

How to apply for a nursery license online:

1. Go to <https://ole.ndda.nd.gov/>. Select "Nursery". Then click "Log In".



2. Enter your log-in credentials or 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, go back here and log-in.

You are entering the Online Licensing & Exchange Online Services. These services allow for management of apiary locations and pesticide application notifications.

Already Registered

Username

Password

[CANCEL](#) [LOGIN](#)

[Forgot Login](#) | [Forgot Password](#) | [Update your account](#)

[Home](#) [Log In](#)

You are entering the Online Licensing & Exchange Online Services. These services allow for management of apiary locations and pesticide application notifications.

New to North Dakota Online Services?

[REGISTER NOW!](#)

Benefits of North Dakota Login:

- One North Dakota Login and password to access multiple ND Online Services
- Register once for secure access to State services

Need help? [Read through the FAQ](#)

3. If you are an existing nursery, but haven't applied online yet please contact NDDA for your claim code to link your account. Once you've claimed your account, you will now be able to add "Nursery Dealer" information, "Nursery Grower" information, if applicable as well as edit your information so go to step 4. If you do not have a claim code, you will need to click "+ New Nursery" and go to step 5.

If you received a Nursery Claim Code, enter it here to claim your existing nursery account.

Claim Code [CONTINUE →](#)

If not, click the button below to register a new nursery account.

[+ New Nursery](#)

4. If you claimed an account, your contact information should populate. Click "Claim this Account". Go to step 6.

000: Test Nursery

If you received a Nursery Claim Code, enter it here to claim your existing nursery account.
You will have an opportunity to update your information in the next screen.

Name	Test Nursery
Project Number	000
Owner	
Name	██████████
Address	██
Phone	██████████
Email	██████████

✔ CLAIM THIS ACCOUNT

5. To add a new nursery, fill out the add nursery page and click 'submit'.

Business Name *

Contact Information

Owner ^

First Name * M.I. Last Name *

Phone * Alt. Phone

Alt./Cell Email

Mailing Address *

City * State * Zip *

CANCELSUBMIT

6. Now you will add “nursery dealer” or “nursery grower” locations. If you have multiple locations, you will only need to add multiple dealers or growers from this page, you will not need separate log-ins for each location. Click “nursery dealer” to add a dealer location. If you are only a grower, skip to step 10.

HOME : The Test Garden EDIT

NURSERY INFO DEALERS GROWERS LICENSE

(New): The Test Garden

PRINT

Number

Business Name The Test Garden

Owner

Name Jane Doe

Address PO Box 0000 Bismarck ND 58500

Phone (701) 000-0000

Email thetestgarden@plants.com

Nursery Dealer
Complete this section if you intend to sell nursery stock.

Nursery Grower
Complete this section if you are a grower (in production of nursery stock).

Fee List

Inspections

7. On the next screen with the map, click the blue “add dealer” box. Fill out all requested information. You will only need to fill out the “manager” tab if the location is different than the nursery that you added initially. You will need to fill this out if you have multiple locations and you want them all under the same log in.
8. Add your nursery dealer 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.

DEALERS GROWERS

Nursery *
(New): The Test Garden

Store Name or Number *
Store 1

Geometry

CURRENT ADDRESS LAT/LNG T/R/S

Click the tool to draw a new point.

STREETS SATELLITE

9. To add another dealer location, just click the +Add New in the top right corner or navigate through the different tabs across the top of the page. You can use these to edit “Nursery Info”, add “Dealers”, add “Growers” (growing locations, described in next step), or request “License(s)”.



10. To add a growing location, click on the “Growers” tab and click “+Add New” or in Nursery Info tab click “Nursery Grower” highlighted below. A grower will grow stock for one or more growing seasons before selling and is required to be inspected annually.

(New): The Test Garden [PRINT](#)

Number

Business Name The Test Garden

Owner

Name Jane Doe

Address PO Box 0000 Bismarck ND 58500

Phone (701) 000-0000

Email thetestgarden@plants.com

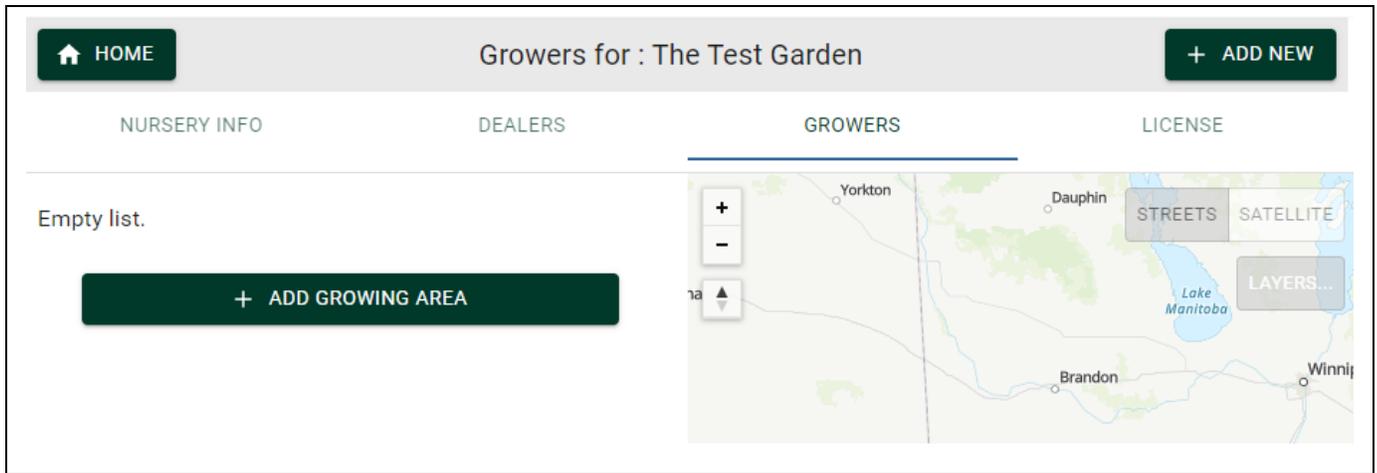
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Fee List

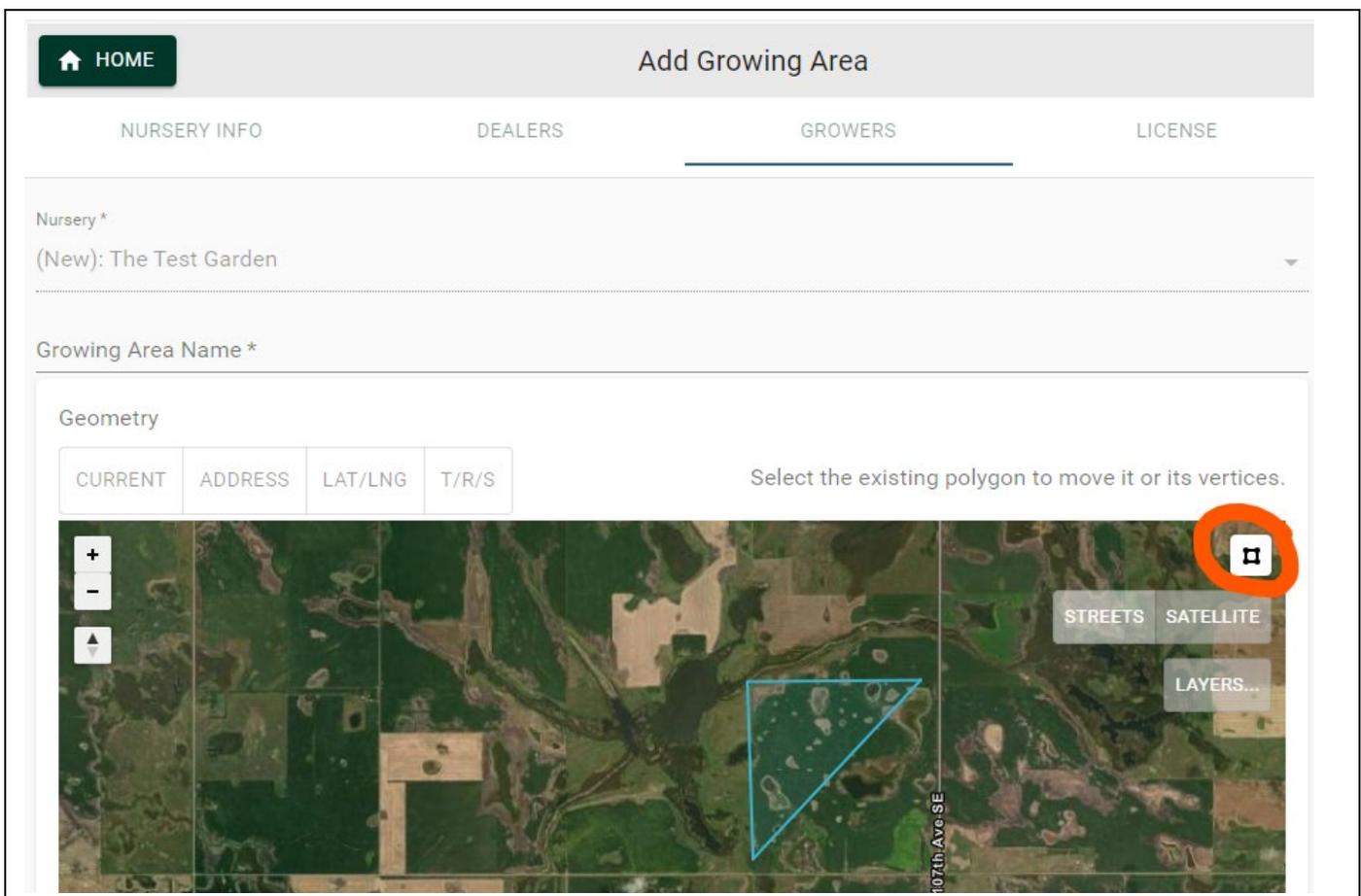
Inspections

11. On the Growers page, click the blue box for “Add Growing Area”:



12. On the “Add Growing Area” page, fill out the requested information, including growing area name, species and numbers grown, and source nurseries.

13. 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. It may be easier to toggle on Satellite imagery, by clicking “Satellite”. Then click on the polygon drawing tool circled below to map your location. **This is the location that will be inspected each growing season. This section is absolutely required for ALL growers.** Click points around the growing area, and when complete, click the first point to complete the polygon. Once you have mapped your location, click submit. Repeat steps 11-13 for each additional growing location.



14. Once you have added all your dealer and/or grower locations, click the “License” tab to collect your license. Click “+ Add License”. From here you can check the box for which dealer locations you want to request a license for, select how you would like to pay for your license (pay online with a credit card (\$1.25 processing fee added), electronically with a check (\$1 fee added), or mail in a check), let us know if you will be selling barberry or related plants (no cost required permit), and certify only inspected and certified nursery stock will be offered for sale. Then click submit.

Add License

DEALERSGROWERS

This license is pending administrator approval.

Request Date * 

Nursery *
(New): The Test Garden ▼

Dealers

Which dealers would you like to include in this application? A separate license fee is required for each dealer.

Store 1

Fees

License Fee per Dealer	\$50.00
<hr/>	
Total	\$50.00

How would you like to pay for this permit?

PAY ONLINESEND CHECK VIA MAIL

Barberry Permit Application

A permit is required to move Barberry, Mahoberberis and Mahonia into North Dakota. Plants must be rust-resistant varieties recognized in the Federal Black Stem Rust Quarantine (7 CFR301.38-2).

Do you intend to import or sell Barberry, Mahoberberis or Mahonia?

YESNO

Certification

Reminder: Keep all documents that are sent with shipments of nursery stock. These may be requested by an inspector.

I certify that only officially inspected and certified nursery stock will be offered for sale.

CANCELSUBMIT

15. 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.)

Pending

[DEALERS](#)GROWERS

Nursery	(New): The Test Garden
Dealers Covered	1
License Number(s)	Pending
Barberry License	
License Fee	\$50.00
Amount Due	\$50.00

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)

16. From the Nursery Info tab, you will also be able to review inspection documents from past inspections or pay any penalties that were assessed during the year. Once your license is approved, you'll be able to print a copy of your nursery license and barberry permit, if applicable, from the License tab.