

# West Virginia Department of Agriculture

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



## West Virginia Hemp Product Seller / Distributor Registration Form

<b>Name of Retail Store (or Chain):</b>		
<b>Physical Address of Store where Hemp Products are Sold</b> <i>Note: If mobile, please describe business location; If online, please include a web address:</i>		
<b>Mailing Address:</b> <i>(If different than physical address)</i>	<input type="checkbox"/>	<b>Same as above</b>
<b>Legal Name of Owner:</b>		
<b>Email address:</b>		
<b>Telephone #:</b>		
<b>Legal Owner Home Address:</b>		
<b>Store type(s):</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <input type="checkbox"/> <b>Permanent Building</b>   <input type="checkbox"/> <b>Mobilized Unit / Tent</b> </div> <div style="width: 30%;"> <input type="checkbox"/> <b>Online</b> </div> <div style="width: 30%;"> <input type="checkbox"/> <b>Kiosk</b> </div> </div>		

<b>Days of Operation and Time:</b> <i>(Check days which apply &amp; complete time store is open)</i>	
<input type="checkbox"/> <b>Monday</b> Time _____	<input type="checkbox"/> <b>Friday</b> Time _____
<input type="checkbox"/> <b>Tuesday</b> Time _____	<input type="checkbox"/> <b>Saturday</b> Time _____
<input type="checkbox"/> <b>Wednesday</b> Time _____	<input type="checkbox"/> <b>Sunday</b> Time _____
<input type="checkbox"/> <b>Thursday</b> Time _____	
<b>Do you only sell products that are manufactured or white labeled by yourself?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <i>(Note: If yes, you are exempt from the seller / distributor fee, but must complete the registration)</i>	
<b>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.</b>	
<b>Registration Checklist</b>	
<input type="checkbox"/> <b>Completed the Hemp Product Seller / Distributor Registration Form to Completion</b>	
<input type="checkbox"/> <b>Completed a List of Products Intended for Sale, Including the Product Name and Brand</b>	
<input type="checkbox"/> <b>Included the Required Annual Registration Fee</b>	
<b>Name of Responsible Person (Print):</b>  	
<b>Signature:</b>  	<b>Date:</b>  
<b>Date Received by WVDA:</b>	<b>Person Receiving:</b>
<b>Date Registration Sent by WVDA:</b>	<b>Approved or Denied:</b>

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 304-558-2226. All registrations will be sent to the applicant once approved and upon receiving payment. Complete this form and mail with check or money order to:

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

## List of Hemp Products Intended for Sale

Please fill in all spaces with the correct information. If you wish to add additional products for sale after the initial registration, please submit an Amended Hemp Products Registration to [hempproducts@wvda.us](mailto:hempproducts@wvda.us).

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