



Industrial Hemp Grower Registration Instructions and Application *new applicants*

Please follow the steps below to complete your Hemp Grower Registration application. This application is for **new** applicants only – renewal applications are mailed directly to those registered during the previous registration year. The registration cycle is February 1 to January 31.

STEP 1: BUSINESS INFORMATION - The following must be entered:

- Business Name
- Business (physical) Address, City, State, Zip, County, Phone Number
- Email Address – ensure this is a valid, monitored email address since this is the primary form of communication with the department
- Ownership Type: Corporation, LLC, LLP, Sole Proprietor, Individual, Joint Tenant, Other
- Federal Employer Identification Number (EIN) – not required for individual ownership types
- Mailing Address, City, State, Zip, County if different than physical address.

STEP 2: KEY PARTICIPANT INFORMATION - List all members of the business that have a direct or indirect financial interest. Examples: applicant, partners, individuals with executive managerial control such as a CEO, COO, and CFO. Attach additional pages if more space is needed. The following information must be entered for each contact:

- Name
- Title
- Date of birth
- Email address

STEP 3: REQUIRED ATTACHMENTS – The following attachments must be included with the application:

- Background Checks – An FBI Background check report (“Identity History Summary”) must be completed **for each key participant** – visit the following website for steps to obtain this report: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>
- Maps - Satellite view/map of all locations reported in step 4 depicting each field, greenhouse, building or other location where industrial hemp will be grown, dried, or stored that indicate entrances, field boundaries, and specific points corresponding to the GPS coordinates provided.
- Legal Description of Each Location reported in Step 4 - Copy of the legal property description for each location including street address/Parcel ID.

STEP 4: LOCATIONS - Include all the following information for each location where you plan to grow hemp, start hemp (including starting seeds, seedlings, clones/transplants), dry hemp, or store hemp. Attach additional pages if needed.

- Location Name – Enter a unique location name for each location where hemp will be grown, started (seeds, seedlings, clones, or transplants started and later moved to a growing location), dried, or stored. Ensure the location name is identified on the attached maps.
- Location Address - street or parcel ID, city, state, zip
- Location County

- GPS Coordinates - for each growing location, to 6 decimal places. Example: 42.731789, -84.558834

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- Indoor Square Feet - If this is an indoor growing location, please indicate the total square feet. Indoor growing locations include buildings, greenhouses, hoop houses, low or high tunnels, or plants under any other protection. If this is not an indoor growing location, leave blank.
- Outdoor Acreage - If this is an outdoor/field growing location, please indicate the total acreage. If this is not an outdoor growing location, leave blank.
- What will you do at this location? – Please check all the apply.
- Do you own or lease this location? – Please indicate your ownership/lease agreement. If leasing, mark whether you have complete control of all cultivation activities at this location. ***Be advised that anyone growing any amount of hemp must be registered; those individuals or firms contracting to perform cultivation activities for a registered grower must also be registered growers themselves.***
- MDARD will not approve applications requesting hemp starting, growing, or storage locations on Tribal Lands within Tribal Jurisdictions. Either the tribe itself or the USDA operates a hemp production plan for these locations. Contact the USDA at [farmbill.hemp@usda.gov](mailto:farmland.hemp@usda.gov) or the tribe for information.

STEP 5: INDUSTRY INFORMATION – Check off all activities that apply to your business.

STEP 6: ACKNOWLEDGMENTS – Read all the acknowledgements listed on the application. All boxes must be checked.

STEP 7: DISCLOSURE OF CONTACT INFORMATION - Please indicate if you wish to give MDARD consent to disclose only your name, email, and phone number to other registered Michigan hemp grower or processors licensed by MDARD or the Cannabis Regulatory Agency if such persons submit a Freedom of Information Act request. Your information will otherwise not be released except to law enforcement and the U.S. Department of Agriculture.

STEP 8: HEMP GROWER APPLICATION FEE

- Include a \$1,250.00 check or money order payable to the State of Michigan.

This application fee is nonrefundable. If you are renewing a grower registration, do not complete this form. Your renewal application was mailed. If you did not receive it, contact MDARD at the number below and know that a \$250 late fee will be added to the registration fee if you renew after January 31.

AFFIRMATION OF APPLICATION: Print Name, Sign, and Date the Application.

HEMP GROWER REMINDERS

- 1) Please note the following grower requirements. See PA 220 of 2020, as amended, or visit www.Michigan.gov/HempGrowing for more information and requirements.
 - The registration cycle runs February 1 to January 31.
 - If you grow hemp, you are required to be registered. The number of plants grown, plant growth stage at harvest or sale, growing for research purposes, or if the harvest is sold or transferred to others does NOT impact the registration requirement.
 - You are also required to have complete control of growing and storage locations and be solely responsible for all hemp grown. If you plan on contracting hemp cultivation to another farmer, that person must obtain their own registration.
 - Applicants must be 18 years of age or older.

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- Only growing locations that are in Michigan will be considered for a Michigan hemp grower registration.
 - Applicants with unpaid fees or fines will not be issued a registration.
 - The registration fee is nonrefundable.
 - By July 15, or within 15 days of planting if after July 15, you will need to contact a local Farm Service Agency office, file a crop acreage report (FSA-578 form), and obtain an FSA Lot Number for **each** lot (contiguous planting of 1 variety) where hemp was planted, indoors or outdoors. More information on obtaining FSA lot numbers can be found at: <https://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdfiles/FactSheets/2019/crop-acreage-reporting-19.pdf>. MDARD will NOT sample your lot for THC compliance until an FSA Lot Number has been assigned.
 - Applicants who have had their registration revoked in the past 5 years will not be issued a registration.
 - Applicants/key participants who have had a controlled substance felony conviction in the past 10 years will not be issued a registration.
- 2) This form is for new applicants only. Renewal applications are mailed directly to growers. *Please note that renewing growers must submit the renewal application postmarked no later than January 31, or a late fee of \$250 will be added to the registration fee.*
 - 3) Sign up for industrial hemp email alerts at <https://www.michigan.gov/mdard/about/media/email>.
 - 4) MDARD must collect samples from each hemp lot (contiguous area of the same variety or strain) prior to harvest. More information can be found at www.Michigan.gov/HempLaws under “[Preharvest Sampling Process](#).” Sampling fees are \$125/sample for the lab testing fee (THC and CBD reported) and \$150/site for the sampling fee.

MAIL COMPLETE APPLICATION, ATTACHMENTS, AND APPLICATION FEE TO:

Michigan Department of Agriculture & Rural Development

P.O. Box 30776

Lansing, MI 48909-8276

Contact MDARD with questions at 517-284-5771 or mdard-clu@mdard.michigan.gov

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P.O BOX 30776
 LANSING MI 48909-8276
 Phone: 517-284-5771 Email: mdard-clu@mdard.michigan.gov
HEMP GROWER REGISTRATION - NEW APPLICATION
 Public Act 220 of 2020 as amended
 Grower Registration Number (*office use only*): _____

Office Use Only (1601)

STEP 1: BUSINESS/INDIVIDUAL INFORMATION

Business/Individual Name:

Address:

City:

State:

Zip:

Phone Number:

County:

Ownership Type Corporation LLC LLP Sole Proprietor Individual Joint Tenant

Federal Identification #:

Email Address:

Mailing Address (*if different from business address above*)

Mailing Address:

County:

City:

State:

Zip:

STEP 2: KEY PARTICIPANTS - *Include contact information for all partners and/or individuals with executive managerial control such as chief executive officer, chief operating officer, or chief financial officer. Attach pages if needed.*

Applicant Name:

Title: **APPLICANT**

Applicant Date of Birth:

Applicant Email:

Contact Name:

Title:

Date of Birth:

Email:

Contact Name:

Title:

Date of Birth:

Email:

Contact Name:

Title:

Date of Birth:

Email:

STEP 3: REQUIRED ATTACHMENTS

- Background Checks – Required for applicants and key participants. Prepared by the US FBI and includes fingerprint-based criminal history record information (see instructions on how to obtain report)
- Maps – Satellite view with each location reported in step 4 identified, with boundaries, entrances, GPS points.
- Legal description of each growing location reported in step 4.

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STEP 4: LOCATIONS – Please list all locations where hemp will be grown, started, dried, or stored.

Location Name	Location Address	County	GPS Coordinates	Indoor Sq. Feet	Outdoor Acreage	Required Attachments: <input type="checkbox"/> Legal description of growing location <input type="checkbox"/> Maps - Satellite view with marked locations
What will you do at this property? <input type="checkbox"/> Grow/Harvest Hemp <input type="checkbox"/> Start Viable Seed/Seedlings <input type="checkbox"/> Dry/Store Hemp				Do you own or lease this property? <input type="checkbox"/> Own <input type="checkbox"/> Lease If leasing this property are you in complete control of all hemp cultivation activities at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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STEP 5: INDUSTRY INFORMATION – *select all that apply*

- I am a licensed hemp processor-handler.
- I am a college or university conducting hemp research.
- I will not be growing hemp but will dry, store, or sell hemp to a licensed processor.

I plan on growing hemp for (select all that apply):

- Industrial products (fiber, plastics, concrete, etc.)
- Cosmetic products (lotions, creams, lip balms, etc.)
- Cannabinoids - extraction
- Cannabinoids - smokable flower
- Seed for propagation
- Microgreens to consume
- Other consumable products excluding microgreens
- Clones/transplants/starts

STEP 6: ACKNOWLEDGMENTS

- I acknowledge that all physical addresses of the location(s) to be used to grow, dry, and store hemp must be submitted with this application. This application constitutes written consent by the applicant to allow MDARD personnel access to any hemp locations as deemed necessary by MDARD for inspection, sampling, and testing. Any changes to physical addresses used in the growing, drying, or storing of hemp shall be approved in writing by MDARD prior to that location being legally permitted for use. A site modification form and fee of \$50.00 must be submitted for each alteration to a site listed on a grower registration after the registration has been issued.
- I acknowledge that all growing locations submitted with this application are owned or in complete control of the business/individual listed on the application.
- I acknowledge that a processor handler license is also required if I am converting raw hemp into a marketable form including smokable hemp flower.
- I acknowledge that FSA lot numbers are required for growing locations, and MDARD will not collect preharvest or remediation samples for lots without FSA lot numbers.

STEP 7: DISCLOSURE OF CONTACT INFORMATION

Public Act 220 of 2020, as amended, prohibits MDARD from disclosing information received by growers on or as part of their registration application unless express written permission is provided. **Please check ONE of the boxes below:**

- I give MDARD express written consent to disclose my name, email, and telephone number to a registered grower or licensed hemp or marijuana processor who submits a written request pursuant to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.
- I DO NOT wish to have my name, email address or telephone number disclosed.

STEP 8: HEMP GROWER REGISTRATION FEE - *Make check/money orders payable to the State of Michigan.*

- | | |
|--|---|
| <input type="checkbox"/> Nonrefundable Grower Registration Fee: \$1250.00 | ASC Hot Key (<i>mdard use only</i>): 1601 |
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GROWER REGISTRATION AGREEMENT: I hereby affirm that all information contained in this application is true and accurate. I acknowledge the responsibilities of a hemp grower per the Industrial Hemp Growers Act, PA 220 of 2020, as amended.

Applicant Name (Print):	Applicant Signature:	Date:
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