

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF POLICY, PLANNING, AND RESEARCH**

P.O. Box 526 · Richmond, VA 23218  
804-786-1241 · [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

**INDUSTRIAL HEMP PROCESSOR REGISTRATION APPLICATION**

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**OPPR-300 (Rev. 11/20)**

The annual Industrial Hemp Processor Registration application fee is **\$200**. Please make a check for \$200 payable to **Treasurer of Virginia** and mail your check and application materials to the address above.

**SECTION ONE - APPLICANT IDENTIFICATION**

Do you currently have an Industrial Hemp Processor Registration?    Yes                       No

If yes, please provide your registration number and its expiration date:

Registration Number

Expiration Date

**Do not complete both Section 1-A and Section 1-B.**

**SECTION 1-A. Please complete Section 1-A if you are applying as an individual.**

Applicant Name:

Physical Address  
Where Applicant  
Resides:

Mailing Address:

Telephone Number:

Email Address:

**SECTION 1-B. Please complete Section 1-B if you are applying on behalf a business.**

**NOTE:** The business will be the registered processor. The individual noted as the “Responsible Authority” should be the individual who signs the application and will be the individual with whom VDACS will communicate regarding the registration and the business’s activities.

Business Name:	
State Corporation Commission ID:	
Physical Address of Principal Place of Business:	
Mailing Address:	
Name of Responsible Authority:	
Title of Responsible Authority:	
Telephone Number of Responsible Authority:	
Email Address of Responsible Authority:	

**SECTION TWO - CRIMINAL HISTORY**

Have you been convicted of a drug felony in the past 10 years?    Yes             No

**NOTE:** An individual with a felony drug conviction within 10 years of the application date is not eligible for an Industrial Hemp Processor Registration.

**SECTION THREE - MATERIALS**

“Process” means to convert industrial hemp into a hemp product. “Hemp product” means any finished product that contains industrial hemp, including rope, building materials, automobile parts, animal bedding, animal feed, cosmetics, oil containing an industrial hemp extract, or food or food additives for human consumption.

Please list the raw hemp materials you plan to obtain for processing, the product(s) you plan to produce, and any byproduct or waste and your plans to use or dispose of the byproduct or waste.

Raw hemp material

<b>Product, byproduct, and waste</b>

<b>Intended use for product, byproduct, and waste</b>

Have you identified a source of hemp to process?    Yes         No

If yes, please describe.

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**SECTION FOUR - PROCESS SITE(S)**

“Process site” means the location at which a processor processes or intends to process industrial hemp.

Check all that apply:

- I plan to operate a mobile processing unit
- I plan to operate a processing facility
- I plan to store raw hemp material or hemp products, byproducts, or waste
- Other \_\_\_\_\_

<b>Please complete this block if you plan to operate a mobile processing unit.</b>	
Vehicle or trailer license plate number:	
Please identify where you plan to store your mobile processing unit.	
Coordinates ( <b>in Decimal Degrees</b> ) (Ex. 37.53, -77.43)	Physical Address/Location

Please identify the process site(s) on which you plan to process industrial hemp. **Please attach an additional sheet if you plan to process industrial hemp at more than two process sites.**

Process Site 1	
Square Feet	Coordinates (process site location) <b>(in Decimal Degrees)</b> (Ex.37.123456, -77.123456)
Physical Address/Location	

Process Site 2	
Square Feet	Coordinates (process site location) <b>(in Decimal Degrees)</b> (Ex.37.123456, -77.123456)
Physical Address/Location	

If you plan to store raw hemp material or hemp product, byproduct, or waste at a location other than a process site listed above, please identify the location of the storage sites. **Please attach an additional sheet if you plan to store industrial hemp at more than two storage sites.**

Storage Site 1	
Square Feet	Coordinates (storage site location) <b>(in Decimal Degrees)</b> (Ex.37.123456, -77.123456)
Physical Address/Location	

Storage Site 2	
Square Feet	Coordinates (storage site location) <b>(in Decimal Degrees)</b> (Ex.37.123456, -77.123456)
Physical Address/Location	

**NOTE: Failure to submit an application with completed process site information may result in delay of processing.** If you are unsure how to obtain the coordinates for your process site(s) and storage site(s), please visit our website at [www.vdacs.virginia.gov/plant-industry-services-hemp.shtml](http://www.vdacs.virginia.gov/plant-industry-services-hemp.shtml) for instructions.

## SECTION FIVE - AGENTS

The Virginia Industrial Hemp Law provides that it is lawful for a processor or his agent to process industrial hemp in the Commonwealth for any lawful purpose and that no processor or his agent shall be prosecuted under § 18.2-247, 18.2-248, 18.2-248.01, 18.2-248.1, 18.2-250, or 18.2-250.1 for the possession or processing of industrial hemp. Please provide the names of the individuals you expect will be your agents for the purpose of processing hemp under the Virginia Industrial Hemp Law at the process site(s) listed in this application.

Full Name of Potential Agents

**NOTE:** Registered processors may wish to provide the “Agent Documentation” form available on the VDACS website to each person they intend to serve as their agent for the limited purpose of processing industrial hemp. **You do not need to submit this form to VDACS.**

## SECTION SIX - FREEDOM OF INFORMATION ACT (FOIA)

Section 3.2-4115(D) of the Virginia Industrial Hemp Law provides that “[a]ll records data, and information filed in support of a registration application submitted pursuant to this section shall be considered proprietary and excluded from the provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).”

Hemp growers and hemp-related businesses are often interested in identifying hemp processors.

**Despite the FOIA exclusion described above, do you want VDACS to make your name, mailing address, and email address available to the public?** Yes  No

If yes, please indicate the hemp variety(ies) processed at your facility:

- Fiber
- Grain
- Floral
- All of the above

**SECTION SEVEN - NOTICES AND AFFIRMATIONS**

By initialing and signing below, the applicant acknowledges that the applicant has read the following notices:

- \_\_\_\_\_

Initials

  - VDACS will forward a record of each Industrial Hemp Processor Registration issued by the Commissioner to the chief law enforcement officer of the locality in which the registered processor will process industrial hemp.
- \_\_\_\_\_

Initials

  - VDACS will notify the Superintendent of State Police of the locations of all industrial hemp process sites.
- \_\_\_\_\_

Initials

  - The Commissioner of Agriculture and Consumer Services may require a processor to destroy, at the cost of the processor and in a manner approved of and verified by the Commissioner, any Cannabis sativa that the processor possesses that has been tested and is found to have a concentration of tetrahydrocannabinol (THC) greater than that allowed by law (0.3%).
- \_\_\_\_\_

Initials

  - The Commissioner of Agriculture and Consumer Services may advise the Superintendent of State Police or the chief law-enforcement officer of the appropriate county or city when a processor possesses any Cannabis sativa with a concentration of THC that is greater than that allowed by law (0.3%).
- \_\_\_\_\_

Initials

  - All records, data, and information filed in support of a registration application shall be considered proprietary and excluded from the provisions of the Virginia Freedom of Information Act.

I hereby affirm that, to the best of my knowledge, information, and belief, I have made no misrepresentation on this application or failed to disclose any information requested on this application.

I affirm that I am authorized to give consent to enter the above-described process site(s) and I hereby consent to the Virginia Department of Agriculture and Consumer Services, local law enforcement officials, or the Virginia Department of State Police entering the above-described process site(s) and storage site(s) to conduct physical inspections of the industrial hemp to ensure compliance with the requirements of the Virginia Industrial Hemp Law (Va. Code § 3.2-4112 *et seq.*).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name