DEPARTMENT of AGRICULTURE and NATURAL RESOURCES
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Industrial Hemp Processor Application Guidance

Step 1a: Apply for Processor License

Application must include:

- Completed Application Form
- On-line application and payment preferred
- Map(s) of processing locations and buildings (instructions below)
- SD Secretary of State Certificate of Good Standing - $20 only 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)

Step 1b: Complete Background Check

- The Department will mail a fingerprint kit containing fingerprint cards and 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 Processor License Fee

- If eligible, you must pay the Department the annual license fee of $2000 (paid by check made out to the Department) to receive annual Industrial hemp processor license.
- Upon receipt of payment, the Department will issue your processor license by U.S. Mail.

Step 3: Annual Processor Inspection

- The Department or the Department of Public Safety will schedule an inspection at which the licensee must be present.
- The cost of the annual inspection fee is $500 per processing location, paid to the Department.

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:

- 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 Processor Lot Map: