Log into your account on the Hemp Licensing page
Select “Companies and Licenses” from the blue banner at the top of the screen.
Select “Licenses” on the Companies and Licenses page
Select “View” on the Licenses page.
You are now viewing your license. To make a change to the license, select “Official Change”.
After selecting official change, your license is now ready for editing. Select the appropriate tab to edit particular sections of the license (i.e. for changes to a grow site, select the “Sites” tab).
In this example, we selected the “Sites” tab in order to make a change to one of the grow sites.
For changes to grow sites you can either edit a current grow site or add a new grow site by clicking on either of these two buttons. For our example we will add a new grow site by clicking on “+ Add Site”
After clicking on the “+Add Site” button, the next screen will be the Site screen where you will fill out the details of the site. Once finished entering the details, click “Save” at the bottom of the screen.
You can see the new/added grow site now shows up on the sites page.
If a site is added during the official change, please make sure to provide an updated aerial map and proper legal description.
You can see below the attachments for the updated aerial map and legal description for the new site have been added on the “Attachments” page.
Once you are finished making changes/additions, go to the “Submit” tab. Notice the fees on this application that will be due once the application is submitted. On this sample official change request, fees are due because a site was added that increased the acreage on the license. To submit the application, click on the “Submit Application” button below.
After clicking the “Submit Application” button, you will see the notice in green at the top of the page.
After submitting the official change, you will receive an email notification similar to this one.
• Once the official change has been submitted, program staff will review the official change.
• If any corrections are needed, program staff will “push back” the official change application and you will be notified by email that corrections are needed.
• If you have any questions during this process, feel free to reach out to program staff at 404-586-1140 or contact the hemp email (hemp@agr.georgia.gov)