



[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

VDACS Office of Hemp Enforcement  
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**DEPARTMENT USE ONLY**  
DATE RECEIVED \_\_\_\_\_  
REVIEWED BY \_\_\_\_\_

## REGULATED HEMP PRODUCT RETAIL FACILITY REGISTRATION APPLICATION

**DOWNLOAD THIS APPLICATION TO YOUR COMPUTER AND OPEN IN ADOBE READER FOR FULL FUNCTIONALITY**

**NOTE:** Applications that are incomplete or difficult to read will be returned for completion or revision. Handwritten applications must be fully legible; typing the required information is strongly recommended. **FILL ALL APPLICATION SECTIONS COMPLETELY.**

Pursuant to [3.2-4122](#) a regulated hemp product retail facility registration is required for each location that sells regulated hemp products. A separate application and **nonrefundable** application fee of **\$1,000** is required for each location. Please include a check or money order for \$1,000 payable to the **Treasurer of Virginia** and mail along with your application materials to the address above. For electronic payments please visit the [Hemp Product Enforcement](#) webpage to make a payment and email your applications to [HempEnforcement@vdacs.virginia.gov](mailto:HempEnforcement@vdacs.virginia.gov).

*Applications received without payment will not be processed.*

### **SECTION 1 – Business Information**

Business Legal Name:
DBA Name: (Doing Business As)
Business Physical Address: (location of retail store)
Mailing Address:
Business Email:
Business Phone Number:

**Please provide your state corporate commission entity identification number and Federal Tax EIN**

SCC ID: (STATE CORPORATE COMMISSION ID)	Federal EIN: (FEDERAL TAX EIN)
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**Names, Titles, Phone Numbers, and Email Addresses of Persons Comprising the Legal Ownership (Attach list if necessary)**

FULL NAME	TITLE	PHONE NUMBER	EMAIL ADDRESS

## SECTION 2 – Business Operations

Do you sell (or plan to sell) edible hemp products?	YES	NO
If YES, approximately how many unique* products do you offer (or plan to offer) for sale?		
Do you sell (or plan to sell) inhalable hemp products?	YES	NO
If YES, approximately how many unique* products do you offer (or plan to offer) for sale?		
<i>*Unique products = different brands, different flavors, and/or different package size/count.</i>		
<b>NOTICE: If you answered NO to both of the questions above, please do not submit this application.</b>		

**If you offer (or plan to offer) EDIBLE HEMP PRODUCTS for sale**, you must have a food permit (from **either** VDACS or the Virginia Department of Health), **OR** certify to VDACS that you meet the criteria to be EXEMPT from a food permit. Please answer the following questions related to this requirement:

Do you have a VDACS Food Safety Permit?	YES	NO
If YES provide your Permit number:		
Do you have a Virginia Department of Health Foodservice Establishment Permit?	YES	NO
If YES provide your Permit number:		
Do you meet the criteria listed below to be exempt from a food permit?	YES	NO
<p>THE EXEMPTION IS LIMITED TO RETAIL BUSINESSES THAT MEET ALL OF THE FOLLOWING CRITERIA:</p> <ul style="list-style-type: none"><li>• COMPLIANT WITH ARTICLE 5 OF THE VIRGINIA FOOD AND DRINK LAW;</li><li>• SELL ONLY FOOD OR BEVERAGES THAT ARE SEALED IN PACKAGING BY THE MANUFACTURER AND COME FROM AN APPROVED SOURCE;</li><li>• DO NOT PREPARE OR SERVE FOOD;</li><li>• DO NOT OFFER BEVERAGE SERVICE (I.E. COFFEE POT, FOUNTAIN DRINK MACHINE);</li><li>• DO NOT SELL INFANT FORMULA;</li><li>• DO NOT SELL SALVAGED FOODS;</li><li>• DO NOT SELL UNWRAPPED PRODUCE;</li><li>• DO NOT SELL STORE PACKAGED ICE;</li><li>• DO NOT OFFER SELF-SERVICE OF UNWRAPPED FOODS (I.E. DONUT CASES, BULK NUTS, PICKLES);</li><li>• DO NOT SELL FOOD OR BEVERAGES, INCLUDING EDIBLE HEMP PRODUCTS, TO OTHER BUSINESSES FOR RESALE (WHOLESALE); AND</li><li>• CERTIFY TO THE VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES THAT THEY MEET THE FOREGOING CRITERIA.</li></ul> <p>If you meet the criteria to be exempt from a food permit and have not already submitted the <a href="#">Exemption From Inspection Form</a>, please complete the form* and submit it with your application.</p>		
If you offer edible hemp products for sale, you must submit an <a href="#">Edible Hemp Products Disclosure Form</a> . If you have not already submitted the Disclosure form, please complete the form* and submit it with your application.		
* All forms can be found at the <a href="http://www.vdacs.virginia.gov/food-hemp-product-enforcement.shtml">VDACS Hemp Product Enforcement</a> webpage (www.vdacs.virginia.gov/food-hemp-product-enforcement.shtml)		

**SECTION 3 – Notices and Affirmations (place initials in all boxes)**

BY INITIALING AND SIGNING BELOW, THE APPLICANT ACKNOWLEDGES THAT THEY HAVE READ AND WILL COMPLY WITH THE FOLLOWING NOTICES:

_____	The Commissioner or designee (VDACS inspector) will be allowed to enter this location that the regulated hemp product is offered for sale and inspect the entire premises including, areas designated for storage, display, or restricted to employees to ensure compliance with the requirements of Code of Virginia, Chapter 41.1 (Article 4 § <a href="#">3.2-4122</a> et seq.)
_____	A regulated hemp product retail facility registration shall be required for each location that offers for sale or sells at retail regulated hemp products.
_____	No person shall offer for sale or sell at retail (i) a regulated hemp product or (ii) a substance intended for human consumption, orally or by inhalation, that is advertised or labeled as containing an industrial hemp-derived cannabinoid without a regulated hemp product retail facility registration.
_____	VDACS may share information with law enforcement localities regarding the locations of Regulated Hemp Product Retail Facilities. The registrant shall bear the responsibility for ensuring compliance with all applicable laws and regulations of the Commonwealth of Virginia governing the sale of regulated hemp products.
_____	All records, data, and information filed in support of a registration application will be considered public record and subject to the provisions of the Virginia Freedom of Information Act.
_____	Any person found to be operating out of compliance with the requirements may be subject to registration revocation, civil penalties of up to \$10,000 for each day a violation occurs. Issuance of registration does not denote that all products sold are safe or compliant with federal, state, and local laws.
_____	Any person offering for sale an edible hemp product shall also complete and submit an <a href="#">Edible Hemp Products Disclosure Form</a> pursuant to section 3.2-5145.2:1 available on the <a href="#">VDACS website</a> .
_____	A VDACS issued Regulated Hemp Product Retail Facility Registration issued pursuant to section § 3.2-4122 shall be valid for a period of one year from the date of issuance and may be renewed in successive years. Each annual renewal shall require the payment of the nonrefundable annual registration fee.

I, \_\_\_\_\_ (PRINT NAME), as a legally responsible person for the above-named business, have reviewed the requirements for selling Regulated Hemp Products to consumers and I intend to fully comply with all requirements applicable to my business in accordance with the Code of Virginia. Further, I will inform all persons involved in the business of these requirements and take responsibility for their actions with regard to the sale of Regulated Hemp Products. Business partners will be held jointly responsible for business operations.

Signature

Date of Signature

**INSTRUCTIONS FOR SUBMITTING THE COMPLETED APPLICATION**

<b>BY MAIL</b> <ol style="list-style-type: none"><li>1. Complete this application and print it.</li><li>2. Make check or money order for \$1,000 payable to the Treasurer of Virginia.</li><li>3. Mail the application and payment to: VDACS Office of Hemp Enforcement P.O. Box 526, Richmond, VA 23218</li></ol>	<b>ELECTRONIC SUBMISSION</b> <ol style="list-style-type: none"><li>1. Complete this application electronically.</li><li>2. Make a payment by visiting the <a href="#">Hemp Product Enforcement</a> webpage and obtain a payment confirmation code.</li><li>3. Email your application to <a href="mailto:HempEnforcement@vdacs.virginia.gov">HempEnforcement@vdacs.virginia.gov</a> with your payment confirmation code.</li></ol>
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Visit Hemp Product Enforcement at [www.vdacs.virginia.gov/food-hemp-product-enforcement.shtml](http://www.vdacs.virginia.gov/food-hemp-product-enforcement.shtml) for fillable forms and additional resources.