

# Kansas Commercial Industrial Hemp Program

## STATE EDUCATIONAL INSTITUTION REQUEST – INDUSTRIAL HEMP PRODUCER LICENSE

Please review *K.A.R. 4-34-30. State educational institutions* before completing this request form.

### **K.A.R. 4-34-30 (b – f). State educational institutions exemptions**

- (a) Each state educational institution shall obtain a license before cultivating or producing industrial hemp for research purposes.
- (b) Each state educational institution shall be exempt from all application and licensing fees if the state educational institution's license application is accompanied by a written summary of the research to be performed, except as provided in subsection (f).
- (c) Each state educational institution shall be subject to all other requirements applicable to a hemp producer, except that a state educational institution may request the waiver of any requirement in K.A.R. 4-34-1 through K.A.R. 4-34-30 by submitting a written request to the secretary that explains why the waiver of an existing regulation is necessary for the proposed research.
- (d) In spite of subsection (c), a state educational institution shall not request a waiver of the fingerprint-based state and national criminal history record check or corrective action plan requirements.
- (e) Each state educational institution seeking licensure shall designate an individual as the primary licensee for any license. The primary licensee shall be responsible for all employees, agents, students, and volunteers of the institution, and any activities that the institution undertakes, related to industrial hemp at the locations identified in each application. The costs associated with fingerprinting and the required state and national criminal history record check shall be the responsibility of the individual designated as the primary licensee. The head of a department of the state educational institution, or a similar person with supervisory authority, shall submit a written letter designating the responsible individual as the primary licensee along with the application.
- (f) Upon written request, a state educational institution may be granted a multiyear license that is valid for up to five years for completion of a multiyear research project.

---

Please reference the Kansas Department of Agriculture's Commercial Industrial Hemp Program's [Rules and Regulations](#)

### HOW TO SUBMIT REPORT FORMS TO KDA

Please include this form with your application submission for consideration of an industrial hemp producer license as a state educational institution applicant.

#### **by email:**

[kda.industrialhemp@ks.gov](mailto:kda.industrialhemp@ks.gov)

Please name the file: KDA license number: Licensee's Name – Hemp Producer, Request Type, date submitted (ex. 20-XXXX: First Name Last Name- Hemp Producer State Educational Institution Request DDMMYYYY)

Acceptable file types: .pdf, .jpeg; .png

#### **by mail:**

Kansas Department of Agriculture  
Commercial Industrial Hemp Program  
1320 Research Park Drive  
Manhattan, KS 66502

Acceptable file types: 8.5 x 11 in. paper copy

#### **Your Industrial Hemp License Information Online**

<https://portal.kda.ks.gov/>



STATE EDUCATIONAL INSTITUTE REQUEST – INDUSTRIAL HEMP PRODUCER LICENSE

KANSAS DEPARTMENT OF AGRICULTURE PLANT PROTECTION AND WEED CONTROL PROGRAM

Please include this form with your application submission for consideration of an industrial hemp producer license as a state educational institution applicant.

SECTION 1: Applicant Information

Name: Title of Applicant: State Educational Institution: Department Address: Department Head Name or Person of Similar Authority: Department Phone:

SECTION 2: Request Information

As a state educational institution applicant or licensee in the Kansas Commercial Industrial Hemp Program, I request permission to:

- Be exempt from all application and licensing fees... Be granted a multiyear license... Be exempt from a specified requirement(s)...

SECTION 3: Checklist

- REQUIRED: Include a written letter from the head of a department... If applicable, include a written request for an exemption... If applicable, include a written summary of the research...

SECTION 4: Applicant Certification

I hereby verify and affirm that the information contained above is true and accurate. I understand that if KDA determines this information to be false, misleading or incorrect, KDA may deny the request, or KDA may revoke any license and any future license applications that I submit may be denied.

Signature Date

OFFICIAL USE ONLY

- The request above is APPROVED The request above is DENIED

Secretary of Agriculture Date