

Application Instructions



i Welcome

Welcome to the State of Connecticut's eLicense Website

Access Your Account

Account **Fast Track Renewal**

User ID

Password

Log In

Don't have an account? [Register](#)
 Forgot Password? [Forgot User ID?](#)

VERIFY A LICENSE & ROSTER:

- Select **ONLINE SERVICES** for a list of available services.
- NOTE: All data contained within License Lookup is maintained by the state of Connecticut, updated instantly and is considered primary source verification.

LICENSE RENEWAL:

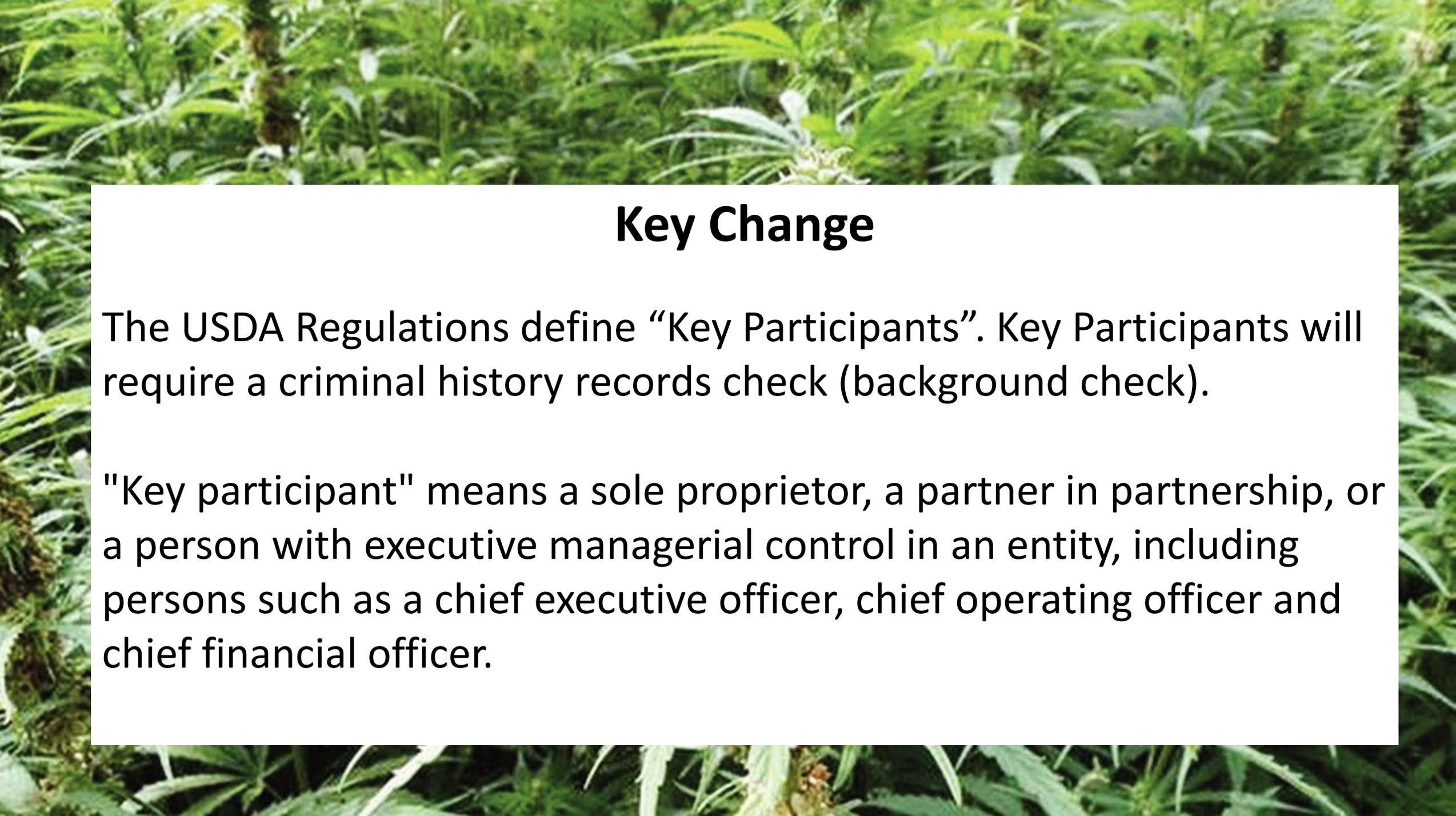
- To access your account, enter your User ID and Password. [Step-by-Step Instructions](#).
- First time users MUST validate an active email address.
- **DO NOT REGISTER A NEW ACCOUNT TO RENEW.**

INITIAL APPLICATION:

- All applicants **MUST** register if this is a first time application
- Select the **"Register"** link and create a new account.

FILING A COMPLAINT:

- Logging in is optional, but allows you to save your complaint



Key Change

The USDA Regulations define “Key Participants”. Key Participants will require a criminal history records check (background check).

"Key participant" means a sole proprietor, a partner in partnership, or a person with executive managerial control in an entity, including persons such as a chief executive officer, chief operating officer and chief financial officer.

Criminal History Records Check

As part of the application process, individual applicants and key participants must submit a completed [Federal Bureau of Investigation's \(FBI\) Identity History Summary](#).

<https://eforms.com/consent/background/fbi>

You must email the results to AGR.Backgroundcheck@ct.gov for each individual applicant and key participant of an application. **DO NOT** upload criminal history reports into the eLicense system.

DoAg will not accept criminal history reports completed more than 60 days before the submission of an application.

Key Change

If you are applying as a business entity you must create an account for your business. If you log in as an individual using your personal ID and enter business entity information, your application may be rejected and/or you may inadvertently effect other credentials you have in the eLicense system.

"Entity" means a corporation, joint stock company, association, limited partnership, limited liability partnership, limited liability company, irrevocable trust, estate, charitable organization, or other similar organization, including any such organization participating in the hemp production as a partner in a general partnership, a participant in a joint venture, or a participant in a similar organization.

Required Documents to complete this application

You must have available electronic copies of the several documents available for uploading when requested. All supporting documents must be uploaded through this system. These include:

- Site location documentation to include:
- Latitude and Longitude coordinates in decimal degrees to the thousandth place
- A map showing boundaries
- A Legal description of each lot.

Key Change

Lots registered in the eLicense system with your application must use the Farm Service Agency (FSA) identifier assigned by FSA. When you obtain your FSA Lot numbers you will have to log back in and select “**Online Service**” then select the “**Address and General Maintenance**” tab. Then select the start button with your HEMP Producer number. Use the down menu to select FSA lot updates.

Remember to page all the way through the update screens using the "NEXT" button --- This transaction is not completed until you select the "Finish" Button on the last screen and information is processed

Important

When you enter Lot information into the eLicense system and register them with FSA, think about how you are dividing your land or greenhouse up, as a “Lot” must be planted with the same variety and will be sampled as one.

We intend on tracking planting to sampling, to harvest and storage using the FSA Lot number.

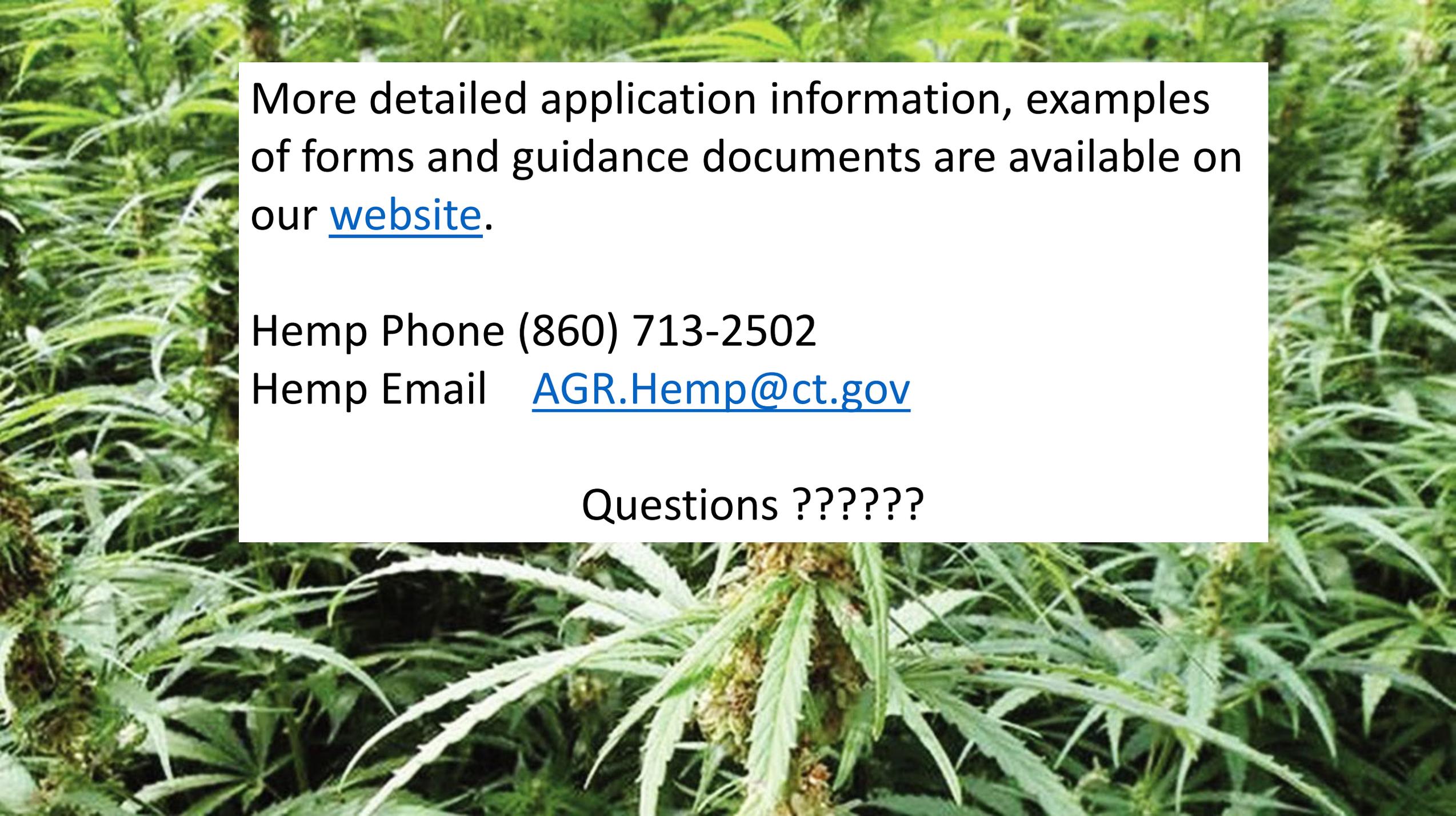
Term of License

Once DoAg approves an application, DoAg will issue a producer license. Licenses are valid until for three (3) years from the date issued and do not automatically renew.

If any of the information on your license application changes, you must notify the department within 15 days, in writing, and receive approval of the changes, in writing, before the changes are effective.

Fees

- The application fee is \$50.00 and non-refundable
- The 3 year license fee is \$450.00 for the 1st acre of hemp
- Each additional acre is \$30.00



More detailed application information, examples of forms and guidance documents are available on our [website](#).

Hemp Phone (860) 713-2502

Hemp Email AGR.Hemp@ct.gov

Questions ??????