

**2024 Hemp Handler Application**  
Plant Industry Division



**Handler information**

*A hemp handling facility is defined as a facility receiving raw hemp material for processing into commodities, products, or agricultural hemp seed. The Hemp Handler certificate applies to processors who will be processing using agricultural processing methods. Agricultural processing methods includes grinding, pressing, hemp seed cleaning, oil extraction, etc.*

**ALL APPLICATIONS ARE TO BE SUBMITTED ON OR BEFORE JULY 1<sup>st</sup>**

**Applicant details**

*All names listed will have access to the application and certificate information.*

Registrant name: \_\_\_\_\_  
Business name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ Website: \_\_\_\_\_  
Application status:  
 New     Renewal     Modify

Social security # of applicant is required per NRS 557.210 section (a): \_\_\_\_\_

Is the application accompanied by the required criminal history report? \_\_\_\_\_

Yes     No

\_\_\_\_\_  
*Applicant Initials*

**Legal status of registrant (check one)**

Limited liability company (LLC)     Corporation     Individual/sole proprietor  
 Limited partnership: \_\_\_\_\_     Other: \_\_\_\_\_

Nevada Secretary of State business license number:

*A Nevada business license is required. Applications without an active business license will be denied.*

Is applicant also a licensed hemp grower?

Yes    Certificate #: \_\_\_\_\_

No

**Site details**

County: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coordinate information:  
Latitude: \_\_\_\_\_  
Longitude: \_\_\_\_\_  
Parcel #: \_\_\_\_\_

Is facility a licensed “Marijuana Production Establishment” by the Nevada Department of Taxation?

Yes License #: \_\_\_\_\_

No

**Site local jurisdiction approval**

*Site(s) must be approved by local jurisdiction/zoning authority to ensure proper zoning, water-use, city/county ordinance restriction compliance and applicable building code compliance. Please provide contact information and documentation of site approval by local jurisdictional government. The applicant is responsible for ensuring the location is properly zoned for the intended use. If agriculturally zoned, provide verification of this zoning jurisdiction. If a registration process is required or documentation is provided by your jurisdictional authorities, this must be attached to the application. Failure to obtain appropriate jurisdictional approval, present at the time of application submission, will result in denial or revocation of certification.*

Local jurisdiction: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Has documentation of appropriate zoning and jurisdictional approval been submitted with this application? Applications without proof of jurisdictional approval will be denied. \_\_\_\_\_  
*Applicant initials*

Have you provided documentation that the handling site is compliant with all county/city ordinance?  Yes  No \_\_\_\_\_  
*Applicant initials*

If constructing permanent infrastructure at the site, has appropriate permitting and local jurisdictional approval been provided? \_\_\_\_\_  
*Applicant initials*  
 Yes  No  Not Applicable

Have you provided a copy of your Nevada business license? \_\_\_\_\_  
*Applicant initials*  
 Yes  No

If you are using combustible solvents, such as butane or ethanol, you must provide documentation of an approved fire inspection. \_\_\_\_\_  
*Applicant initials*  
Have you provided an approved fire inspection with this application?  
 Yes  No  Not Applicable



**Policy/procedure acknowledgement**

I, \_\_\_\_\_, declare under penalty of perjury that the provided information is true and correct and that I am the owner or person with legal control of and authority to bind, the herein named applicant, and that I have read and understand all the conditions and obligations stated herein. I accept all liability associated with the handling of industrial hemp and will accept all responsibilities associated with that handling. I understand and agree:

\_\_\_\_\_ that a certificate cannot be transferred or assigned to another business, individual, or entity without the  
*Initials* submission and approval of a revised application.

\_\_\_\_\_ that all hemp plant material shall be handled and processed within the certification period identified on  
*Initials* the certificate. The Department must be notified if material, is still present after the certification period has ended. I will submit a renewal application prior to the expiration of an active certificate if I intend on continuing hemp handling per NRS/NAC 557.

\_\_\_\_\_ that each facility, within which hemp shall be handled, will be associated with a separate application.  
*Initials*

\_\_\_\_\_ that no registered handler may handle *Cannabis ssp.* plants or parts thereof that the registrant knows or,  
*Initials* has a reason to know, are of a variety that will produce a THC content greater than the acceptable THC limits as defined in NAC 557 on a dry weight basis, unless otherwise approved to do so by the Nevada Cannabis Compliance Board.

\_\_\_\_\_ to pay for all costs for the oversight of this program. Payment must be submitted within 30 days after  
*Initials* invoicing.

\_\_\_\_\_ that THC concentrations for hemp are declared to fall within the acceptable THC limits as defined in  
*Initials* NAC 557.

\_\_\_\_\_ that any non-proprietary or non-confidential (i.e. Social Security Information) information provided to  
*Initials* NDA can be utilized for public disclosure and be provided to law enforcement agencies without further notice to the registrant.

\_\_\_\_\_ that NDA explicitly authorizes the use of registered hemp for handling purposes, unless otherwise  
*Initials* approved. Hemp intended for processing must have been grown by a State or United States Department of Agriculture certified grower or seed producer and the handler is responsible for maintaining appropriate documentation.

\_\_\_\_\_ that alterations of any kind to this application will require a \$250.00 amendment fee. Application details  
*Initials* must stay consistent with all production features at all times.

\_\_\_\_\_ that in the event of a theft or loss of usable hemp plant material, compounds derived from, or  
*Initials* commodities or products produced from hemp, local law enforcement and the Nevada Department of Agriculture must be notified.

\_\_\_\_\_ that applicant is in good standing with state and federal programs and does not have any outstanding  
*Initials* payments or any unresolved non-compliances.

\_\_\_\_\_ that the operation is responsible for ensuring applicable and appropriate safe handling measures are taken  
*Initials* to protect public health.

\_\_\_\_\_  
*Signature* \_\_\_\_\_  
*Date*

**Fee and payment information**

*\*The NDA will request payment for the appropriate amount calculated above once the application is reviewed and approved. Any payment submitted prior to NDA request will be returned.*

Industrial hemp handler application fee:

**\$1,000.00 per facility**

Applicant is also responsible for fees including (fees are based upon an approximation of actual costs of the inspection and tests):

- Inspection costs at a rate of \$60.00 per hour, per inspector for drive time, inspections, and sampling.
- Mileage will be charged at the current IRS reimbursement rate.
- The NDA may charge a fee for any analysis conducted.

**Payment Submission**

The NDA will request payment for the appropriate amount calculated above once the application is reviewed and approved. Any payment submitted prior to NDA request will be returned.

Mail checks or money orders to:

Nevada Department of Agriculture  
Attn: Industrial Hemp Program  
405 South 21<sup>st</sup> Street  
Sparks, Nevada 89431

Credit card charges:

Pay via phone at: 775-353-3601  
Indicate payment is for handling application

Make checks payable to **Nevada Department of Agriculture.**

**Application instructions**

- Please file a separate application per facility location. It is possible to file multiple applications under one comprehensive payment for all locations, if the applicant intends to manage multiple handling facilities.
- When submitting this application, please ensure all information provided is accurate and current. Modification of a submitted application will require a \$250.00 amendment fee.
- It is the responsibility of each approved handling facility to follow safety guidelines involved with each manufactured product. Please refer to Nevada Administrative Code chapter 557 for testing requirements.
- All regulations related to the manufacturing of products apply to handling facilities, especially those manufacturing products intended for human consumption.
- Registration as a handler expires on December 31 of each year and may be renewed upon submission of an applications for renewal.

*In signing this document, the applicant agrees to abide by all laws governing hemp within the state of Nevada. Handling industrial hemp material should be done so in a manner that is consistent with Nevada Revised Statute, Chapter 557, Nevada Administrative Code, Chapter 557, and the USDA Final Rule 7 C.F.R 990.*

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*Signature*

*Date*