

APPLYING FOR AN IOWA HEMP LICENSE IN 2020

WHEN CAN I APPLY?

The Iowa Department of Agriculture and Land Stewardship will begin accepting hemp license applications as soon as the United States Department of Agriculture (USDA) accepts the Iowa Hemp State Plan and the Department publishes notice in the Iowa Administrative Bulletin. Current announcements on the licensing process in Iowa can be found at <https://iowaagriculture.gov/hemp>.

DEADLINES

The application deadline for the 2020 growing season outdoor crop sites is May 15, 2020. However, the submission of fingerprints for background record checks may take several weeks. A license cannot be issued until all applicants associated with the hemp license pass the background check.

Beginning in 2021, hemp license applications for outdoor crop sites must be received by the Department on or before April 15. No application deadlines will be established for indoor crop sites.

HEMP LICENSE APPLICANTS

All individuals associated with the hemp license must submit their fingerprints and be listed on the hemp license application. Individuals associated with a hemp license include:

1. An individual with five percent, or more, legal or equitable interest in the hemp crop.
2. An individual applying as a member of a business entity, if that individual's legal or equitable interest in the business entity is five percent or more.
3. Key participants in a corporate entity at the executive level, including chief executive officer, chief operating officer and chief financial officer.
4. If an applicant is acting on behalf of an institution governed by the state board of regents, as defined in Iowa Code section 262.7, or a community college as defined in Iowa Code 260C.2, "applicant" means the individual, or individuals, appointed by the president or chancellor of the institution to obtain hemp permits from the department. Other institutions of higher learning may also apply by designating an appropriate authorized representative.
5. An individual acting as the "authorized representative" for the hemp license. The authorized representative is designated by the applicant(s) to act on behalf of and represent the applicant(s) in communicating with the Department for the purposes of applying for a license, submitting reports, receiving documents and information from the Department, and acting as the sole primary contact pertaining to the license. An applicant may only have one authorized representative. An authorized representative shall not be a business entity.

COMPLETE LICENSE APPLICATION FORM MUST INCLUDE:

1. Full name, title, residential address, phone number and email of the applicant's authorized representative.
2. Full name, residential address, phone number and email of the applicant(s). Applicants who are key participants in a business entity shall also submit their title within the entity.
3. Principal business name and address.
4. Legal description of the parcel where hemp will be grown.
5. Geospatial location of the crop site.
6. A map of the crop site including lot boundaries and names of varieties/cultivars/strains.
7. Name of the hemp variety/varieties to be planted.
8. How the licensee intends to destroy the crop if the THC concentration is more than the acceptable hemp THC concentration (note, destruction must be approved by the Department prior to implementation).

The Department may request additional information at its discretion.

APPLYING FOR AN IOWA HEMP LICENSE IN 2020

LICENSE APPLICATION FEES

All fees shall be collected by the Department at the time the hemp license application is submitted.

ACRES	LICENSE FEE	BASE INSPECTION FEE
0 - 5	\$500 + \$5 per acre	\$1,000
5.1 - 10	\$750 + \$5 per acre	\$1,000
10.1 - 40	\$1,000 + \$5 per acre	\$1,000

Additional information on inspection and sampling fees can be found on the “Hemp Harvest Sampling, Testing and Timing” fact sheet.

OFFICIAL FINGERPRINTS

All applicants must submit official fingerprints to the Department for submission to the Federal Bureau of Investigation. To submit official fingerprints an applicant must:

1. Request fingerprint cards from the Department at Hemp@IowaAgriculture.gov or by calling (515) 725-1470.
2. Do not fill in any information on the fingerprint card. The card must be completed at a fingerprint location.
3. Visit a fingerprint location to complete the fingerprint process.
 - a. Fingerprint locations in Iowa are listed at <https://www.nbinformation.com/locations/lawEnforcement/IA.php>, and locations outside Iowa can be found at <https://www.nbinformation.com/locations/index.php>.
 - b. Call before visiting, you may need to make an appointment.
 - c. Fingerprint locations set their own fees and applicants are responsible for paying all fingerprint fees.
4. Some fingerprint locations may insist on using their own fingerprint card instead of the card supplied by the Department. If at all possible, use the fingerprint card provided by the Department.

SUBMITTING FINGERPRINTS TO THE DEPARTMENT

The sole applicant, or authorized representative for a license with multiple applicants, must submit the license application, on paper, with all official fingerprints of co-licensees. There is a \$15 fee per person for the background check. Payments should be made to the Iowa Department of Agriculture and Land Stewardship. Check <https://iowaagriculture.gov/hemp> for current information.

QUESTIONS

Website: <https://iowaagriculture.gov/hemp>
Email: Hemp@IowaAgriculture.gov
Phone: (515) 725-1470