

APPLYING FOR AN IOWA HEMP LICENSE IN 2023

WHEN CAN I APPLY?

The 2023 application process is online, paper applications will not be accepted. The portal is expected to open for renewals and new applications, <https://hemp.iowaagriculture.gov/landing>

DEADLINES

The application deadline for the 2023 growing season outdoor crop sites is April 15. There is no deadline for indoor crop sites.

HEMP LICENSE APPLICANTS

Individuals with legal or equitable interest in the hemp crop must submit official fingerprints and complete a 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. A map of the crop site including lot boundaries

The Department may request additional information at its discretion.

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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	\$500
5.1 – 10	\$750 + \$5 per acre	\$500
10.1 – 320	\$1,000 + \$5 per acre	\$500

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. The Department will submit to the Federal Bureau of Investigation for the required background check. 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

Applicants must submit official fingerprints, signed waiver and payment for the background check. The authorized representative for a license application with multiple applicants will, ideally, submit all official fingerprints of co-licensees at one time. **There is a \$26 fee per person for the background check. Payments must be made to the Iowa Department of Agriculture and Land Stewardship, or 'IDALS'.** A hemp license application will not be issued until all fingerprints have been submitted to the Department and pass the background check.

QUESTIONS

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

MAIL FINGERPRINTS TO:

IDALS Hemp Program
2230 S. Ankeny Boulevard
Ankeny, IA 50023-9093