



Processor-Handler License Instructions/Checklist and Application

Please follow the steps below to complete your MDARD Hemp Processor-Handler License application.

STEP 1: Business Information - must be entered:

- Business Name
- Business (physical) Address, City, State, Zip, 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)
- Mailing Address, City, State, Zip

STEP 2: Contact Information – provide contact information for each officer, director, partner, member, or owner in excess of 10% stock or equity; 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: Attachments

- Include additional pages to identify more contacts and locations (see STEP 4).
- MUST** include map(s) or satellite view of EACH location, depicting each building or site where hemp will be processed, handled, stored, or brokered, noting entrances and specific location corresponding to GPS coordinates provided in Step 4.

Note: Background Check – An FBI criminal history report was initially required with this application, to be consistent with the 2019-2020 ag pilot program and the current grower registration requirement. This requirement is SUSPENDED pending PA 547 of 2014 review and updates.

STEP 4: Processor/Handler Location(s) – complete for EACH location hemp processing, handling, marketing, or brokering will occur. Attach additional pages if more space is needed. The following information must be provided:

- Street address, City, State, Zip, County
- GPS Coordinates

(continued)

STEP 5: Acknowledgments – Read the acknowledgments listed on the application. All boxes must be checked.

STEP 6: Payment - nonrefundable application fee.

\$1,350.00. Include cashier's check, check, or money order made payable to the State of Michigan.

STEP 7: Print, sign, and date the application.

HEMP PROCESSOR-HANDLER REMINDERS

Please note the following processor-handler license requirements. See PA 547 of 2014 or visit www.michigan.gov/industrialhemp for more information and requirements.

- Applicants must be 18 years of age or older.
- Only processing, handling, storage, and brokering facilities that are located in Michigan can receive a Michigan processor-handler license. Businesses that are marketing hemp and are located out of state require a Michigan processor-handler license.
- Applicants with unpaid fees or fines will not be issued a license.
- The application fee is nonrefundable.
- Applicants who have had their processor-handler license revoked in the past 5 years will not be issued a license.
- The license year runs from December 1 to November 30. This initial license application can be submitted at any time and will be valid through midnight, November 30.
- Note: this form is for initial (new) applicants only. Renewal applications are mailed to processor-handlers. Renewing processor-handlers must submit the renewal application postmarked no later than November 30, or a late fee of \$250 will be added to the license 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.

Michigan Department of Agriculture and Rural Development



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 LANSING MI 48909-8276
 Phone: 517-284-5771 Email: mdard-clu@mdard.michigan.gov
HEMP PROCESSOR-HANDLER LICENSE APPLICATION
Public Act 547 of 2014

New Application **License No Longer Needed**

STEP 1: BUSINESS/INDIVIDUAL INFORMATION

Business Name:

Address:

City:

State:

Zip:

Phone Number:

Email Address:

Office Use Only (1602)

Ownership Type Corporation LLC LLP Sole Proprietor Individual Joint Tenant

Federal Identification #:

Mailing Address (if different from Business Address)

Street Address:

City:

State:

Zip:

STEP 2: CONTACTS - Include contact information for all officers, directors, partners, members and/or individuals owning in excess of 10% stock or equity

Applicant Name:

Title:

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

- Maps – map or satellite views with marked processing locations Additional contacts
- Additional locations not listed in Step 4

MICHIGAN DEPARTMENT of AGRICULTURE and RURAL DEVELOPMENT

STEP 4: PROCESSING/HANDLING LOCATIONS – Please list all locations where hemp will be processed, handled, stored, or brokered. Attach additional pages if needed.						
Street Address	City	State	Zip	County	GPS Coordinates	Required Attachment: <input type="checkbox"/> Map or satellite view with marked processing location, noting entrances and specific location of GPS coordinates provided.
Street Address	City	State	Zip	County	GPS Coordinates	Required Attachment: <input type="checkbox"/> Map or satellite view with marked processing location, noting entrances and specific location of GPS coordinates provided.

STEP 5: ACKNOWLEDGMENTS
<input type="checkbox"/> I acknowledge that all physical addresses of the location(s) to be used for processing, handling, brokering, or marketing hemp have been submitted with this application. <input type="checkbox"/> I acknowledge this application constitutes written consent to allow MDARD personnel access to any processor-handler locations as deemed necessary by MDARD for inspection, sampling, and testing. <input type="checkbox"/> I will submit changes to a physical address, in writing, to be approved by MDARD prior to using that location for hemp processing, handling, brokering, or marketing. <input type="checkbox"/> I acknowledge that any finished products produced, which are to be marketed and sold under this license, will comply with all applicable laws, regulations and requirements of any governmental agency or other regulating authority.
STEP 6: PROCESSOR-HANDLER APPLICATION FEE - <i>Make check/money orders payable to the State of Michigan</i>
<input type="checkbox"/> Nonrefundable Application Fee: \$1350.00
ASC Hot Key (mdard use only): 1602

PROCESSOR-HANDLER AGREEMENT: I hereby affirm that all information contained in this application is true and accurate. I acknowledge the responsibilities of a hemp processor-handler per the Industrial Hemp Research and Development Act, PA 547 of 2014.

Applicant Name (Print):	Applicant Signature:	Date:
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