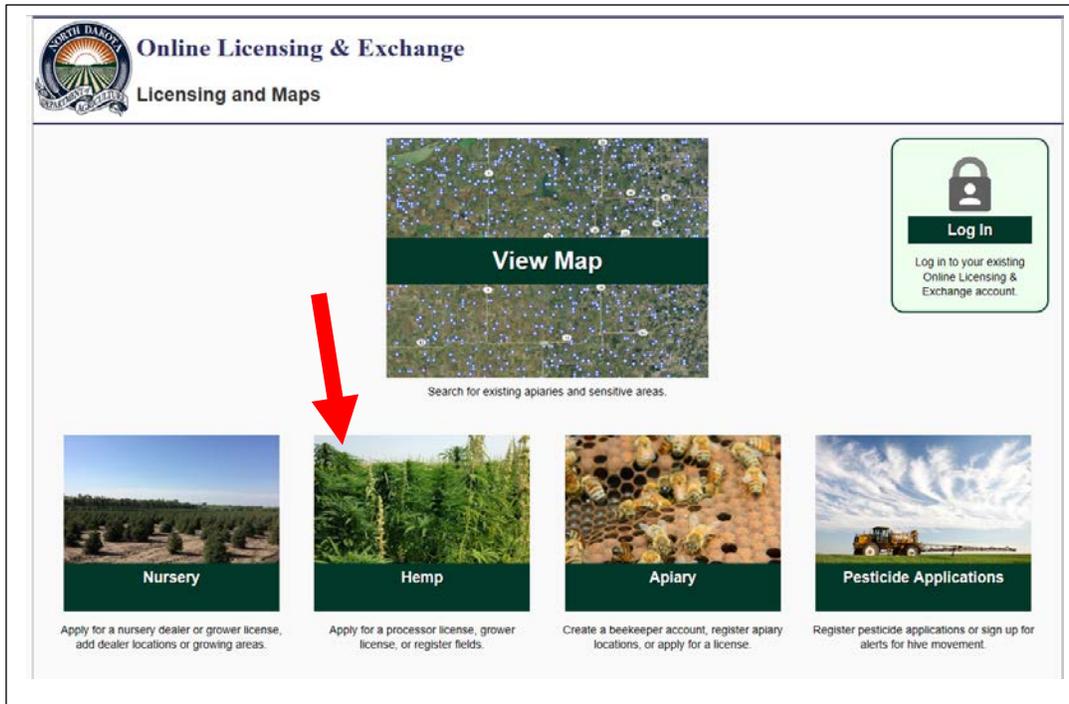
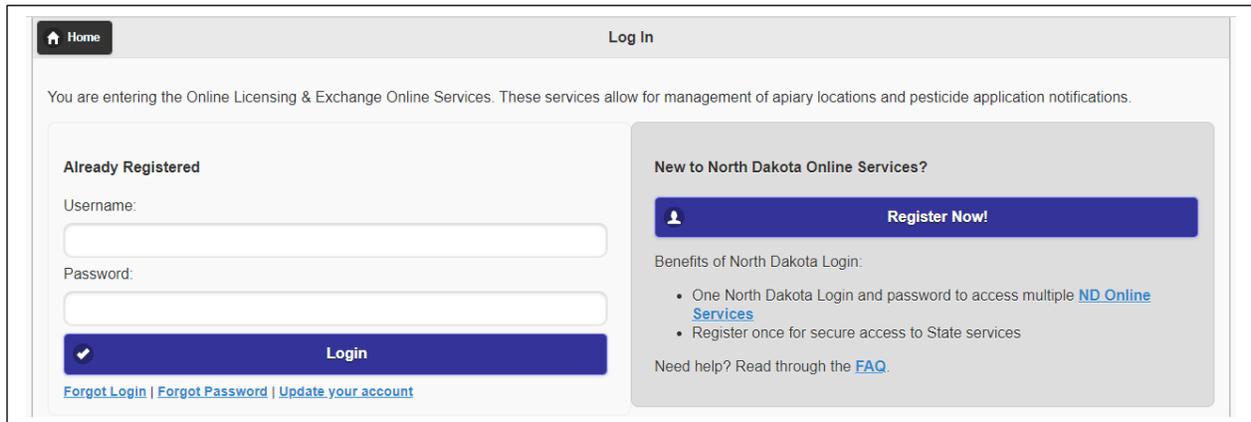


How to apply for a hemp license online:

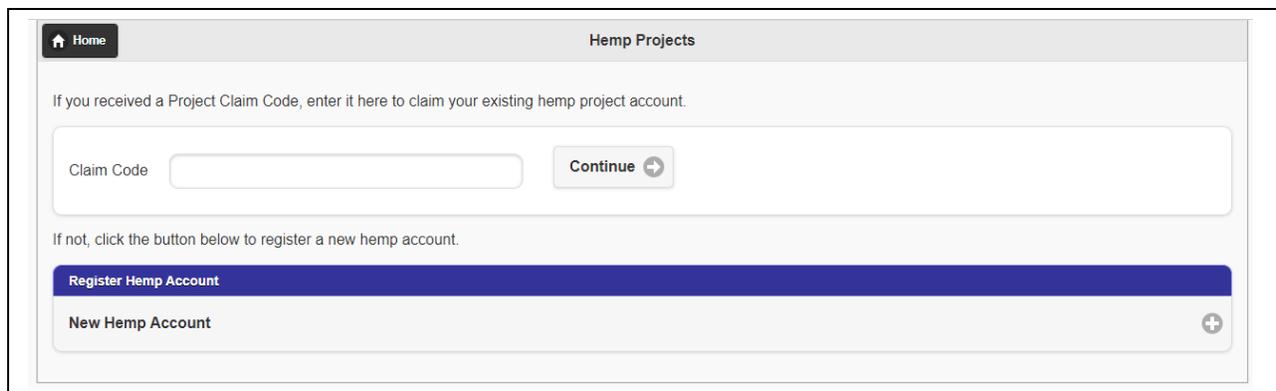
1. Go to <https://ole.ndda.nd.gov/>. Select “Hemp”.



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".

Home

Please confirm that the following nursery information is yours.

You will have an opportunity to update your information in the next screen.

Name [Redacted]  
Project Number [Redacted]  
Owner  
Name [Redacted]  
Address [Redacted]  
Phone [Redacted]  
Email [Redacted]

Claim this Account

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

Home Add hemp project

Business Name [Input Field]

Contact Information

Owner [Dropdown]

Name\* [Input Field]

Phone\* [Input Field] 999-999-9999 Alt. [Input Field] 999-999-9999

Alt./Cell [Input Field] 999-999-9999 Email [Input Field]

Mailing Address\* [Input Field]

City, State, Zip\* [Input Field]

Back Submit

6. If you have not completed a background check you will need to start here.

Home 0001: John's Hemp Project

Account Overview Background Check Processing Facilities Growing Areas License

0001: John's Hemp Project

Number 0001  
Business Name John's Hemp Project  
Background Check [None](#)  
Owner  
Name John Mortenson  
Address Ag West  
Bismarck ND 58505  
Phone 701-328-4128  
Email [jmortenson@nd.gov](mailto:jmortenson@nd.gov)

Hemp Processor  
Complete this section if you will be processing hemp from a raw product into a finished product.

7. Click “Add Background Check”

Home | Background Checks for 0001: John's Hemp Project | Add New

Account Overview | **Background Check** | Processing Facilities | Growing Areas | License

Application Date	Status	Approval Date	Expiration Date
No background checks found			

+ 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.

Home | Add Background Check

Hemp Project: 0001: John's Hemp Project

Background checks must be reviewed and approved prior to requesting a license.

Have you had a background check conducted as part of the ND hemp program in the last 5 years?

No  
 Yes

To complete a background check you must submit form [SFN 60688](#) and two finger print cards. You can pay online now or send your payment with the required items.

Cost of Background Check	\$41.25
<b>Total</b>	<b>\$41.25</b>

How would you like to pay for this background check?

Pay Online  
 Send Check via Mail

Cancel | Submit

**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.

Home 0001: John's Hemp Project Edit

Account Overview Background Check Processing Facilities Growing Areas License

### 0001: John's Hemp Project

Number 0001  
Business Name John's Hemp Project  
Background Check [Valid](#)  
Owner  
Name John Mortenson  
Address Ag West  
Bismarck ND 58505  
Phone 701-328-4128  
Email [jmortenson@nd.gov](mailto:jmortenson@nd.gov)

**Hemp Processor**  
Complete this section if you will be processing hemp from a raw product into a finished product.

**Hemp Grower**  
Complete this section if you are growing hemp.

Edit Information

**Add Processing Facility** +

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.

Location

Zoom To

Current Location

County

County...

Latitude/Longitude

48.23 -101.29 Go

Address

Go

Map showing North Dakota counties: Burke, DeWitt, Grand Forks, McLean, Billings, Bowman, Adams, Sioux, Sargents, and Sibley.

Leaflet | Powered by Esri | North Dakota state agencies and the ND GIS Hub

Back Submit

12. To add a growing location, click on the “ Hemp Growers” tab and click “Add Growing Area”

The screenshot shows a web interface for a hemp project. At the top, there is a navigation bar with a 'Home' button and the title '0001: John's Hemp Project' with an 'Edit' button. Below this is a tabbed interface with five tabs: 'Account Overview' (selected), 'Background Check', 'Processing Facilities', 'Growing Areas', and 'License'. The main content area displays the project details:

- 0001: John's Hemp Project**
- Number: 0001
- Business Name: John's Hemp Project
- Background Check: [Valid](#)
- Owner:
  - Name: John Mortenson
  - Address: Ag West, Bismarck ND 58505
  - Phone: 701-328-4128
  - Email: [jmortenson@nd.gov](mailto:jmortenson@nd.gov)

Below the details are two sections: 'Hemp Processor' (with a sub-note: 'Complete this section if you will be processing hemp from a raw product into a finished product.') and 'Hemp Grower' (with a sub-note: 'Complete this section if you are growing hemp.'). At the bottom of this section is a dark bar with 'Edit Information' and a pencil icon.

At the bottom of the page, a large blue button with the text 'Add Growing Area' and a white plus sign is highlighted.

13. Fill out all information in the boxes. **Only one variety may be entered per field.**

The screenshot shows the 'Add Growing Area' form. At the top, there is a 'Home' button and the title 'Add Growing Area'. The form contains the following fields:

- Hemp Project: 0001: John's Hemp Project
- Growing Area Name: Ag West
- Hemp Variety: Super Grain 1
- Note: Only one variety can be submitted per field. To submit multiple varieties, add each variety as a separate, smaller field.
- Intended Use: Grain
- Note: (e.g. CBD, Grain, Certified Seed, Fiber, etc.)
- Are you the property owner?
  - Yes
  - No

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.

Location

Zoom To

Current Location

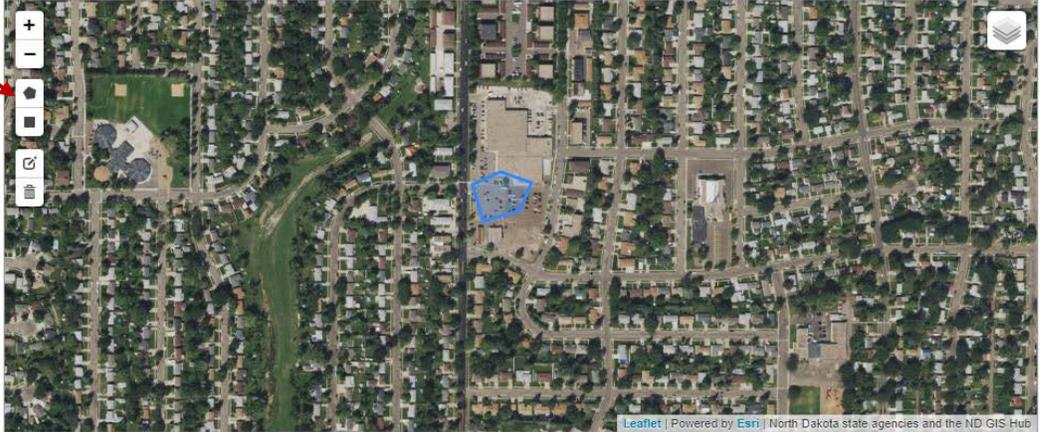
County

County...

Township/Range/Section

Latitude/Longitude

Address



Leaflet | Powered by Esri | North Dakota state agencies and the ND GIS Hub

Back Submit

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.

[Home](#) Add License

Hemp Project

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**Processors**

Which processing facilities would you like to include in this application?

**Mega Hemp Processing**

---

**Fees**

<b>Per Processing Facility \$150</b>	
<hr/>	
<b>Growing Areas</b>	
1	\$100
2	\$200
3	\$300
4+	\$350
<hr/>	
Your Growing Areas	2
<b>Total</b>	<b>\$400.00</b>

---

How would you like to pay for this permit?

Pay Online

Send Check via Mail

---

I certify that I have not been convicted of a felony relating to a controlled substance since the submission of my background check.

---

[← Cancel](#) [✓ 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.)

[Home](#) Pending [Edit](#)

[Account Overview](#) [Background Check](#) [Processing Facilities](#) [Growing Areas](#) **[License](#)**

## Pending

**Project** [0001: John's Hemp Project](#)

**Processors Covered** 1

**Growing Areas** 2

**License Number(s)** Pending

**License Fee** \$400.00

**Amount Due** \$400.00

**Important credit card information for North Dakota Department of Agriculture:**

As of July 1, 2019, the Department of Agriculture (NDDA) will no longer pay the convenience fees associated with processing credit cards. Credit cards will still be accepted, but a convenience fee of 2.5% of the charge on the credit card will be assessed per transaction. We are now accepting E-check (ACH). A convenience fee of \$1.00 per transaction will be assessed. These fees will go directly to the credit card processing vendor, NDDA will not profit from any of these fees. The percentage amount of the fees is set by the credit card processor and not NDDA.

*Thank you for your understanding.*

[Edit License](#) [Mail in Payment](#) [Pay Online \(Credit Card or eCheck\)](#)