

**North Carolina Industrial Hemp Commission**  
**INSTRUCTIONS FOR THE APPLICATION**  
**TO CULTIVATE INDUSTRIAL HEMP**  
as part of the NORTH CAROLINA INDUSTRIAL HEMP RESEARCH PILOT PROGRAM

**Instructions for the application to participate in the Industrial Hemp research pilot program:**

It is strongly encouraged that the applicant closely read the [Temporary Rules](#) governing this program and participation as well as the [FAQ page](#) related to the application. These instructions will print over three pages and they include instructions for both printed application and the online application. The printed application is four pages printed and will be incomplete without all four pages.

**The online application, once it is started, cannot be saved and started again.** You will lose all of your previously entered information if you stop in the middle of the process. Have all of your needed information available before initiating an online application. The instructions below, as well as the FAQs, provide instructions regarding the information which will be needed to complete your application. Incomplete printed applications will delay the processing of the application. If submitting an online application, it is recommended that you first print a paper copy of the application and review it closely.

**Licensee Data**

1. Complete each of the personal information boxes.
2. Select if the application is for an Intent to Market license.
3. The total of the fees calculated will be determined by the information submitted by the applicant based on Section .0106 of the [Temporary Rules](#).

**Research Purpose**

Select the box(es) that correspond with the Authorized Research Purpose listed that represent your intended industrial hemp planting. Applicants must choose one or more research purposes chosen to research.

**Intended Planting Information**

4. Identify the number of acres and/or greenhouse square feet for each of the applicant's planting locations.
5. Identify the county in which the acres and/or greenhouses are for each of the applicant's planting locations.
6. In the space provided list the decimal degrees of the coordinates for the GPS Coordinates for the acres and/or greenhouses for each of the applicant's planting locations. Include a copy of a field map with a clear marking of the center of the planting area for each planting area. Online applicants will use the map provided to mark a center location of the planting area and the GPS coordinates will automatically populate the required information.
7. Identify the Intended variety(s) name for each planting. Please see Section .0101 of the [Temporary Rules](#) for allowable varieties of industrial hemp.
8. Identify the county or state of origin for the Intended variety(s) for each planting.

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9. Identify the Certifying agency for variety(s) (if applicable or non-certified if none) for the Intended variety(s) for each planting. Information about Certifying Agencies can be found in Section .0101 of the [Temporary Rules](#).
10. Identify the type of certification for each Intended variety(s) (breeder, foundation, registered, certified, non-certified, etc.) for the planting. Information about Certifying Agencies can be found in Section .0101 of the [Temporary Rules](#).

**Intended Market**

11. Identify which of the marketable parts of the plant is intended for market.
12. Name which entity has tentatively or contractually agreed to purchase each of these marketable parts.

**Bona Fide Farmer Certification**

1. Select the tax form used to verify the applicant is a bona fide farmer. A copy of this document will need to be included with the application or uploaded. Allowable documentation of being a bona fide farmer can be found in Section .0107 of the [Temporary Rules](#).
2. Identify the county of intended storage area / structure for the harvested plant parts.
3. In the space provided list the decimal degrees of the coordinates for the GPS Coordinates for each of the intended storage area / structure for the harvested plant parts. Include a copy of a field map with a clear marking of the center of the planting area for each planting area. Online applicants will use the map provided to mark a center location of the planting area and the GPS coordinates will automatically populate the required information.

**Affirm the terms**

Make sure to complete page four of the application with the terms of contingency. Check each box and sign at the bottom to agree to each of the stipulations.

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**Once your application is submitted**

Incomplete printed applications will delay the processing of the application. The applicant will be notified of the application's approval or denial by email. An acceptance form to print, sign and return with the appropriate fees will also be emailed. It is recommended that the applicant read the acceptance form carefully before returning. The initial and annual fees are due annually within 30 days of the date of the issuance of the license approval or before the licensee takes possession of the seed or transplants, whichever is earlier.

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**Additional Instructions for the online application**

Once the application is submitted the applicant will receive a confirmation page. It should read:

Your application information has been submitted successfully. Your application will be reviewed by the Industrial Hemp Commission and you will be notified by email when it is complete.

**Additional Instructions for the printed application**

Be sure to include all four pages and any attachments. Print the applicant's name and date of application on the bottom of each page where indicated.

Mail the completed application and copies of the required documents:

NC Industrial Hemp Commission  
1005 Mail Service Center  
Raleigh, NC 27699