



COMMONWEALTH of VIRGINIA

Department of Agriculture and Consumer Services

Bradley Copenhaver

Commissioner

PO Box 1163, Richmond, Virginia 23218

www.vdacs.virginia.gov

TO: Registered Industrial Hemp Growers and Industrial Hemp Grower Registration Applicants

DATE: December 13, 2021

RE: Obtaining the required FBI Identity History Summary

The Virginia Department of Agriculture and Consumer Services (VDACS) thanks you for your interest in the Industrial Hemp Program. Beginning January 1, 2022, VDACS will regulate hemp production in accordance with the 2018 federal Farm Bill and the U.S. Department of Agriculture's (USDA) Domestic Hemp Production Program regulation. USDA requires that state departments of agriculture review the criminal history report of each person who wishes to grow hemp before authorizing the person to do so. As a result, Registered Industrial Hemp Growers and applicants for an Industrial Hemp Grower Registration will need to submit a Federal Bureau of Investigation (FBI) Identity History Summary to VDACS in order to grow industrial hemp in Virginia. Below you will find information on obtaining and submitting your FBI Identity History Summary.

1. Go to the FBI Identity History Summary Checks webpage (link: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>) to access the steps required to request your FBI Identity History Summary. Requests can be submitted directly to the FBI either electronically or via postal mail. You may also submit your request through an FBI-approved channeler. All three options are explained on the FBI website.
2. Your local law enforcement office may provide fingerprinting services. Some offices only offer this service at specified times during the week. Contact your local law enforcement office for more information. Additionally, some private companies offer fingerprinting services ("FBI-approved channelers"), a few of which are listed below:
 - Fieldprint:
<https://www.fieldprint.com/>
 - Inquiries Screening:
<https://www.inquiriescreening.com/solutions/fingerprinting/fbi-fingerprint-channeling>

- For additional FBI-approved channelers, please visit:
<https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions>
- 3. The FBI Identity History Summary you submit to VDACS must be current and may not be dated more than 60 days before the date of your application. Once you receive your FBI Identity History Summary, you should include it with your Industrial Hemp Grower Registration supplemental application or Industrial Hemp Grower Registration application, and submit both to VDACS for review. If the applicant for an Industrial Hemp Grower Registration is a business entity, an FBI Identity History Summary must be submitted for all key participants in the business at the time of application. A “key participant” includes a sole proprietor; each partner in a partnership; or each person with executive managerial control in a corporation, including the chief executive officer, chief operating officer, and chief financial officer. VDACS will notify you via email once we receive your application.

Please note that an individual with a felony controlled substance conviction within 10 years of applying for a registration under the Industrial Hemp Law is not eligible for an industrial hemp registration.

To review VDACS’s plan to regulate the production of industrial hemp in accordance with the 2018 Farm Bill and USDA’s Domestic Hemp Production Program regulation please visit: <https://www.vdacs.virginia.gov/plant-industry-services-hemp.shtml>. Please contact the Industrial Hemp Program at hemp@vdacs.virginia.gov or 804-786-1241 if you have questions or concerns.