ALABAMA DEPARTMENT OF
AGRICULTURE & INDUSTRIES

2020 PROCESSOR/HANDLER LICENSE APPLICATION PACKET

GUIDELINES AND INSTRUCTIONS FOR PROCESSOR/HANDLER APPLICANTS

- The Alabama Department of Agriculture and Industries (ADAI) is conducting an Industrial Hemp Program as authorized by the 2014 Farm Bill, Section 7606, the Alabama Hemp Act, 2016-293, and the Agriculture Improvement Act of 2018. Individuals and businesses who would like to be considered for participation in the Alabama hemp program as a processor/handler must submit the *Processor/Handler License Application* for 2020 to ADAI by:
  Completing the full application at: http://agi.alabama.gov/divisions/plant-protection/industrial-hemp/program-applications - upload all required documents and follow link to online payment. ***OR***
  Completing the full application in this packet including all required documents and return by mail to ADAI, Industrial Hemp Program, 1445 Federal Dr., Montgomery AL 36107, along with a check or money order for $200 made payable to ADAI.
- **Contents of Application Packet**
  - Guidelines and Instructions
  - Instructions for Obtaining a Criminal Background Check (In-State resident or Out-of-State resident)
  - 2020 Fee Schedule
  - Instructions for Obtaining GPS Coordinates and Aerial Photographs to Submit with your Application
  - *Processor/Handler License Application*. Please submit only the application and required documents. Do not submit the guidelines and instructions (pages 1-3)
- **Application Deadline** November 14, 2019, 5:00 p.m. Central Time Zone (CT) is the application deadline for all 2020 projects which involve planting or growing hemp. *Processor/Handler License Applications* must be postmarked no later than November 14, 2019, or hand delivered to the ADAI Hemp Program Office, 1445 Federal Drive, Room 207 A, Montgomery AL 36107, no later than 4:30 p.m. on November 14, 2019. **EMAIL SUBMISSIONS WILL NOT BE ACCEPTED** because the payment for the application fee must be submitted with the application. ADAI will deny any *Processor/Handler License Application* that fails to meet the deadline established in this application. ADAI recommends that applicants use a delivery method with tracking capabilities when submitting an application by mail. ADAI is not responsible for applications lost in the mail or not received. **Keep a copy of the completed application, all attachments, and, if applicable, the mail receipt and tracking number for your records.**
- **Fee Schedule** A $200 non-refundable application fee (check or money order made payable to ADAI) must be submitted with the completed application. **Only submit one $200 non-refundable application fee if you are applying for multiple sites**. This application fee does not apply to any other program costs. See the *2020 Fee Schedule* in this application packet. If you are approved, or conditionally approved, for participation in the program, there will be additional fees associated with participation. **Be sure to carefully review these fees, which are required for all participants, and budget accordingly in the event you are selected for participation.**

- **Application File Format** The ADAI Industrial Hemp Program Application for 2020 is available as a PDF fillable form. If you do not have compatible software for the fillable forms, please print out the PDF and complete the form manually and legibly. **ADAI is not responsible for missing information due to formatting or printing errors by applicants.**
- **Complete Applications** Applications must be complete, accurate, and legible. Follow all instructions in the document. Applications and any attachments may be subject to Alabama Open Records Act § 36-12-40 et seq. **ADAI is not required to request additional information for clarity of the application.** Any *Processor/Handler License Application* that is missing required information is subject to denial.
- **Application from a Business Entity** A *Processor/Handler License* can be issued to an individual or an established business entity.
  - The 'applicant' is the person, or the person authorized to sign for a business entity, who submits an application.
  - ADAI requires the submission of formation papers, when the applicant is representing a business entity. The designation of a signing authority for the business allows this individual to make decisions for the company in all matters related to an ADAI industrial hemp project.
  - Only ONE signing authority shall be allowed to represent a business entity.
  - If, during the application process, a business entity requires a change of signing authority, a copy of any new formation document, a current background check, and a copy of the individual's driver's license must be submitted together in a change request to ADAI.
- **Application Review** ADAI will evaluate each application and make approval based on the criteria set forth in the Industrial Hemp Rule, 80-10-21, Administrative Code of Alabama, and the application document. Available at: agi.alabama.gov
- **Processing/Handling Plan** ADAI's Industrial Hemp Program involves crop production, techniques, and processing, including such things as the investigation of planting methods, fertility levels, seed varieties, harvest methods, yields, equipment uses, and marketing. Each program applicant must submit a Processing/ Handling Plan **before** July 31, 2020.
- **Background Checks** Before approval, or conditional approval, will be granted, an Alabama Law Enforcement Agency (ALEA) background check must be received and reviewed by ADAI. As the issuance of a background check can take ALEA up to two weeks to complete, it is recommended that applicants submit an ALEA background check request immediately. See the documents *In-State Criminal Background* or *Out-of-State Criminal Background* and the associated form linked in the documents. NOTE: **These requests must be sent to directly to the Alabama law enforcement agency (DO NOT SEND TO ADAI)** and the report **received by ADAI no later than November 25, 2019**.
- **Prohibited Activities** The activities listed below are prohibited by the ADAI Industrial Hemp Program. When described in a Processing/Handling plan, any prohibited activities will disqualify an application from approval. A current license holder found to be conducting or participating in any of these activities may be subject to actions including, but not limited to, revocation of their *Processor/Handler Licensing Agreement/License Certificate* and forfeiture or destruction of all cannabis materials in their possession.
  - Possessing live hemp plants without a *Grower Licensing Agreement/License Certificate*
  - Possessing any in-program hemp materials at any site not listed in the *Processor/Handler Licensing Agreement.*

- Processing, handling, or storing industrial hemp:
  - On property which is not owned or completely controlled by a Licensed Processor/Handler; or
  - On property owned by, or leased, from any person who is ineligible or was terminated, or denied admission to the program.
- Violating any restrictions outlined in the Industrial Hemp Rules, 80-10-21, Alabama Administrative Code or in current Hemp Program documents and guidelines.
- Using pesticides not labeled for use on industrial hemp or applying labeled pesticides without required certification and licensing.
- Creating products for sale outside of the program which would cause noncompliance with ADAI policy, or federal or state law, including:
  - Loose leaf or floral materials (such as whole buds, or ground floral or leafy material, including, but not limited to, hemp cigarettes, cigars, dip, or any form of chewing or smokeless hemp leaf or floral material); and
  - Other products that may be deemed prohibited by ADAI, in contradiction of any ADAI policy, or determined to be against federal or state law.
- Engaging in other activities that may be deemed prohibited by ADAI.

Upon request, ADAI shall review and make a determination on any activity or product not specifically listed in the Industrial Hemp Program documents, guidelines, or Industrial Hemp Rules, 80-10-21, Alabama Administrative Code.

- **Mandatory Meeting** All approved, or conditionally approved, applicants must attend a one-day ADAI Mandatory Meeting where they will receive further instructions, receive the completed *Processor/Handler Licensing Agreement* and the *Licensing Certificate*, along with other important information. The Mandatory Meeting is expected to take place during the week of February 3rd 2020. The specific days, times, and location in Montgomery to be announced.
- **Processor/Handler Licensing Agreement and Certificate** Approved, and conditionally approved, participants become an extension of, and act on behalf of, ADAI for the purpose of participating in the Industrial Hemp Program by executing a *Processor/Handler Licensing Agreement* with ADAI.
- **Timeline** The expected timeline for approval of the 2020 Processor/Handler applications is as follows:
  - **November 14, 2019, 5:00 p.m. Central Time (CT)** – Applications due in the ADAI Hemp Program office. Email submissions are NOT acceptable. If applications are mailed, they must be postmarked no later than 12:00 midnight on November 14, 2019; or if submitted online, they must be system marked by no later than 12:00 midnight on November 14, 2019.
  - **November 25, 2019, 5:00 p.m. Central Time (CT)** – Deadline for submission of Background check report.
  - **December 31, 2019** – Notification of application status.
  - **January 15, 2020, 5:00 p.m. Central Time (CT)** – Deadline to submit signed *Processor/Handler Licensing Agreement*
  - **January 15, 2020, 5:00 p.m. Central Time (CT)** – Deadline to submit $1,000 per site fee payment
  - **January 15, 2020, 5:00 p.m. Central Time (CT)** – Registration deadline for Mandatory Meeting
  - **February 2020, Mandatory Meeting in Montgomery**

For more information on the ADAI Industrial Hemp Program, please visit agi.alabama.gov. **Please note that ADAI is not able to provide assistance in completing the application.**

Alabama Department of Agriculture & Industries

Instructions for Obtaining an Alabama Criminal Background Check

The Alabama Department of Agriculture and Industries (ADAI) requires an Alabama Law Enforcement Agency (ALEA) background check on each Industrial Hemp Program applicant. An applicant is a person, or the signing authority for a business entity, who submits an application.

Background checks are required annually for all applicants, including the signing authority for a business entity. The request is processed by Alabama Law Enforcement Agency (ALEA) office listed below. You must complete the form through the link listed below. You may submit the request and payment in person or by mail.

834 Adams Avenue
Montgomery, AL, 36104
334-353-4340 Monday-Friday 8:00 am–4:00 pm (CST)

or by mail at:

AL Law Enforcement Agency
Criminal Records and Identification Unit
PO Box 1511
Montgomery, AL 36102-1511

https://www.alea.gov/sites/default/files/inline-files/SBI-ApplicationReviewALCHRI.pdf

ALEA REQUIREMENTS:

- Applicants must complete and sign the ALEA criminal history release form
- A fee of $25.00 money order or bank cashier's check is required
- Set of fingerprints on the blue and white fingerprint cards (obtained at local police or sheriff's office)
- A copy of the applicant's photo ID

Affidavit for Release Information: AL Department of Agriculture and Industries
Industrial Hemp Program
1445 Federal Drive
Montgomery Alabama 36107

For any questions on Alabama Industrial Hemp requirements, call 334-240-7230, or 334-240-3713

Alabama Department of Agriculture & Industries

Instructions for Obtaining a Criminal Background Check
Out-of-State Applicants

The Alabama Department of Agriculture and Industries (ADAI) requires a State Law Enforcement Agency background check on each Industrial Hemp Program applicant who is not an Alabama resident. An applicant is a person, or the signing authority for a business entity, who submits an application.

Background checks are required annually for all applicants, including the signing authority for a business entity. You must contact the state law enforcement agency in your state of residence to request the Criminal Background Check. When completing the application and release forms your State Law Enforcement Agency requires, list ADAI as the agency to release the report/information to.

Affidavit for Release Information: AL Department of Agriculture and Industries
Industrial Hemp Program
1445 Federal Drive
Montgomery Alabama 36107

For any questions on Alabama Industrial Hemp requirements, call 334-240-7230, or 334-240-3713

ALABAMA LAW ENFORCEMENT AGENCY

APPLICATION TO REVIEW ALABAMA CRIMINAL HISTORY RECORD INFORMATION

PERSONAL INFORMATION

Full Name *(First, Middle, Last, Suffix)*:_____ Sex/Gender: ☐ Male ☐ Female

Aliases/Nickname:_____

Applicant Current Address: _____

City:_____ State:_____ Zip Code:_____ SSN: _____

Date of Birth:_____ *(MM/DD/YYYY)* Driver's License Number:_____ Issuing State:_____

Race: ☐ White ☐ Black ☐ Asian ☐ Indian ☐ Other *(please specify)* _____

Home Phone: (____)_____ Mobile Phone: (____)_____ Work Phone: (____)_____

WORK INFORMATION

Employer Name:_____ Employer Phone: (____)_____

Contractor Name:_____ Contractor Phone: (____)_____

State Agency:_____ Agency Phone: (____)_____

Work Email Address: _____

Job Role/Classification:_____ Supervisor Name: _____

Included with my Release are the following items:

- ☐ Completed Application signed by applicant and **two witnesses** ***OR*** **notarized.**
- ☐ The required copy of my valid photo identification.
- ☐ A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required.
- ☐ ***If applying for state employment/licensure/certification, reference that agency's fee requirements for a background check.***
- ☐ ***PERSONAL REQUESTS ONLY:*** **The required $25.00 administrative fee** ***(must be in the form of a money order or Cashier's check made payable to the ALEA, Criminal Records and Identification Unit).***

AFFIDAVIT FOR RELEASE INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to:

_____

Name & Address of Requesting Agency or Authorized Agent*

I, the above referenced individual, hereby request to release any and all criminal history record information (CHRI) maintained by both the Alabama Law Enforcement Agency, the Federal Bureau of Investigation, and any information relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than $5,000 nor more than $10,000 or imprisoned in the state penitentiary for not more than five years or both. § 41-9-601, Code of Ala. (1975). Furthermore, as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 I have the right to challenge or appeal any portion of my state and/or federal CHRI that I believe to be inaccurate (see "Appendix A" for contact information).

Applicant Signature_____ Date _____

Name of Witness_____ Name of Witness _____

Address of Witness_____ Address of Witness _____

City, State and Zip_____ City, State and Zip_____

Sworn to and subscribed before me this____day of_____, 20___.

Notary Signature_____ My Commission Expires_____, 20___.

FOR ALEA OFFICIAL USE ONLY: TCN:_____ SID: AL_____	Billed:_____ Paid:_____ No Charge: _____
Received By (Initials):_____/Date:___/___/___ Processed By (initials):_____/Date:___/___/___	Check#:_____
Walk-in/Hand Delivered ☐ Mailed ☐ Status:_____ Initials:_____ Date: ___/___	Background Check Qty: Total: $_____
	Certified Letter Qty: Total: $_____

ALABAMA LAW ENFORCEMENT AGENCY

APPLICATION TO CHALLENGE

Alabama Criminal History Record Information

Appendix A

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the *ALEA Criminal* Records and Identification Unit that he or she believes to be **inaccurate**. To submit a challenge regarding criminal history record information (CHRI) provided by the Alabama Law Enforcement Agency, Criminal Records and Identification Unit. Please complete the steps described below and mail this form and all supporting documentation to:

ALEA Criminal Records and Identification Unit – P.O. Box 1511 – Montgomery, AL 36102-1511 – ATTN: Record Challenge.

Failure to properly complete the form or provide the appropriate documentation, may cause a delay in processing your request.

I,_____, wish to challenge my Alabama CHRI provided to me by the Alabama Law Enforcement Agency Criminal Records and Identification Unit on____/___/___.

- **I understand that I must return this challenge form, along with the documentation required below, to the ALEA Criminal Records and Identification Unit no later than one year in order to challenge this information under this request.** I further agree and understand that I must submit a new Request to Review or Challenge my criminal history record information in accordance with the procedure established by the Alabama Justice Information (AJI) Commission should I wish to challenge my Alabama criminal history after that date.
- I understand that I must provide below or ATTACH IN WRITING TO THIS FORM the following information regarding EACH arrest and/or disposition I am challenging before my challenge can be reviewed or processed by the ALEA Criminal Records and Identification Unit. I also understand that I should attach copies of the official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
- I understand that my challenge will be reviewed by an ALEA Criminal Records and Identification Unit official, along with the documentation provided. I also understand that my challenge may also be sent to the originating criminal justice agency with custody over the challenged information for their review, and that this process may take several weeks or longer to complete.

Please list the SPECIFIC charge, date, and Arresting Agency/Court for each arrest or disposition being challenged:

DATE	AGENCY	ARREST CHARGE/DISPOSITION CHALLENGED
1.		
2.		
3.		
4.		
5.		

Please also provide the following details:

A. The details related to why each specific arrest or disposition listed above is inaccurate:

B. The information believed to be correct information for each arrest or disposition being challenged:

C. The agency and/or court where I obtained what I believe to be the correct supporting information (if applicable) from is:

Signature:_____**Date:** _____

Applicant Instructions

For completing the ALEA Application to Review Alabama Criminal History Record Information or to Challenge Alabama Criminal History Record Information

Appendix B

In order for your request to review, challenge or appeal your Alabama Criminal History Record Information to be processed by the Alabama Law Enforcement Agency (ALEA), **you must complete the *ALEA Application to Review (SBI Form 46) or to Challenge Alabama Criminal History Record Information (SBI Form 46 Appendix A)* in accordance with the following instructions:**

1. **Your application must include ONE COPY of at least one of the following forms of your own valid photo identification:**
    a. A valid unexpired United States state-issued photo driver license or photo ID (non-driver) card;
    b. A valid unexpired United States Citizenship and Immigration Service Document, which may include either:
        i. Certificate of Naturalization N-550
        ii. Replacement Certificate of Naturalization N-570
        iii. Special Certificate of Naturalization N-578
        iv. Certificate of Citizenship N-560
        v. Replacement Certificate of Citizenship N-561
        vi. Certificate of Citizenship (Posthumous) N-645, N-645A
    c. A valid unexpired United States Passport; or
    d. A valid unexpired Foreign Passport which meets the following requirements:
        i. A foreign passport must contain a Valid United States Visa or I-94 to be used as a primary proof of identification; or
        ii. A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.

2. **Your application must include the required $25.00 administrative fee in the form of only a cashier's check or a money order** made payable to the "Criminal Records & Identification Unit" *(sorry – personal and/or business checks are not accepted).; and*

3. **Your application must include a classifiable set of your own fingerprints, taken by an authorized law enforcement agency** with an FBI-issued Originating Agency Number (ORI).
    a. The fingerprints accompanying your application should be provided to ALEA on an official FBI-approved "Applicant" fingerprint card or a FBI-approved AFIS printout of an official "Applicant" fingerprint card (i.e., FBI blue card). This ensures positive identification and insures that the proper criminal record is reviewed.
    b. Details for the fingerprinting agency may be found in APPENDIX C.

4. **Your completed request and all of the required documentation should be mailed to:**
    Alabama Law Enforcement Agency
    Criminal Records and Identification Unit
    ATTN: Background Checks
    P.O. Box 1511
    Montgomery, Alabama 36102-1511

5. **If your application is to CHALLENGE any part of your CHRI maintained by ALEA, the application must include, at a minimum:**
    a. A copy of the Alabama Criminal History Record being challenged;
    b. The charge and DATE of each specific arrest or disposition being challenged;
    c. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
    d. A listing of each specific arrest or disposition being challenged;
    e. The details related to why each specific arrest is inaccurate;
    f. What the applicant believes to be the correct information for each arrest or disposition being challenged;
    g. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
    h. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.

6. **Your completed request and all of the required documentation should be mailed to:**
    Alabama Law Enforcement Agency
    Criminal Records and Identification Unit
    ATTN: Record Challenge
    P.O. Box 1511
    Montgomery, Alabama 36102-1511

Please allow a minimum of 4-5 weeks from the date the application is received by ALEA for ALEA to process your request for review. Requests to Challenge CHRI information do NOT fall under this timeframe, as they require additional research, contact and verification with the arresting agencies, etc. If you have any questions concerning this procedure, you may contact ALEA by calling 334-353-4340 or 1-866-740-4762.

Instructions for Law Enforcement Official

Taking the applicant's fingerprints on FBI "Applicant" Fingerprint Card

FD-258 (Rev 12-10-07)

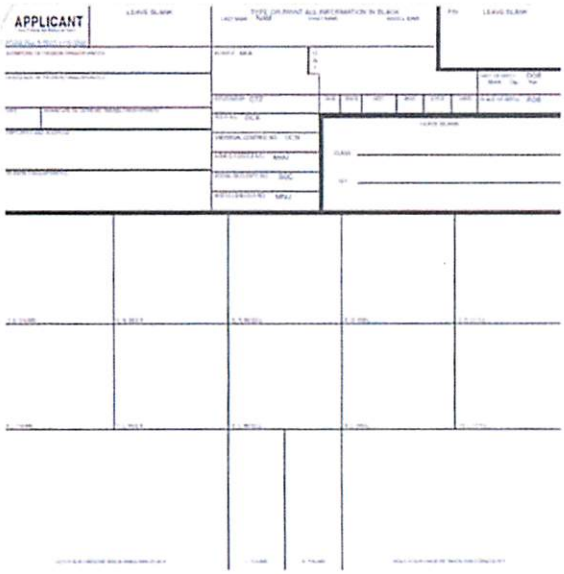
Appendix C

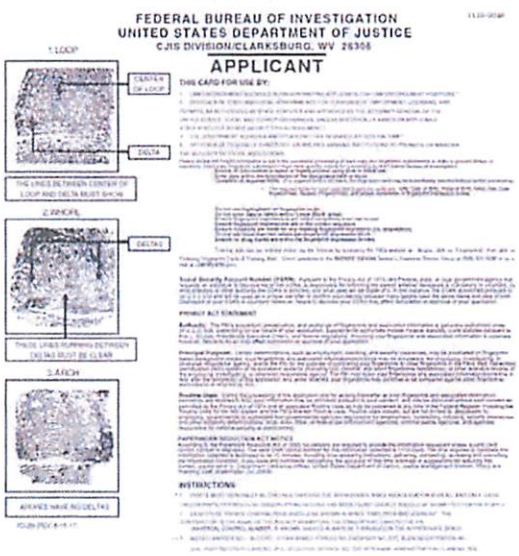
In accordance with Alabama law and the procedures established in Section 265-X-2 of the *Alabama Administrative Code*, individual citizens may request and may be provided with classifiable sets of their own fingerprints to accompany a request for his/her own Alabama Criminal History Record Information (CHRI) from the Alabama Law Enforcement Agency (ALEA).

One of the requirements for an individual to request their own criminal history record information is that the individual to provide ALEA with a classifiable set of his or her own fingerprints (taken by an authorized law enforcement agency with an FBI-issued ORI) with his or her application to Review or Challenge his or her own Alabama criminal history. This ensures positive identification and insures that the proper criminal record is reviewed and/or challenged.

1. **The individual you are fingerprinting should provide proper identification to your agency upon request.**

2. **The individual's fingerprints should be taken by law enforcement on an FBI "Applicant" Fingerprint Card (i.e. blue card).** Please ensure that your agency's name and ORI, AND your name and telephone number, are included on the completed fingerprint card. A sample of the FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07) for your reference purposes is provided below.





3. **Please return the completed fingerprint card to the applicant,** as it is the APPLICANT's responsibility to mail the completed CHRI Release Form (SBI Form 46), along with his/her own fingerprint card and the other required documents. See SBI Form 46 Appendix B for mailing instructions.

4. **If you have any questions,** please call ALEA at 334-353-4340 or 1-866-740-4762. **To request blank FBI APPLICANT cards,** your law enforcement agency may contact the FBI Customer Service Group, CJIS Division Biometric Section at (304) 625-5590 or by e-mail at identity@ic.fbi.gov.

Alabama Department of Agriculture & Industries
Industrial Hemp Program
2020 Fee Schedule for Growers, Processors/Handlers

Fee Type	Program Fees*	Fee Due Date
Application Fee	**$200** (nonrefundable; does NOT apply to Participant Fee)	@ time of application
Participant Fee – GROWER (Due annually)	**$1,000 per growing address** NOTE: GPS coordinates for all growing locations (fields and greenhouses/indoor growing sites) and storage locations must be submitted with the application submission. Changes to growing locations after signing the *Grower Licensing Agreement* or adding additional GSP coordinates will incur an Amendment Request Charge (see below)	@ signing of *Licensing Agreement* pay online Must be paid BEFORE January 15, 2020
Participant Fee – PROCESSOR/ HANDLER (Due annually)	**Processing All Types - $1,000 annual fee per processing address** • **Handlers** ○ An example of a "handler" includes any private lab or service provider, such as a seed cleaner. • **Fiber Processor** • **Grain Processor** • **Floral Material Processor** NOTE: GPS coordinates for all processing, handling, and storage locations must be submitted with the application submission. Changes to any processing site after signing the *Processor Licensing Agreement* or adding additional GSP coordinates will incur an Amendment Request Charge (see below).	@ signing of *Licensing Agreement* pay online Must be paid BEFORE January 15, 2020
Site Modification Surcharge (SMS)	**$1,000/each change or addition of GPS coordinates** Defined as any change to the GPS coordinates for processing or growing locations at an existing address on the *Licensing Agreement*, or for the addition of a GPS coordinate at an address not already on the *Licensing Agreement*.	@ approval of *Amendment Request* form. Must Pay BEFORE site becomes legal to operate.
Secondary Pre-Harvest Sample	**$250 per sample/per variety** For staggered harvests, select harvests, etc., all additional samples collected after the first officially collected sample will incur this charge. The participant will be invoiced for all such samples.	Within 30 days of invoice by ADAI

NOTE: ALL mailed in fees must be submitted in the form of a check or money order made payable to Alabama Dept of Agriculture and Industries.

FINDING SITE GPS COORDINATES & TAKING AERIAL SITE PHOTO

1) How to find accurate GPS coordinates for the location of your site

Using a smart phone:

- Download Google Maps or Apple Maps
- Go to the physical location of your site (not the mailbox or the street, go to the actual physical location and find the center of your intended site)
- Hold your finger down on your location and it will drop a pin
- Click on the bottom where it says "Dropped pin"
- Scroll down until you see the GPS coordinates which should look similar to this example: **32.4007462, -86.2713959** or **N32.4007462, W86.2713959**

If this did not work for you, search the App Store for one of these other apps that can help you find the GPS coordinates: My GPS Coordinates, GPS & Maps, GPS Compass, GPS Coordinates

Using a computer:

- Go to maps.google.com
- Type in the closest address to your site
- Right click near the middle of your site
- Click on "What's here?"
- A box will pop at the bottom of your page that gives the GPS coordinates which should look similar to this example: **32.4007462, -86.2713959** or **N32.4007462, W86.2713959**

If this did not work for you, here are some other websites that can help:

www.latlong.net www.gps-coordinates.org www.gps-coordinates.net

If you still need assistance, please contact your county USDA FSA Office.

2) How to obtain aerial imagery of your site

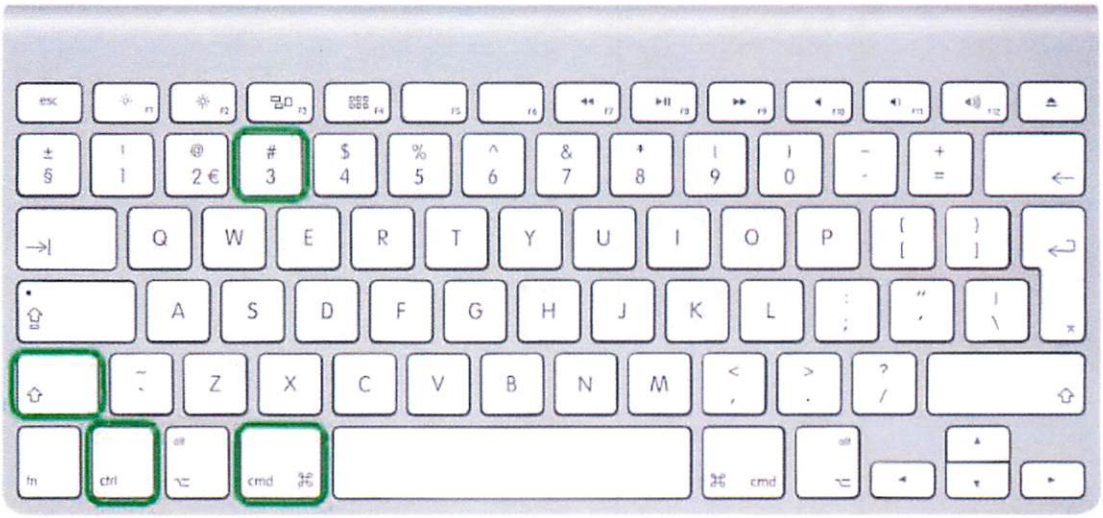
Using a computer

PC: After obtaining the coordinates using the procedure above, click on the satellite picture in the lower left-hand corner of your screen. Click on the middle of the field that is your growing site. A pin will appear. Make sure that your photo captures all sides of your site. If you are using a keyboard, hold down the **Fn** "function button" and press the "print screen" **PrtScr** button at the same time. To paste, open the app you want to use to send the image and press **Ctrl**, control, **V**.

MAC:

1.1 Capture entire screen area and save it to clipboard

Command ⌘ + Control + Shift + 3



Command ⌘ + Control + Shift + 3

Make sure that your photo captures all sides of your site. You can now paste the image into your email. To paste: Go to the place where you want to paste the image. Hold down the Control button. Click the mouse button. Select "Paste" from contextual menu.

<u>Using a smart phone</u>

iPhone X, 11, 11 Pro, & Pro Max:

1. After you have obtained the coordinates, adjust the map so the middle of your field is in the middle of your phone screen. Make sure that your photo captures all sides of your site.
2. Press and hold the Side button on the right side of the iPhone with Face ID. Click the Volume Up button at the exact same time.
3. The screen will flash white and you'll hear the camera shutter sound (if your sound is enabled).
4. The photo will be saved to your All Photos from there you can email it to our office along with your coordinates.

iPhone 8 and earlier:

1. After you have obtained the coordinates, adjust the map so the middle of your field is in the middle of your phone screen. Make sure that your photo captures all sides of your site.
2. Press and hold the Power button on the right side and click the Home button at the exact same time.
3. The screen will flash white and you'll hear the camera shutter sound (if your sound is enabled).
4. The photo will be saved to your All Photos from there you can send it to our office along with your coordinates.

Figure 1: iPhone 8 and earlier

Figure 2: iPhone X and later

For most Android devices:

On most Android devices, the easiest way to take a screenshot is to simultaneously press and hold down the power button and volume-down button. The screen will flash, and a notification will pop up pointing you to the new image in your gallery. You can now share your screen shot through email.

ALABAMA DEPARTMENT OF
AGRICULTURE & INDUSTRIES

2020 APPLICATION
INDUSTRIAL HEMP
PROCESSOR/HANDLER LICENSE

APPLICANT INFORMATION

Applicant (check one): Individual □ Partnership □ Other Entity □

(If applicant is an entity other than an individual, partnership, or institution of higher learning, the applicant must provide documentation that the entity is authorized to do business in Alabama)

COMPANY / DBA _____

Have you been convicted of a felony in any state, or country, relative to possession, production, sale, or distribution of a controlled substance in the last ten years?
Yes □ No □

Is the required Criminal Background Check report attached? Yes □ No □

Primary Contact Person: _____ **DOB:**_____

Primary Contact's Email: _____**Phone:**_____

Contact Person 2: _____ **DOB:**_____

Email:_____**Phone:**_____

Contact Person 3: _____ **DOB:**_____

Email: _____**Phone:**_____

Principal Address NO PO BOX:	
City/State/Zip:	
Mailing Address:	**COUNTY Live In:**
City/State/Zip:	
Primary Phone:	**Alternate Phone:**
Each Processor Site Requires an Additional Application **PROCESSOR SITE AREA: Total Size of Processing Plant: _____** **ADDRESS of Processing Site: _____** **GPS Coordinates from center of site:_____** **PLEASE ATTACH AN AERIAL PHOTOGRAPH FOR EACH GPS LOCATION** **COUNTY Processing Site is in: _____** **NOTE ANY 911 ADDRESS INFO:_____** **_____**	
Identify type of Processing to be conducted:	
Identify form in which industrial hemp will be received for processing: **(Check all that apply)** **Fiber ☐ ; Grain ☐ ; Floral ☐ ; Seed ☐ ; Other ☐ _____**	
Form in which crop is to be sold or distributed:	
Address/City/State/Zip where crop is to be processed:	
Address/City/State/Zip where required records/documents will be stored:	

2020 INDUSTRIAL HEMP PROCESSOR LICENSE
PROPERTY OWNER'S AFFIRMATION

The property owner of this area must consent for its use to process industrial hemp:

I, (PRINT NAME OF PROPERTY OWNER) _____, the undersigned, am the lawful owner of real property located at the above-referenced principal address, and I hereby consent to the use of such property for the purpose of processing industrial hemp consistent with and for all purposes allowed under federal law, Alabama law, and the rules and regulations of the Alabama Department of Agriculture & Industries. I further acknowledge and agree to the following terms and conditions for Applicant's license from the Alabama Department of Agriculture & Industries to process industrial hemp on said property.

1. Any information obtained by the Alabama Department of Agriculture & Industries with respect to this application and/or the processing of industrial hemp may be disclosed pursuant to the Alabama Open Records Act and/or provided to law enforcement agencies without further notice to me or my representative(s).

2. I agree to allow any inspection and/or sampling of my property at the above-referenced address that the Alabama Department of Agriculture & Industries deems necessary relative to this application for an industrial hemp license or its resulting processed hemp.

3. I warrant that I have not been convicted of a felony under state or federal law, in any country, relative to the possession, production, sale, or distribution of a controlled substance.

_____
Property Owner's Signature

_____
Date

_____
Physical Address of Processing Site

_____
City/State/Zip

2020 Industrial Hemp Processor Application

TERMS & CONDITIONS

I, (print name of applicant)_____, having legal authority to bind Applicant to the terms and conditions of this application for an industrial hemp license, hereby acknowledge those regulations governing the cultivation and processing of industrial hemp under federal law, Alabama law, and the rules and regulations of the Alabama Department of Agriculture & Industries. In exchange for consideration of this application, I further acknowledge, understand, and agree to each of the following terms and conditions of a license from the Alabama Department of Agriculture & Industries to process/handle industrial hemp.

1. Any information obtained by the Alabama Department of Agriculture & Industries may be disclosed pursuant to the Alabama Open Records Act and/or to law enforcement agencies without further notice to me, the Applicant, the owner of the property licensed for processing of industrial hemp, or any of our representative(s).

2. I agree to allow any inspection and/or sampling that the Alabama Department of Agriculture & Industries deems necessary relative to this application for an industrial hemp license or its resulting hemp crop.

3. I agree to pay all costs incurred by of the Alabama Department of Agriculture & Industries necessary for sampling and analysis relative to this application for an industrial hemp license or its resulting processed hemp.

4. I agree to submit all reports and/or statements by deadlines requested by the Alabama Department of Agriculture & Industries relative to this application for an industrial hemp license or its resulting hemp crop, including the processed hemp's origin, disposition, and transport.

5. I understand that it is my responsibility to understand and comply with all regulations pertaining to industrial hemp and to seek approval(s) from any applicable regulating authorities.

6. I warrant that I have not been convicted of a felony under state or federal law, in any country, relative to the possession, production, sale, or distribution of a controlled substance.

7. I warrant that all documents and information submitted in support of this application for an industrial hemp license are authentic, correct, and complete to the best of my information and belief.

8. I acknowledge and understand that licensure to process industrial hemp is conditioned upon my participation with the Alabama Department of Agriculture & Industries Industrial Hemp Program or an institution of higher education in Alabama and that my actions with respect to the growth, cultivation, harvest, transportation, handling or processing of industrial hemp otherwise subject me to obligations and regulations imposed under United States law, Alabama law, and potentially the laws of other states.

9. I understand that any material having more than 0.3% total THC is not lawful. Possession or distribution of such products may be subject to federal, state or local law enforcement action.

10. I acknowledge that the Alabama Department of Agriculture & Industries is not responsible for ensuring product quality or product compliance with other regulating authorities, such as the Food and Drug Administration.

11. I understand that collection and transfer of industrial hemp samples to ADAI testing labs for the official determination of total delta 9 THC levels must be completed by an ADAI official.

12. I understand that there are prohibited activities and products that include but are not limited to:
    A. Transporting live hemp plants or in-program materials to unapproved locations such as trade shows, county fairs, educational events, or any other address not listed on this form.
    B. Violating the restrictions outlined in this document.
    C. Creating products for sale outside of the program which would cause noncompliance with the Alabama Department of Agriculture & Industries policy.

_____

Primary Applicant Signature

_____

Company Name (include DBA if applicable)

_____

Date

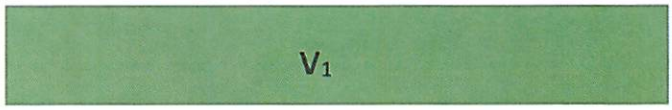
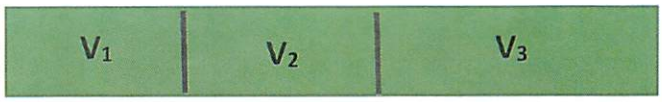
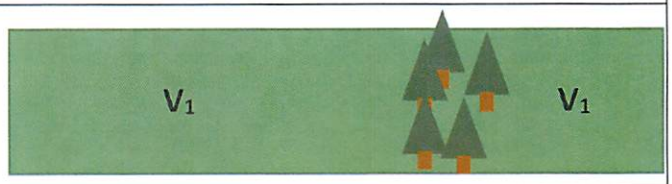
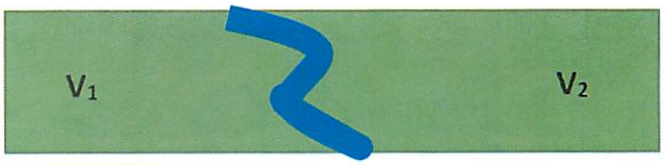
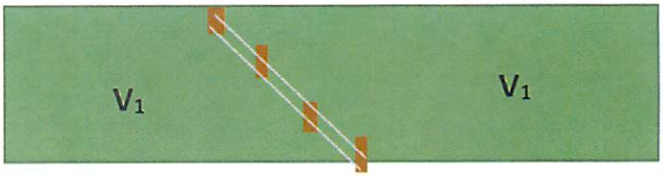
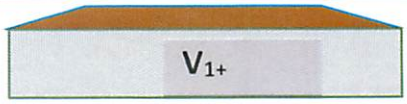
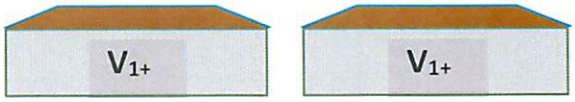
Please mail completed application and all attachments to:

Alabama Department of Agriculture & Industries
Plant Protection Division – Industrial Hemp Program
1445 Federal Drive
Montgomery, Alabama 36107-1123

What is a Contiguous Location?

A contiguous field will NOT have any breaks, fence lines, tree lines, or roads dividing the field. Any field division shall be seen as two or more separate fields.

Greenhouses and other indoor growing locations are treated as individual structures and need separate coordinates.

Contiguous Locations?	Diagram V = variety
Yes, 1 Field	
Yes, 1 Field	
NO, 2 Fields Reason: Field divided by trees or hedgerow.	
NO, 2 Fields Reason: Field divided by stream.	
NO, 2 Fields Reason: Field divided by fence.	
NO, 2 Fields Reason: Field divided by space of more than 20 feet.	
Yes, 1 Building	
NO, 2 Buildings Reason: Two separate buildings.	

ALABAMA INDUSTRIAL HEMP PROGRAM

CHECK LIST FOR LICENSED PROCESSOR/HANDLERS

NEW THIS YEAR: Online application and payment ability! We encourage you to complete your 2020 application(s) and payment(s) online, as this is the most efficient way for ADAI to review/process your information. Paper applications and payments may take longer to process and respond to.

- [ ] Complete application online:
  Documents required: 1) Current criminal background check report
  2) Lease Agreement if you are not the landowner of the site
  3) Property Owner Affirmation form if you are not the landowner of the site

- [ ] Pay one $200 Non-refundable Registration Fee (Pay online! or, mail check to ADAI. If mailing check to ADAI, you must include your name, the company name (if applicable) and indicate 2020 Processor, etc.)

- [ ] **ONCE APPROVED**: You will receive an email with the Processor/Handler Licensing Agreement with a link to pay online! Print out, and sign/date the Processor/Handler Licensing Agreement included in the email

- [ ] **Before January 15, 2020:** **MAIL** hard copy of signed/dated Processor/Handler Licensing Agreement to ADAI

- [ ] **Before January 15, 2020**: Pay $1,000 per each approved site applied for (Pay online! or, mail check to ADAI. If mailing check to ADAI, you must include your name, the company name (if applicable) and indicate 2020 Processor, 2020 Grower, etc.)

- [ ] **Before January 15, 2020**: Register for the one-day Mandatory Meeting scheduled for the week of February 3-7, 2020. EXACT days of meeting will be announced by December 31, 2019

- [ ] Attend one-day Mandatory Meeting in February 2020

- [ ] Receive signed Licensing Agreement, License Certificate, and other documents at Mandatory Meeting

- [ ] SUBMIT YOUR 2020 PROCESSOR/HANDLER PLAN BEFORE JULY 31, 2020

- [ ] Ensure any Licensed Industrial Hemp Growers you contract with, have the required documents (i.e. Release/Movement form(s) and 2020 License Certificate)

- [ ] Submit your Post-Harvest Report to ADAI **before** December 31, 2019