

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: <i>(If different than physical address)</i>	Same as Above <input type="checkbox"/>
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	

West Virginia Department of Agriculture

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



Days of Operation and Time:

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

- | | |
|--|---|
| <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 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. 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:

West Virginia Department of Agriculture

Attn: Administrative Services Division

1900 Kanawha Blvd. East
Charleston, WV 25305-0170

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