How to apply for a hemp license online:

1. Go to https://ole.ndda.nd.gov/, Select “Hemp”.

2. Create a log-in by clicking register now. (if you already have a state of North Dakota log-in, that may work here too). Once account is created, and activated, go back here and log-in.

3. If you received a Hemp Claim Code, enter it here to claim your hemp account. If you do not have a claim code, you will need to “New Hemp Account”.

4. If you claimed an account, your contact information should populate. Click “Claim this Account”.

5. To add a hemp account, fill out the add hemp account page and click ‘submit’:

6. If you have not completed a background check you will need to start here.
7. Click “Add Background Check”

8. You can pay online for your background check. You will still need to submit Criminal History Record Check Request (SFN 60688), two sets of your fingerprints, and Pilot Project Proposal SFN 60963. Failure to submit all completed forms will slow down the licensing process.

Until your background check is approved you cannot go any further in the process.
9. To apply for a processor license, start by clicking the following link.

10. Fill out all of the requested information than move on to the mapping feature.

11. Add your hemp processor location using the map feature. You can do this by clicking current location, entering the latitude/longitude or entering the address. You can then click the highlighted icon in the picture below and click to place on your location on the map. Then hit submit.
12. To add a growing location, click on the “Hemp Growers” tab and click “Add Growing Area”

13. Fill out all information in the boxes. **Only one variety may be entered per field.**
14. On the location section with the map, zoom to your growing location by choosing the county, adding the Township/Range/Section, entering the Latitude/Longitude, or the address. Then click on the polygon or square below to map your location. Once you have mapped your location, click submit. Repeat steps 12-14 for each additional growing location on the “Add Growing Area” page, fill out the requested information, including growing area name, Variety and Intended Use. If you are growing multiple varieties in a small field, you will have to make a field for each variety.
15. Once you have added all your growing locations, click the “License” tab to collect your license. Click “Request License”. From here you can select how you would like to pay for your license (pay online with a credit card (2.5% fee added), electronically with a check ($1 fee added), or mail in a check. Then click submit.
16. Your license application is now submitted. You may now either mail in a check or click “Pay Online” to be taken to a secure online payment portal. (Note: NDDA will review your application and issue or deny your license.)