DEPARTMENT of AGRICULTURE and NATURAL RESOURCES
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Industrial Hemp Grower Application Guidance

Step 1a: Apply for Grower License

Application must include:

- Completed Application Form
- On-line application and payment preferred
- Map(s) of Industrial hemp Lots (instructions below)
- SD Secretary of State Certificate of Good Standing - $20 needed if applying under Business Entity Section 2.
- Nonrefundable Application fee - $50; paid by check made out to the South Dakota Department of Agriculture and Natural Resources (the Department)
- If hemp lot is within a city limit, a letter from the municipality referring all applicable municipal zoning regulations is met.

Step 1b: Complete Background Check

- The Department will mail out a fingerprint kit containing fingerprint cards and an authorization form to be completed key participants, applicants, and landowners (if the applicant is a lessee).
- Contact local law enforcement/sheriff for times and availability to complete fingerprint cards.
- Complete authorization form on the back side of South Dakota DCI fingerprint card.
- Mail all cards, authorization form, and background check fee ($50.00, paid by check made out to the Division of Criminal Investigation) in the provided pre-paid envelope included in your fingerprint kit.
    - Please note it may take 20 or more days to process your background checks.

The Department will review applications and completed background checks to determine license eligibility and will then contact you regarding eligibility.

Step 2: Submit Grower License Fee

- If eligible, you must pay the Department the license fee of $500 (paid by check made out to DANR) to receive Industrial hemp license.
- Upon receipt of payment, the Department will issue your grower license by U.S. Mail.

Step 3: Planting Verification Inspection

- Report to the Department type and variety of seed with its corresponding Lot to the Department, WITHIN 30 DAYS OF PLANTING
- The Department will schedule a planting verification inspection at which the licensee must be present.
- Farm Service Agency Farm #, Tract #, and Field # will be verified at planting verification.

Step 4: Pre-Harvest Inspection

- WITHIN 10 DAYS OF HARVEST contact the Department (see Grower Inspection Sample Request under Forms) to schedule a pre-harvest inspection at which the licensee must be present. Grower inspection sample fee is $250 per Lot.

Step 5: Harvest

- The entire Lot must be harvested within 30 days AFTER the pre-harvest inspection.
- The Department will send you laboratory results from samples collected during the pre-harvest inspection.

Instructions for Creating Maps and Obtaining GPS Coordinates for Submission with the Application

The following instructions outline required site map contents and basic instructions for obtaining a map. Please provide to the Department a photographic aerial map of all growing, handling, storage, and processing locations. This applies to all applicants and license holders and will assist with the Department's required reporting to the USDA.

Mapping options include, but are not limited to:

- FSA official map including farm number, tract number, and field number.
- Google Maps online at http://maps.google.com/. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location. Use this view to find your Industrial hemp Lot or building.

Find GPS coordinates for each building or Industrial hemp Lot. The simplest way to get accurate coordinates is to zoom in on the location in Google Maps, right click on the center of the field or building and the coordinates will appear. (See image below).

GPS coordinates should be provided in DECIMAL DEGREES (example: *40.820607, -96.705626 OR N 40.820607, W 96.705626*) with a pinpoint showing where the GPS coordinate was taken. There should be 5 or 6 digits after the decimal. Pinpoint should be at the approximate center of licensed area Lot or building.

Each map should be **in color** and contain the following:

- Only one site (defined by legal description) per map.
- The applicant's full name printed on the page.
- Licensed Lot number in top right-hand corner (corresponds to number listed on application form).
- The map location's street address, city, state, and zip code printed on the page.
- At a zoom level that shows the site location, a public roadway, and the road name.
- Field Lot or building location.
  This includes:
    - Outline of each separate building or licensed area Lot.
    - Location ID/Field name for each separate building or licensed area Lot.

If you are unable to use a computer program (Google Earth, Paint, Word, etc.) to draw boundaries or add information, print out the map (in color) when you are satisfied with the level of zoom, then finish it by handwriting the required information.

Example of Industrial Hemp Grower Lot Map: