propagules for more than 48 hours *and* sell/distribute them
 - Storage for more than 48 hours is considered production, and requires a Producer Registration
 - The sale of the propagules requires a Permit



Examples - What do I need?

- **Neither – MDA does not regulate that activity**
 - Sales of nonviable, publicly marketable products
 - Nonviable (not capable of living or growing) hemp products that do not exceed the acceptable hemp THC level
 - Processing, including extraction
 - Persons that possess or obtain viable hemp in MO must hold either a producer registration or a permit. Processing of nonviable hemp is not regulated by MDA.
 - Transportation
 - Producers/permit holders are responsible for including the necessary documentation in third-party shipments



Basic Applicant Requirements

- **Producer Registration**
 - Missouri resident, or company domiciled in MO
 - Registered location cannot be within a residential structure
 - Ex: indoor production cannot be in your house
 - State and Federal Criminal History fingerprint background check (included by TCN on application form)
 - No controlled substance-related felonies in last 10 years
 - **Applicant and all key participants**
 - *Separate instructions available*



Basic Applicant Requirements

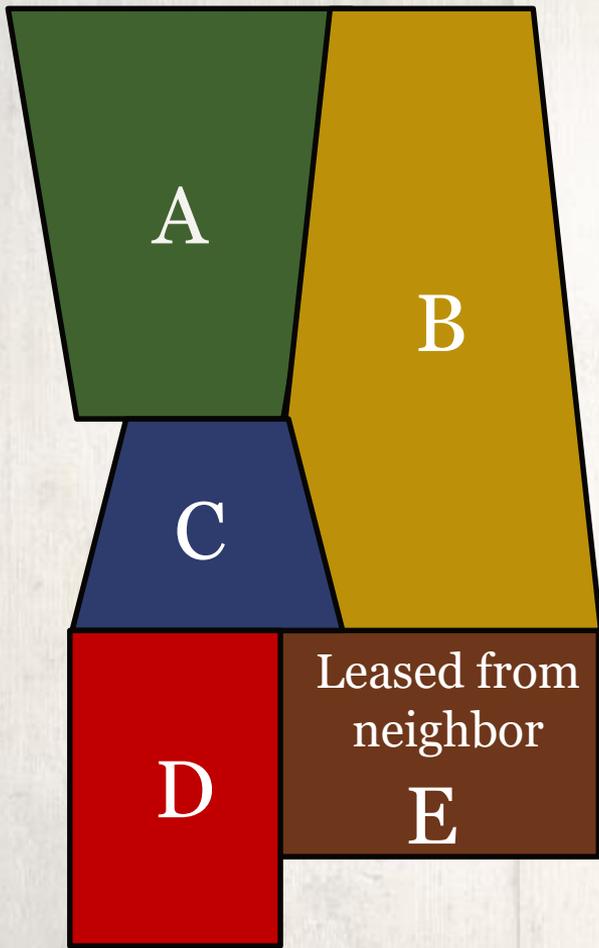
- **Agricultural Hemp Propagule & Seed Permit**
 - Missouri resident, or company domiciled in MO
 - No background check required



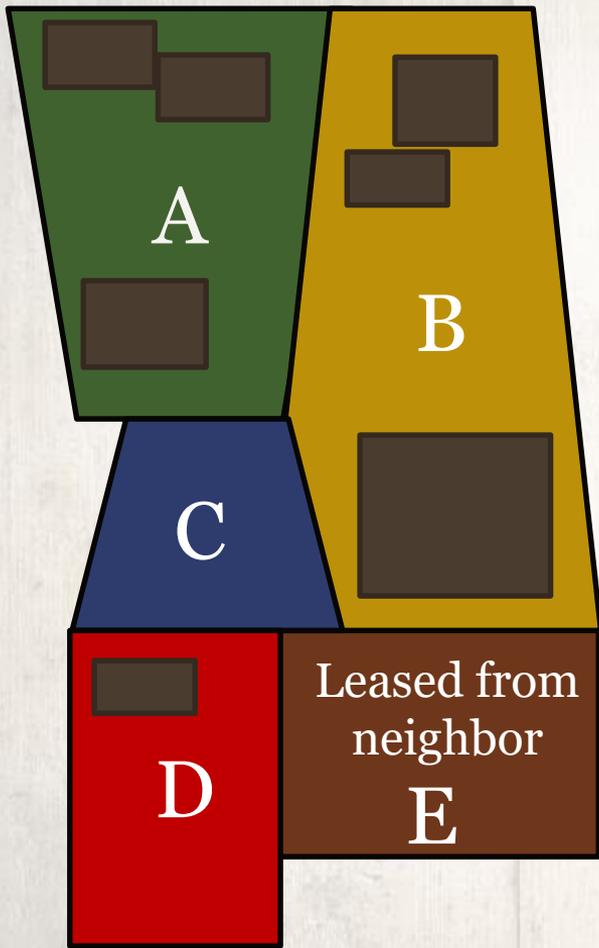
Applications

- **Separate applications & fees are needed for:**
 - Producer registrations & permits, if both desired
 - Noncontiguous parcels
 - Parcels = separate legal land descriptions
 - Parcels owned by different persons
 - Including rentals of different landowners, even if the parcels themselves are contiguous





- Assuming Parcels A, B, C, and D are all owned by the same person or entity, they can all be on one application because they are contiguous
 - No acreage limit on one registration
 - Applicant will utilize Supplemental Parcel Attachments to list the extra parcels
- Parcel E needs a separate application because it is owned by a different person



- Can rotate anywhere within the parcel(s) once approved
- Fields/lots are not required to be contiguous or the same every year

Applications

- **Application fee: \$750 (per application)**
- **Annual fee: \$750 (per application)**
 - Year 1 paid as application fee
 - Year 2, 3: due at end of anniversary month
 - Ex: Permit issued 3/3/20, first annual fee due 3/31/21
- No submission deadline
- No limit on number of registrations or permits issued



Once Approved:

- **Law enforcement will be notified of:**
 - Name
 - Address
 - Contact info
 - GPS/location information
- **Develop positive relationship with law enforcement prior to applying/planting**



Once Approved:

- **A publicly available list of approved producers and permit holders will include:**
 - Name
 - Applicant name or business/entity name depending on how you filed
 - Address
 - Approval type (producer or permit)





COMPLETING THE APPLICATION

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Applicant Section

This is a **required** section for all applications.

APPLICANT			
<i>I am a Missouri resident.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
LAST NAME	FIRST NAME	MIDDLE INITIAL	
ADDRESS OF RESIDENCE			
CITY	STATE	ZIP CODE	COUNTY
PHONE	ALTERNATE CONTACT		<input type="checkbox"/> PHONE <input type="checkbox"/> FAX
EMAIL ADDRESS			



Who is the Applicant?

- **The applicant will be the main contact for communications with MDA**
- *If filing as an individual*, this individual person assumes liability for any issues or fees associated with the hemp operation
- *If filing as a business/entity*, the applicant does not have to be a Missouri resident, but the business/entity must then be domiciled in Missouri
 - Domicile = center of business affairs; where entity was formed; registered with Secretary of State's office in MO
- *If filing as a business/entity*, the applicant does not have to be the business owner but must, at a minimum, be a key participant



Business/Entity Section

This is a required section unless you select ‘Not applicable – filing as an individual.’

BUSINESS/ENTITY			
<i>This business is domiciled in Missouri.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable – filing as an individual			
BUSINESS/ENTITY NAME		TYPE OF ENTITY (LLC, Co, Etc.)	
PRINCIPAL BUSINESS ADDRESS			
CITY	STATE	ZIP CODE	COUNTY
PHONE	ALTERNATE CONTACT <input type="checkbox"/> PHONE <input type="checkbox"/> FAX		
EMAIL ADDRESS			



Business/Entity Section

- **If filing as a business:**
 - Your business must be verifiable on SOS's business search
 - <https://www.sos.mo.gov/>
 - Or, submit a copy of your SOS certificate



Planned Operations Section

This is a required section for Producer Registration applications.
Complete to your best estimation for the next growing season.

PLANNED OPERATIONS

This information is not legally binding and is used to report statewide data.

Report intended production for all parcels associated with this application, including **contiguous** parcels submitted in *Supplemental Parcel Attachments*.

EX:

CROP TYPE	ACRES	SQ FT	CROP TYPE	ACRE	SQ FT
FIBER			PROPAGULE		3200
FLORAL	6.5		SEED		
GRAIN			OTHER		
TOTAL INDOOR PRODUCTION			ACRE	3200	SQ FT
TOTAL OUTDOOR PRODUCTION		6.5	ACRE		SQ FT



Background Checks Section

This is a required section for Producer Registration applications.

EX:

BACKGROUND CHECKS			
All Key Participants must be listed. Key Participant(s) are defined as a sole proprietor, a partner in a partnership, or a person with executive managerial control in a corporation. A person with executive managerial control includes, but is not limited to, a chief executive officer, chief operating officer, or chief financial officer. This definition does not include non-executive managers such as farm, field, or shift managers.			
Applicant	LAST NAME	FIRST NAME	TCN
	Doe	Jane	MP#####
	EMAIL		TITLE
	janedoe@janemohemp.com		CEO
Key Participant 1	LAST NAME	FIRST NAME	TCN
	EMAIL		TITLE
Key Participant 2	LAST NAME	FIRST NAME	TCN
	EMAIL		TITLE



Your TCN can be found on MACHS after account creation



Background Checks

- **TCN = unique identifier that connects an individual's background check to their application**
 - Provided after online MACHS account created
- Separate instruction document available for background check completion



Land Section

This is a required section for all applications & is a commonly deficient section of the application.

LAND A detailed map of proposed area must be included with this application. See the <i>Mapping Guidelines</i> for further instruction. If multiple parcels, use the primary area of operations to complete this section. This primary parcel will be referred to as Parcel A. Additional parcels are to be submitted as <i>Supplemental Parcel Attachment(s)</i> .			
PHYSICAL ADDRESS			
CITY	STATE	ZIP CODE	COUNTY Select County
LEGAL DESCRIPTION (or attach supporting document)			
<p>Should include <i>at a minimum</i> Section, Township, Range Available on deeds, county records, etc.</p>			
GPS Latitude	XX.XXXXX	Longitude	-YY.YYYYY
TOTAL AREA OF PARCEL		28.3	<input checked="" type="checkbox"/> ACRE <input type="checkbox"/> SQ FT
<input checked="" type="checkbox"/> I own this parcel. <input type="checkbox"/> I rent this parcel, and the owner is aware of my intentions to produce viable hemp on their property.			



Application - Land

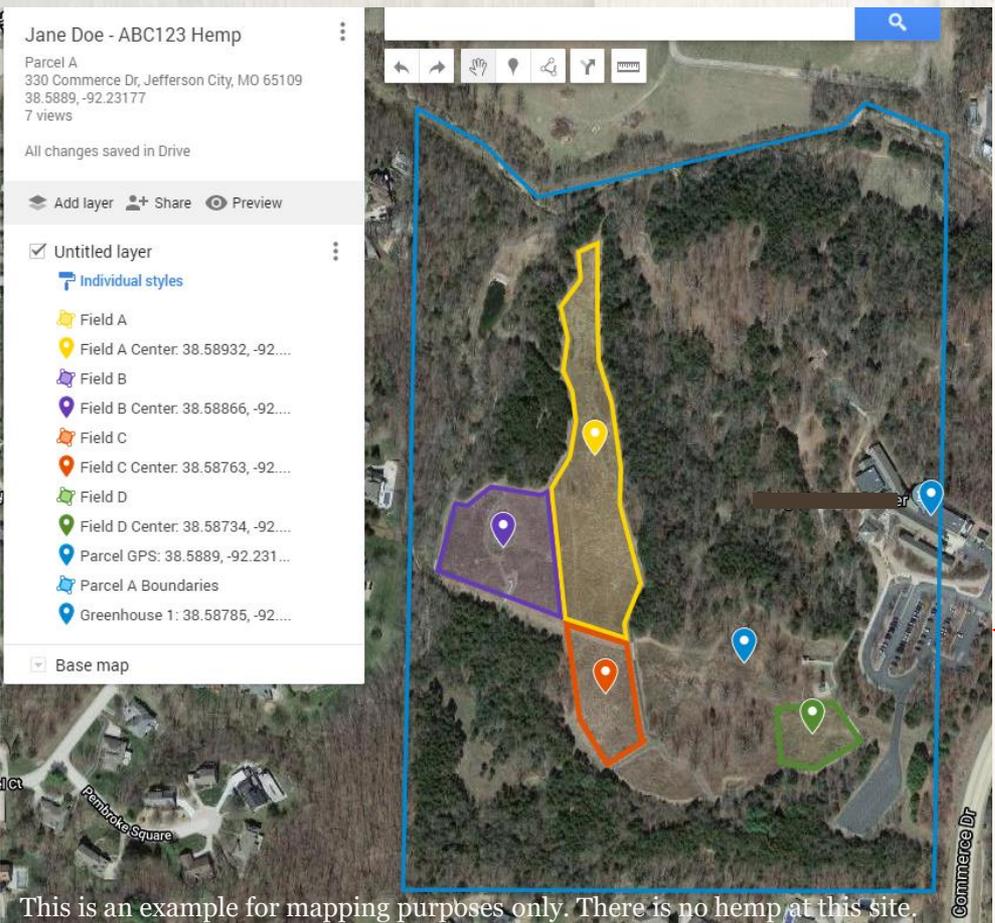
- **Physical address** – used as navigation to reach the site; may not be the same as the mailing address in some cases
- **Legal land description**
 - Available on deeds, land surveys, plat maps, etc.
 - May also be available online via county or city governments
 - Often formatted with quarter, township, section, range, etc. (N 1/2 SE 1/4 SW 1/4, S24, T32N, R18E)
 - If longer than space allows, attach a copy of the legal description on a separate page



Maps

- **Most common application deficiency**
- ***Review Mapping Guidelines***
 - Includes required details for maps
- ***Review How to Create A Map***
 - Includes google maps instructions for creating parcel boundaries, GPS points, etc.





This is an example for mapping purposes only. There is no hemp at this site.

Mapping Guidelines

- Each application for the Producer Registration map of the parcel(s) of the proposed location must include:
 - A clear satellite image of the entire parcel
 - High-resolution, color images
 - Overall parcel boundaries that include lot numbers
 - GPS coordinates and additional details
 - Further land details, including lot-split information

MAPPING GUIDELINES - PRODUCER REGISTRATION

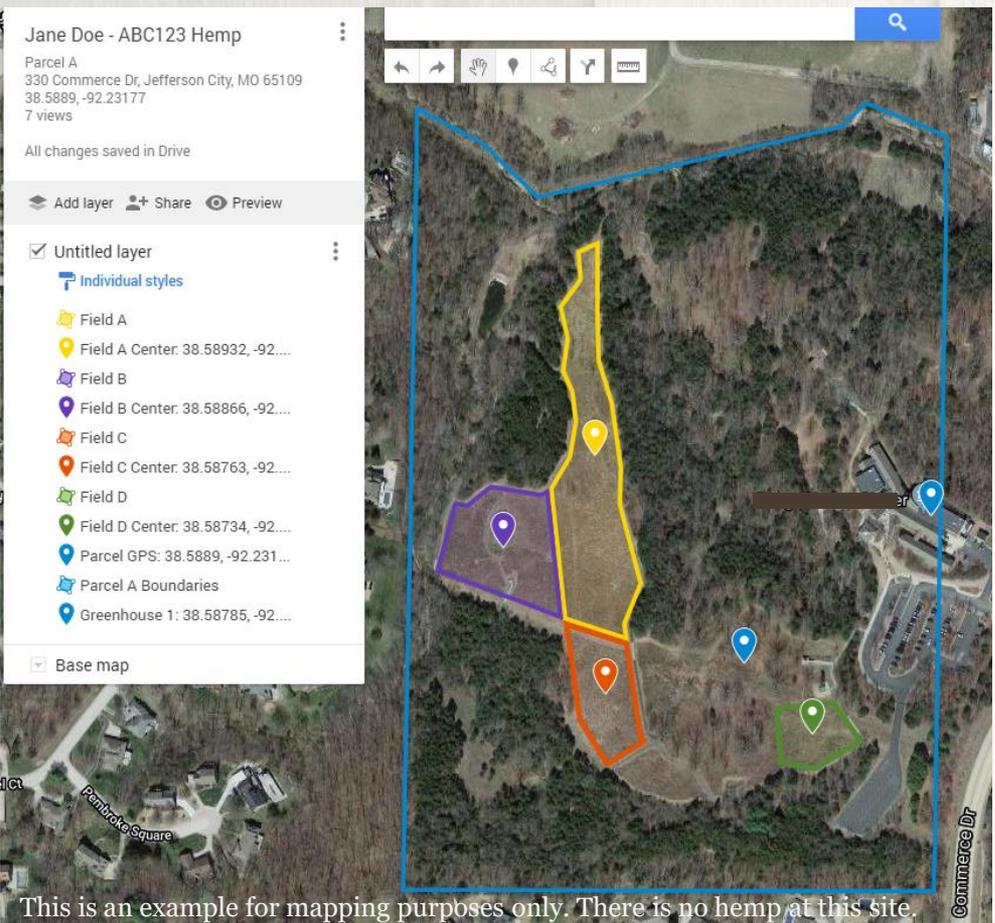
MAPPING GUIDELINES - PERMIT

HOW TO CREATE A MAP

CONTIGUOUS PARCEL GUIDE

LOT IDENTIFICATION FORM





Includes required elements:

- Legend/title block with identifying information
- Overall aerial view with named roadway for reference
 - View is also zoomed in enough to illustrate necessary details
- Overall parcel boundary
- Pinpoint & GPS coordinate for the indoor cultivation facility (greenhouse)

Note: Field boundaries are not required with application, but will be required at planting





PARCELS

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What is a Parcel?

- **A parcel is determined by a legal land description**
 - Available on deeds, land surveys, plat maps, etc.
 - May also be available online via county or city governments
- **Often formatted with quarter, township, section, range, acres, etc.**
 - Ex: N 1/2 SE 1/4 SW 1/4, S24, T32N, R18E



What is Contiguous?

- **Contiguous = continuous, adjacent, sharing a border**
- Parcels that are contiguous (and owned by the same person) may be included in a single application
 - Using Supplemental Parcel Attachment(s)
 - Contiguity must be proven in maps; and
 - Ownership verification is required



More Than One Parcel?

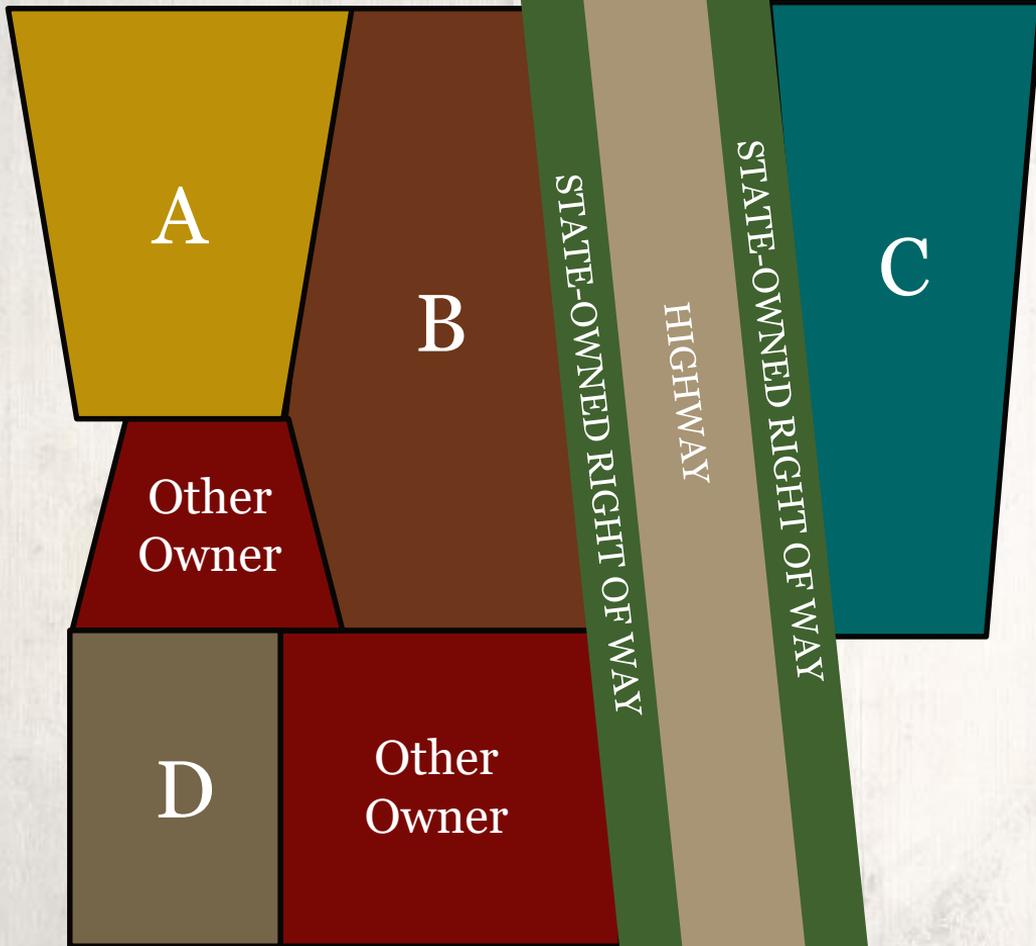
Separate Application(s)

- Noncontiguous parcels
- Separately-owned parcels
 - Including leases from multiple landowners

Supplemental Parcel Attachment(s)

- An attachment to an application and cannot stand alone
- A parcel that is contiguous to the parcel listed in the application and owned by the same person





3 Applications

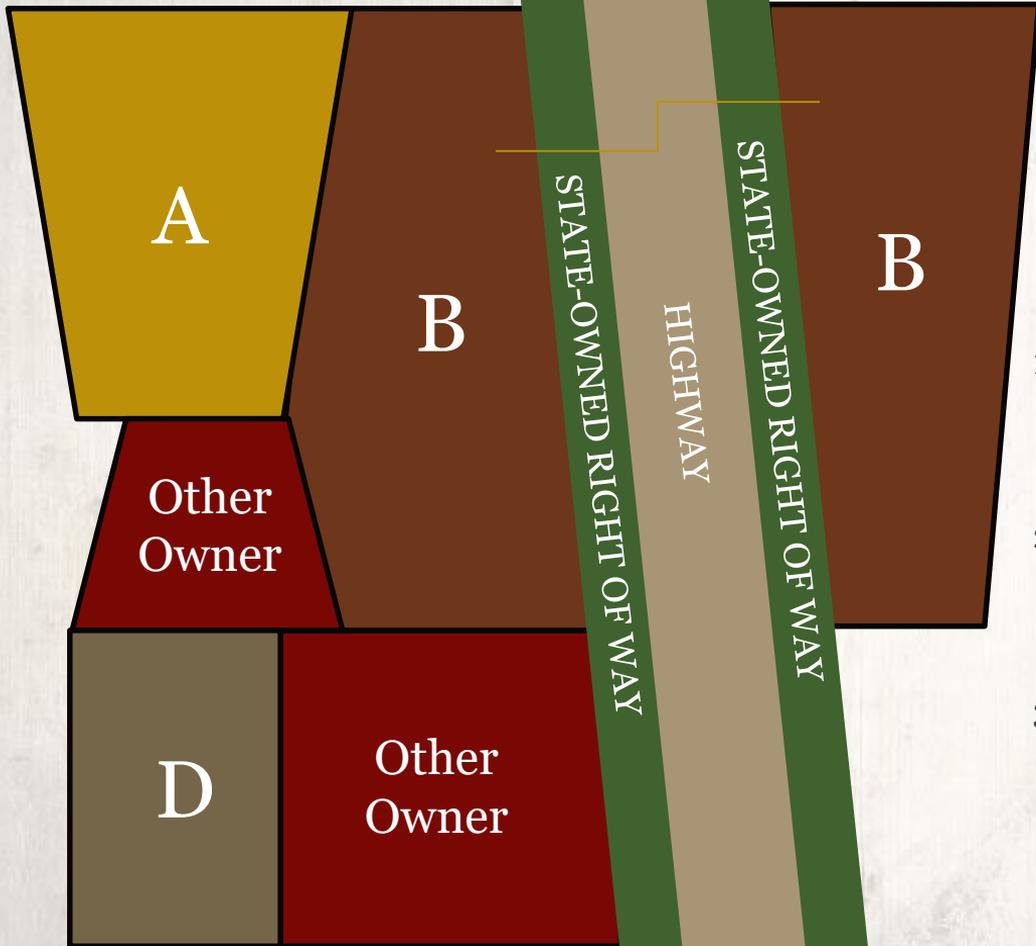
1 Supplemental Parcel Attachment

- | |
|----------|
| 1) A + B |
| 2) C |
| 3) D |

Assuming each of these parcels are legally separate with their own legal land descriptions:

- 1) A & B are contiguous. Parcel A may be filed in your application, and Parcel B will be included in a Supplemental Parcel Attachment, or vice versa.
- 2) C and D are both separated by other owners, including the red parcels and the state-owned right of ways, and each requires a separate application.





2 Applications

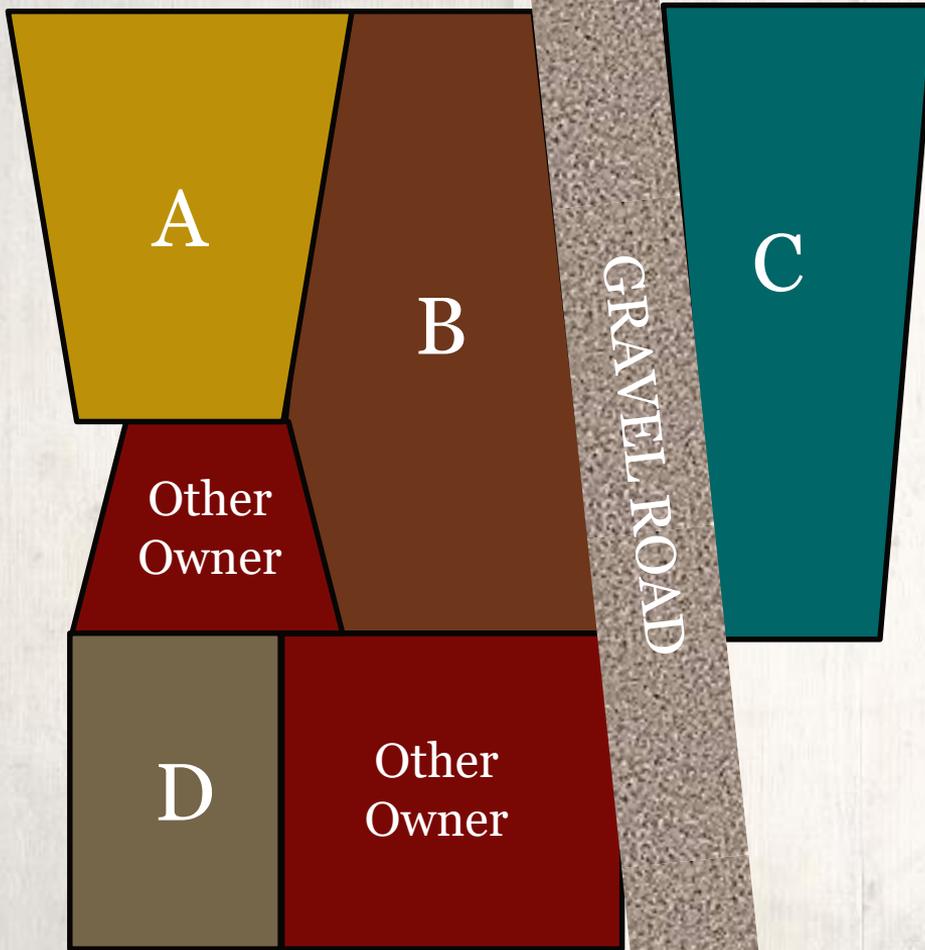
1 Supplemental Parcel Attachment

- | |
|----------|
| 1) A + B |
| 2) D |

Assuming each of these parcels are legally separate with their own legal land descriptions:

- 1) A & B are contiguous. Parcel A may be filed in your application, and Parcel B will be included in a Supplemental Parcel Attachment, or vice versa.
- 2) Although B spans across the highway, *because it is one total legal land description* it is not considered a separate parcel or noncontiguous.
- 3) D is separated by the other-owned red parcels and requires a separate application.





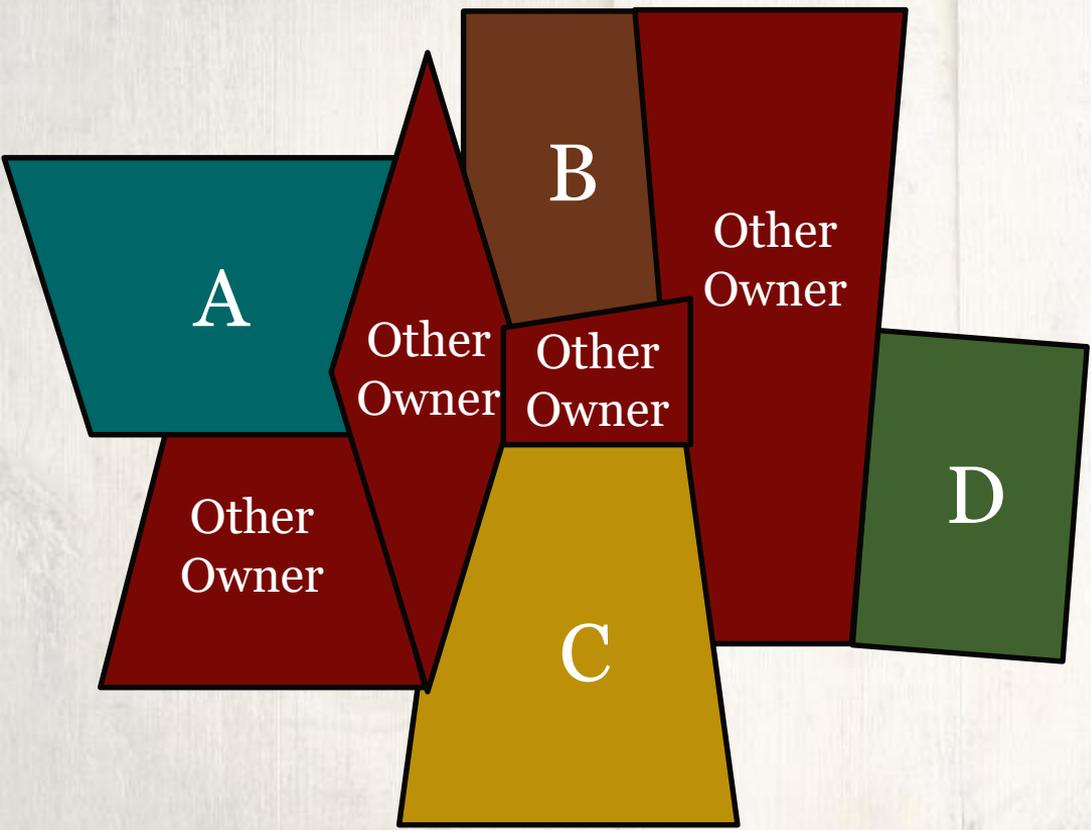
2 Applications

2 Supplemental
Parcel
Attachments

1) A + B + C
2) D

Assuming each of these parcels are legally separate with their own legal land descriptions:

- 1) A & B are contiguous. Parcel A may be filed in your application, and Parcel B will be included in a Supplemental Parcel Attachment, or vice versa.
- 2) Although C is on the other side of the gravel road, there is no right-of-way or other-owner-separation, so C is considered contiguous to A & B, and can be included on a Supplemental Parcel Attachment.
- 3) D is separated by the other-owned red parcels and requires a separate application.



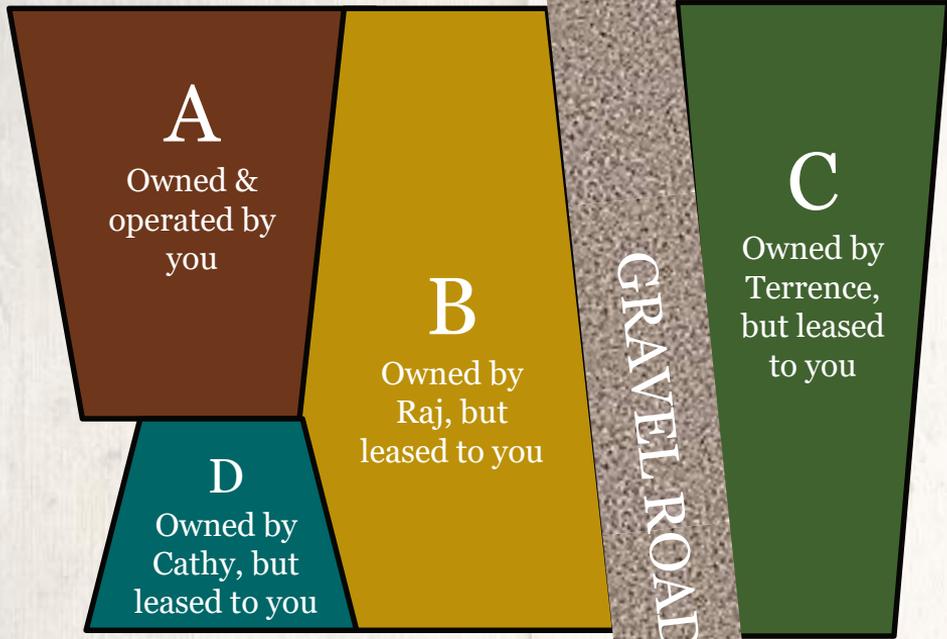
4 Applications
0 Supplemental
Parcel Attachments

- 1) A
- 2) B
- 3) C
- 4) D

Assuming each of these parcels are legally separate with their own legal land descriptions:

- 1) A, B, C, and D are all separated by other-owned parcels, and each requires a separate application.





4 Applications 0 Supplemental Parcel Attachments

- 1) A
- 2) B
- 3) C
- 4) D

Assuming each of these parcels are legally separate with their own legal land descriptions:

- 1) Despite contiguity and all being operated by you, each of these parcels require a separate application because they are all owned by a different person.





APPLICATION SUBMISSION & REVIEW

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Application Submission

Completed Packet:

- Application Form(s)
 - Maps/supporting document(s)
 - Supplemental Parcel Attachment(s), if applicable
- \$750 fee per application
 - Check payable to: Missouri Department of Agriculture
 - Personal, business, cashier's check, money order
 - Multiple application fees can be included in a single check
 - No online payment, no cash

EMAIL NOT ACCEPTED

Mail To:

Missouri Department of Agriculture
Industrial Hemp Program
PO Box 630
Jefferson City, MO
65102-0630



Application Review

- No turnaround estimate is available due to initial volume
- MDA Industrial Hemp program will notify applicants of any deficiencies and allow sixty (60) days for resolution
 - After sixty (60) days, applicants must resubmit all forms, background checks, and fees as if never before applied



Application Review

- Please note that all background checks, including key participants, must be completed within thirty (30) days of application submission
 - No applications will be approved without all background checks completed
 - A valid TCN does not constitute a completed background check. Fingerprints must be submitted per MACHS instructions.
- If an application is under review by MDA staff and all background checks are not completed, the application will be moved to the bottom of the stack.





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