West Virginia Department of Agriculture
Kent A. Leonhardt, Commissioner
Amie Minor-Richard, Deputy Commissioner

West Virginia Registration of Hemp Retailers and Distributors

January 1, 2027 – December 31, 2027

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

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009
telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov
In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its program and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.

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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**
- ☐ **Valid License from WV Alcohol Beverage Control Commissioner**
- ☐ **A West Virginia Business Registration Certificate**

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

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