

## STATE OF FLORIDA HEMP PROGRAM

### Applicant Checklist

Thank you for your interest in the Florida State Hemp Program! The Florida Department of Agriculture and Consumer Services (FDACS) Division of Plant Industry (DPI) has developed this checklist to help you navigate the application process for a Florida hemp cultivation license. More information can be found at:

<https://www.fdacs.gov/Divisions-Offices/Plant-Industry/Hemp-Cultivation-Licensing>.

If you have any questions, please contact the DPI Helpline at 888-397-1517 or email at [DPIHemp@FDACS.gov](mailto:DPIHemp@FDACS.gov)

- **Know the rules.** Hemp cultivation is only permitted at locations zoned for agricultural or industrial purposes, or a registered nursery. Licensed cultivators also have ongoing reporting and record keeping responsibilities. The Hemp Cultivation rule can be found [here](#).
- **Put together a plan.** It's never too early to start thinking about where you'll get your seeds or cultivars, who you will sell your crop to, and what kind of operation you want to have. For example, are you going to grow hemp for oil, fiber, or nursery plants? If you're interested in selling hemp nursery plants, you will need to register as a nursery, as well. You can do this by contacting DPI at 888-397-1517.
- **Complete a Background Check.** Submit a full set of fingerprints to a Livescan service provider (a link to a list of service providers may be found [here](#)). evaluated by the Florida Department of Law Enforcement for all Responsible and Control Persons listed within your application. To complete a background check, you must have the ORI number (Originating Agency Identifier) that the Florida Department of Law Enforcement has assigned to FDACS: FL925080Z.
- **Create an account.** You can submit your Hemp Cultivation License Application through our online portal located at [www.hemp.fdacs.gov](http://www.hemp.fdacs.gov). Throughout the cultivation process, timely communication is crucial to maintain compliance with state and federal hemp cultivation laws. Please ensure your contact information is always up to date.
- **Submit your application.** Make sure the application is complete and that all the information included is accurate and correct to avoid processing delays. Applicants may obtain property classification and property tax parcel number information from the Florida Department of Revenue website.
- **Save your confirmation email.** Once you have successfully submitted your application, you will receive an automated confirmation email from the online system. Depending on your security settings, please remember to check your Spam or Junk folder for an email from [Do-Not-Reply@FDACS.gov](mailto:Do-Not-Reply@FDACS.gov).
- **Look for communications from FDACS.** Once you submit, our team will start reviewing the application. If the application is complete and no further information is needed, you will receive an email with your license to cultivate hemp. We will notify you if any additional information is needed or if there are any issues with the application.
- **Save your documents.** It is recommended to maintain both a digital and physical copy of all license and harvesting documentation. If you would like a physical copy of your license to be mailed to you, please submit your requests online to [DPIHemp@FDACS.gov](mailto:DPIHemp@FDACS.gov).
- **Maintain Compliance.** You're a licensed Hemp grower in the State of Florida. With that license comes certain ongoing responsibilities, like posting signage, reporting your anticipated harvest dates, and arranging for a Designated Lab to perform THC testing approximately 2 weeks before the anticipated harvest date. Hemp growers must respond to requests for an annual inspection of each cultivation site. It is your responsibility to know and comply with the State Hemp Rule.