



West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner

West Virginia Hemp Product Seller / Distributor Registration Application January 1, 2023 - December 31, 2023

Name of Retail Store (or Chain):	
Physical Address of Store where Hemp Products are Sold <i>Note: If mobile, please describe business location; If online, please include a web address:</i>	
Mailing Address: <i>(If different than physical address)</i>	<input type="checkbox"/> Same as above
Legal Name of Owner:	
Email address:	
Telephone #:	FEIN or Tax ID:
Legal Owner Home Address:	
Store type(s):	
<input type="checkbox"/> Permanent Building <input type="checkbox"/> Online <input type="checkbox"/> Kiosk <input type="checkbox"/> Mobilized Unit / Tent	

Days of Operation and Time: <i>(Check days which apply & complete time store is open)</i>	
<input type="checkbox"/> Monday Time _____	<input type="checkbox"/> Friday Time _____
<input type="checkbox"/> Tuesday Time _____	<input type="checkbox"/> Saturday Time _____
<input type="checkbox"/> Wednesday Time _____	<input type="checkbox"/> Sunday Time _____
<input type="checkbox"/> Thursday Time _____	
Do you only sell products that are manufactured or white labeled by yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Note: If yes, you are exempt from the seller / distributor fee, but must complete the registration)</i>	
Note: If you are only a distributor of hemp products in West Virginia and DO NOT engage in retail sales, you are then you are exempt from registration.	
Registration Checklist	
<input type="checkbox"/> Completed Hemp Product Seller/Distributor Registration	
<input type="checkbox"/> Required Annual Registration Fee	
<input type="checkbox"/> WV Tax Division documentation of good standing	
Name of Responsible Person (Print): 	
Signature:	Date:
Date Received by WVDA:	Person Receiving:
Date Registration Sent by WVDA:	Approved or Denied:

All Hemp Product Seller/Distributor Registrations are annually \$100 to be paid in U.S. Funds drawn from U.S. Banks. All checks or money orders should be made to the West Virginia Department of Agriculture and mailed to the address below. For any questions, please call 304-558-2227. All registrations will be sent to the applicant upon approval and payment received. **It is the responsibility of the retail establishment and/or distributor to ensure all products offered for sale are registered with the WVDA.** Return the completed form with check or money order to:

West Virginia Department of Agriculture
Attn: Administrative Services Division
 1900 Kanawha Blvd. East
 Charleston, WV 25305-0170

