

## HEMP PROGRAM LICENSE CHANGE REQUEST

### Tennessee Warning and Social Security Number Collection Notice

The information/data provided as part of this application will be used by MDA staff to assess applicants' eligibility to be licensed under the MDA Hemp Program. All applicants are required by Minnesota Statutes, Chapter 18K to provide the information requested in this form; incomplete or inaccurate applications may result in a delay in the processing of an application or the denial of a license. Minnesota law requires that all licensing authorities collect the social security number and Minnesota business tax identification number of all applicants (Minnesota Statutes, Section 270C.72). Applicant information, including social security numbers and Minnesota business tax identification numbers, will be provided to the Minnesota Department of Revenue upon request. Under the Federal Exchange of Information Agreement, the Department of Revenue may provide the data to the Internal Revenue Service. Social security numbers and Minnesota business tax identification numbers may be used to deny the issuance, renewal or transfer of a license in the event an applicant or licensee owes the Department of Revenue delinquent taxes, penalties or interest. As a participant in the Industrial Hemp program, some data provided on this application (including social security numbers) are classified under Minnesota law as private or nonpublic. At the MDA, data classified as private or nonpublic will be viewed and used only by authorized employees and contractors that require access to perform a valid work assignment. Unless you consent to its release, sharing of private and nonpublic data will be limited to other entities authorized by law to receive the information and parties named in a valid court order or federal subpoena. By law, MDA may share private and nonpublic information with local, state or federal law enforcement, including the Minnesota Department of Public Safety, if MDA determines that such sharing would aid in the law enforcement process. MDA may be required to share the information with the Department of Revenue, the Internal Revenue Service, the Office of the Legislative Auditor or the Office of the State Auditor upon their request. In addition, private or nonpublic data may be shared with other government entities or made public if the MDA determines that there is a substantive threat to human health and safety or to the environment. In the event of a legal action, your information may be shared with the Minnesota Office of the Attorney General and possibly presented as evidence in court. Notice to all applicants: the MDA Hemp Pilot Program, as authorized under Minn. Stat. 18k.09 will expire on December 31, 2020. This Change Request form is for a commercial Hemp Program license, operating under the USDA-approved Minnesota state hemp plan and Minn. Stat. 18K. Questions? Please contact MDA at 651-201-6600 or hemp.mda@state.mn.us

### PART 1 – LICENSE CHANGE INFORMATION

Licensee Name \_\_\_\_\_ License Number \_\_\_\_\_

Change Request Date \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Change in license name: New License Name \_\_\_\_\_ Minnesota Tax ID Number or Social Security Number \_\_\_\_\_

Addition of license category (please complete the location information for the new license type on page 2):

**Hemp Grower License**
**Hemp Processor License**

Change in grower or processing location (please select the change type below and complete the location information on page 2):

**Hemp Field/Grow Location Changes**
**Hemp Processor Location Changes**

Change in existing grow location

Change in existing processing location

Addition of new grow location

Addition of new processing location

### Part 2 – LICENSE CHANGE FEE CALCULATOR

All License Changes incur a \$50 change fee. Make check or money order payable to Minnesota Department of Agriculture or MDA. Check, cash, or credit card payments may be made in person with an appointment. Fees are non-refundable.

1	I am adding a Grower License Category	\$150	600546(3100)	\$
2	I am adding a Grow Location	\$250	600548(3200)	\$
3	I am adding a Processor License Category <i>NOTE: there is no charge for additional processor locations if you hold a processor license</i>	\$250	600555(3100)	\$
4	Change Fee	\$50	600546(3100)	\$
<b>TOTAL FEES DUE (Add lines 1-4)</b>				<b>\$</b>

Return this form with your check or money order made payable to:

Office Use Only

 Minnesota Department of  
 Agriculture Attn: Cashier  
 625 Robert Street North  
 Saint Paul, MN 55155-2538

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**PART 3 – HEMP FIELD/GROW OR PROCESSING LOCATION CHANGE INFORMATION**

**Definitions**

A **Grow Location** means a contiguous land area, or greenhouses, hoop houses, or buildings for indoor cultivation, registered with the department, on which a Licensee will conduct licensed hemp cultivation activities. Each non-contiguous grow location must be registered separately.

A **Processing location** means any area, building, plant, or facility registered with and approved by the department in which a licensee will convert raw hemp plants or plant material into a marketable product for commercial purposes.

**NOTE: You may NOT process, store, or dry raw hemp in a residential dwelling.**

**New or Updated Location Information**

Provide as much information for your updated location listed below as possible. (A detailed map must be submitted with this form showing your updated location relevant to the nearest municipality and navigable roads). You may give either the legal land description **OR** the GPS point **AND** the address.

**Current Grow Location #** \_\_\_\_\_

**New Grow Location Information:**                      Change to Existing Location                      Additional Location

**Acreage/Indoor Square Feet** \_\_\_\_\_ Check One:     Indoor             Outdoor  
TWP \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ 1/4 Section \_\_\_\_\_  
GPS Point of Center of Grow Location    Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
Grow Location Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Grow Location Owner/Inhabitant, *if different from the applicant*

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Current Processing Location #** \_\_\_\_\_

**New Processing Location Information:**                      Change to Existing Location                      Additional Location

TWP \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ 1/4 Section \_\_\_\_\_  
GPS Point of Processing Location    Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
Processing Location Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Processing Location Owner/Inhabitant, *if different from the applicant*

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_