

## HEMP PILOT PROGRAM LICENSE CHANGE REQUEST

### Industrial Hemp Pilot Program Application Privacy Notice

Any information/data you provide as part of this application will be used by MDA staff to assess your eligibility to participate in the MDA Hemp Pilot Program. Your decision to provide this information is voluntary; you are under no legal obligation to provide MDA with any of the requested information. However, only completed applications will be considered for approval. As a participant in the Industrial Hemp pilot program, your name, address, phone number, email address, and the location of your hemp field(s), processing facility, and/or testing laboratory are currently (as of October 2019) classified under Minnesota law as private or nonpublic data. Please note that due to the evolving nature of the laws and regulations surrounding Industrial Hemp, the classification of this data may change at some point in the future. Your completed criminal background check information is also classified as private data. Data that is classified as private or nonpublic will be viewed and used at MDA only by authorized employees and contractors that require access to perform their government functions.

Unless you consent to its release, private and nonpublic data will be shared only with other entities authorized by law to receive the information and parties named in a valid court order. MDA may share private and nonpublic information with local, state or federal law enforcement, including the Minnesota Department of Public Safety, if MDA determines that such sharing would aid in the law enforcement process. MDA may be required to share the information with the Office of the Legislative Auditor or the Office of the State Auditor upon their request. In addition, private or nonpublic data may be shared with other government entities or made public if the MDA determines that there is a substantive threat to human health and safety or to the environment. In the event of a legal action, your information may be shared with the Minnesota Office of the Attorney General.

Notice to all licensees: the MDA Industrial Hemp Pilot Program, as authorized under Minn. Stat. § 18K.09, is set to expire on October 31, 2020. Upon the Pilot Program's expiration, all Pilot Program registrations will be immediately null and void, and industrial hemp growers/producers will be required to hold a current Commercial Hemp license, issued under Minn. Stat. § 18K.04. Questions? **Please contact MDA at 651-201-6600 or [hemp.mda@state.mn.us](mailto:hemp.mda@state.mn.us)**

### PART 1 – LICENSE CHANGE INFORMATION

Licensee Name \_\_\_\_\_ License Number \_\_\_\_\_

Change Request Date \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

#### Type of Request (Please fill out a new form for each change request.)

**Change in license name:** New License Name \_\_\_\_\_ Minnesota Tax ID Number \_\_\_\_\_

**Change in grower or processing location** (please select the change type below and complete the location verification on page 2):

#### Hemp Field/Grow Location Changes

Change in existing grow location

Addition of new grow location

#### Hemp Processor Location Changes

Change in existing processing location

Addition of new processing location

### Part 2 – LICENSE CHANGE FEE CALCULATOR

All license changes incur a \$50 fee if requested after March 31, 2020. Make check or money order payable to Minnesota Department of Agriculture or MDA. Check, cash, or credit card payments may be made in person with an appointment. Fees are non-refundable.

1	I am changing my license name, grow location, or processing location. \$50	600546(3100)	\$
2	I am adding an additional grow location beyond my first one. \$250	600548(3200)	\$
3	I am changing or adding an additional processing location. \$0	N/A	\$ NO CHARGE
<b>TOTAL FEES DUE (Add lines 1-3)</b>			<b>\$</b>

Return this form with your check or money order made payable to:

Office Use Only

 Minnesota Department of  
 Agriculture Attn: Cashier  
 625 Robert Street North  
 Saint Paul, MN 55155-2538

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**PART 3 – HEMP FIELD/GROW OR PROCESSING LOCATION CHANGE INFORMATION**

**Definitions**

A **Grow Location** means a contiguous land area, or greenhouses, hoop houses, or buildings for indoor cultivation, registered with the department, on which a Licensee will conduct licensed hemp cultivation activities. Each non-contiguous grow location must be registered separately.

A **Processing location** means any area, building, plant, or facility registered with and approved by the department in which a licensee will convert raw hemp plants or plant material into a marketable product.

**NOTE: You may NOT process, store, or dry raw hemp in a residential dwelling.**

**New or Updated Location Information**

Provide as much information for your updated location listed below as possible. (A detailed map must be submitted with this form showing your updated location relevant to the nearest municipality and navigable roads). You may give either the legal land description **OR** the GPS point **AND** the address.

**Grow Location Information:**

Change to Existing Location

Additional Location

**Acreage/Indoor Square Feet** \_\_\_\_\_ Check One:  Indoor  Outdoor  
TWP \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ 1/4 Section \_\_\_\_\_  
GPS Point of Center of Grow Location Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
Grow Location Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Grow Location Owner/Inhabitant, *if different from the applicant*

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Processing Location Information:**

Change to Existing Location

Additional Location

TWP \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ 1/4 Section \_\_\_\_\_  
GPS Point of Processing Location Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
Processing Location Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Processing Location Owner/Inhabitant, *if different from the applicant*

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_