

West Virginia Department of Agriculture

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



West Virginia Registration of Hemp Retailers and Distributors

January 1, 2025 – December 31, 2025

Retailer/Seller <input type="checkbox"/> 1401-8509-6893-6932	Distributor <input type="checkbox"/> 1401-8509-6893-6932
Name of Registrant:	
Physical Address:	
County:	
Mailing Address: Same as Above <input type="checkbox"/> <i>(If different than physical address)</i>	
Legal Name of Owner:	
Email address:	
Telephone #:	FEIN or Tax ID #:
Name of Distributors/Wholesalers you receive your product(s) from:	
Address:	
Store type(s): <input type="checkbox"/> Permanent Building <input type="checkbox"/> Online <input type="checkbox"/> Kiosk <input type="checkbox"/> Mobilized Unit/Tent	

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

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Days of Operation and Time:

(Check Days which apply & Complete time store is open.)

☐ Monday Time: _____

☐ Tuesday Time: _____

☐ Wednesday Time: _____

☐ Thursday Time: _____

☐ Friday Time: _____

☐ Saturday Time: _____

☐ Sunday Time: _____

Do you only sell products that are manufactured or white labels by yourself?

☐ Yes

☐ No

(Note: If yes, you are exempt from the seller/distributor fee, but must complete the registration)

Registration Checklist:

☐ Completed Hemp Product Seller/Distributor Registration Form

☐ Required Annual Registration Fee of \$100 per store

☐ FEIN or Tax ID and Letter of Good Standing with WV Tax Division

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, unless the registrant includes an additional **\$35** to cover the WV Treasurer's Office handling cost for processing a foreign check. All checks or money orders must be made to the West Virginia Department of Agriculture and mailed to the address below.

For any questions, please call 304-558-2227 or hempproducts@wvda.us. All registration certificates will be sent to the applicant upon approval and sufficient payment. *It is the responsibility of the retail establishment and/or distributor to ensure all products offered for sale are registered with the WVDA.* Complete this form and mail check or money order to:

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Attn: Administrative Services Division

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Charleston, WV 25305-0170

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