

State of Rhode Island
Department of Business Regulation

**Rhode Island Department of Business
Regulation**

1511 Pontiac Avenue
Cranston, RI 02920

Instructions and Application For
Industrial Hemp Grower/Handler/Dual
Key Persons and Staff

Officer

Director

Manager/Member

Employee

Agent

Full Name

GENERAL INFORMATION

1. Requirements for licensure are established by Department of Business Regulation 230-RICR-80-10-1 (Hemp) which are available through the Department of Business Regulation's website at <http://www.dbr.ri.gov/>. Links for Public Laws and Statute are also available.
2. Should you have any questions regarding the license requirements or completion of the application form, contact the Rhode Island Department of Business Regulation, Industrial Hemp Personnel at (401) 462-9500 or DBR.HempCompliance@dbr.ri.gov.

APPLICATION INSTRUCTIONS

1. Complete all application materials as instructed. Please answer all questions. Incomplete questions or incomplete applications will not be processed. Please mark "NA" on questions that are Not Applicable. Please use a ball-point type pen when completing these forms.
2. Do not detach any full pages from this form.
3. Sign the application and return it with a check or money order of \$50.00 payable to the General Treasurer, State of Rhode Island.
4. Do not submit the application without all applicable information, documentation and fee(s).
5. Mail or deliver the completed application to:
RI Department of Business Regulation - Industrial Hemp
1511 Pontiac Avenue, Building 68-1 Cranston, RI 02920

REQUIRED DOCUMENTATION

- Completed and signed Application for **each** officer, director, manager/member, agent or employee.
- **Each officer, director, manager/member, employee or agent** must be at least twenty-one (21) years old. Proof of age is required. (Proof must be in the form of a copy of a Rhode Island or other Government issued photo ID)
- A non-returnable, non-refundable application fee payable to General Treasurer, State of Rhode Island in the amount of fifty dollars (\$50.00) for **each** officer, director, manager/member, agent, or employee.

According to the Regulations, all licensed cardholder registrants **excluding those marked as employees** shall apply for a national criminal background identification records check that shall include with fingerprints submitted to the federal bureau of investigation. **All officers, directors, owners, shareholders, managers, members, and agents of the licensee must obtain a NCIC.**

To obtain an NCIC/AFIS report, please contact the Rhode Island State Police at 401-764-5364 to schedule an appointment or contact the Attorney General's office.

All in-person state and national background checks are **ONLY** available at the Attorney General's **new Customer Service Center located at 4 Howard Avenue in Cranston** (located in the Pastore Center). Also, you may contact your local police department to see if they provide National background checks.

Background checks **will no longer be available at the Providence office starting July 23, 2018.**

Application for Licensee Key Persons and Staff

Name:	<table style="width: 100%;"><tr><td style="border: 1px solid black; height: 20px;"></td></tr><tr><td style="font-size: 8px;">First Name</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td></tr><tr><td style="font-size: 8px;">Middle Name</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td></tr><tr><td style="font-size: 8px;">Surname, (Last Name)</td></tr></table>		First Name		Middle Name		Surname, (Last Name)																														
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Home Address Please provide your principal address of residence. It is your responsibility to notify the Department of all address changes.	<table style="width: 100%;"><tr><td style="border: 1px solid black; height: 20px;"></td></tr><tr><td style="font-size: 8px;">1st Line Address (Number and Street)</td></tr><tr><td style="border: 1px solid black; height: 20px;"></td></tr><tr><td style="font-size: 8px;">Second Line Address (Apartment/Suite/Room Number, etc)</td></tr><tr><td style="border: 1px solid black; width: 60%; height: 20px;"></td><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="text-align: center;">-</td><td style="border: 1px solid black; width: 30px; height: 20px;"></td></tr><tr><td style="font-size: 8px;">City</td><td style="font-size: 8px;">State</td><td style="font-size: 8px;">Zip Code</td><td></td><td></td></tr><tr><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="text-align: center;">-</td><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="border: 1px solid black; width: 30px; height: 20px;"></td></tr><tr><td style="font-size: 8px;">Home Phone</td><td style="font-size: 8px;">Home Fax</td><td></td><td></td><td></td></tr><tr><td style="border: 1px solid black; width: 60%; height: 20px;"></td><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="text-align: center;">-</td><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="border: 1px solid black; width: 30px; height: 20px;"></td></tr><tr><td colspan="5" style="font-size: 8px;">Email Address (Format for email address is Username@domain e.g. applicant@isp.com)</td></tr></table>		1st Line Address (Number and Street)		Second Line Address (Apartment/Suite/Room Number, etc)				-		City	State	Zip Code					-			Home Phone	Home Fax						-			Email Address (Format for email address is Username@domain e.g. applicant@isp.com)						
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Employer Affidavit

Please have the employer sign this affidavit.

"I hereby affirm that the person named in this application is affiliated with the Licensee listed in the Employer Address section of this application.

Printed Name of Principal Officer or Authorized Designee

Signature of Principal Officer or Authorized Designee

Date of Signature (MM/DD/YY)

Applicant: Print your complete last name >

Applicant Affidavit

Complete this section and sign in the presence of a notary public.

Make sure that you and the notary public have completed all components accurately and completely.

"I hereby affirm that I am the applicant named in this application, that I have made or read the contents hereof, and to the best of my knowledge and belief the foregoing statements and answers are true in substance and effect and are made in good faith." I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have either paid all taxes due the state or have entered into a written installment agreement with the Rhode Island Division of Taxation.

Signature of Applicant

Date of Signature (MM/DD/YY)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, who is personally known to me or has produced _____ as documentation and did / did not take an oath.

Name of Notary (Print, Type or Stamp)

Signature of Notary

Notary No/Commission No.

Commission Expiration Date (MM/DD/YY)

Notary Seal