Step By Step Instruction Guide for Completing the Hemp Processor License Application. Notes for instruction/direction are included in the following pages in blue.
The first step in the application process is to create an account by clicking the “Register” link (circled in red).
The items with a red asterisk (indicated by a red arrow) are required. Click on the “Register” button after providing the information. An email will be sent to you to complete the registration process.
After you login, the licensing homepage will appear as seen here. Your name will appear in the upper right of the screen. To begin a new application, click on either of the “Apply” links highlighted in the red circles to begin the application.
If you are renewing a permit, your home-page will have a notification in the top right of the screen highlighted by the red box. Click on the “License Renewal Due” link to access the renewal application. Once in the renewal application, please review all the tabs and associated information prior to submitting the renewal. You can make changes to the renewal application such as adding/removing key participants, adding/removing grow sites, adding/removing storage sites, etc. to the application if needed. Be sure to review all attachments included in the renewal application. If an attachment is outdated or incorrect, please remove it and upload the proper attachment. You can use the rest of this application guide to assist you.
You can use the tabs highlighted in the red box at the top of the application to open various pages of the application. You can also save the application at any point by clicking on the “Save Draft” tab at the top right of the screen.

We encourage applicants to periodically save their application.
The first step on the application page is to select if you are applying as a company or an individual. The information you fill out on this page will be based on the type of applicant you select.
As you can see in the box highlighted red, “Company” is selected as the applicant type.
If applying as a company, you will be required to enter the Company EIN and a Primary Business Contact Name.

Now select “License Type”. You can choose any of the three links.
Click on the box for a Processor. Applicants cannot apply for a Grower license and Processor Permit on the same application.

Processor Permit Applicants should indicate their sources of hemp.

The next step is to list the Key Participants.

If you click on the “I intend to become a Georgia licensed hemp grower” box, then you must also apply for a Hemp Grower License separately.
On this screen, you will enter the key participants associated with the license.

A key participant is a sole proprietor, a partner in a partnership, or a person with executive managerial control in a corporation such as a president, CEO, CFO, etc. This term does not include nonexecutive managers, such as farm, field, or shift managers.

To add a key participant, click on the “+Add Key Participant” link. At least one key participant must be listed. When finished, click on the link for “Directory”.

Please contact the Georgia Department of Agriculture with any questions.
If you discover a mistake after entering a key participant, you may edit or delete the entry.
In this section, you will enter the information specific to your processing site or sites.

Click on the “+Add Site” to begin.
In this section, you will enter the information specific to your processing site(s).

All applicants must attest that the information is correct and that they have legal permission – through ownership or lease – to handle and store hemp on the sites provided. Click on the box to agree.

Click on the “+Add Site” to begin.
This page allows you to enter your processing site(s) information. The next 4 slides will provide more detailed information.
On this page, provide the information on the processing site. Items with a red asterisk are required and you cannot save a draft without this information.

The legal description is required by the Georgia Hemp Farming Act. This may be typed or you may upload a copy. Typically, a legal description is found on the property deed. Applicants are no longer required to provide a copy of a lease or a deed.

The next slide will cover the map and the GPS coordinates.
GPS coordinates, street address, city, state, zip and county are required.

You may manually enter the GPS coordinates. If you do so, remember that the coordinates must be in decimal format. If you have GPS coordinates in Degree-Minute-Second format, they must be converted to decimal before entering into the application.

Applicants may choose to use the more convenient map feature. By hovering the mouse over the map, a hand icon will appear and it will allow you to move the map up, down, right, or left. Simply click and hold the left mouse button and move the mouse in the appropriate direction. To zoom in, press and hold the control button on your keyboard and use the wheel on your mouse to zoom in or out. You may also click on the icon circled in red to enlarge the map to full-screen.
If your processing site is visible on Google Maps, you can zoom in on the site. Click the left mouse button at the entrance to the structure and a red marker will appear. You will also notice that the GPS coordinates – in the correct format – will appear along with the street address and county.

The size of the facility (in square feet) is also required. Do not enter any commas or decimals, only numbers in this field.

Finally, click the “Save” button.

Repeat these steps if you have multiple structures for storage or processing.

The next slide will provide information on how to create an aerial image if Google Maps does not show a building on the site.
This slide will provide information on creating an image if your facility is not yet on Google Maps.

Click on the link “Create Annotated Aerial Image”.

You cannot enter a site without an image from Google Maps or creating an Aerial image.
Step 1: Locate your site locations.

Enter an address as a starting point.

Use your mouse to zoom in and pan (click and drag).

Step 2: Draw the outline of your sites.

Click the “Draw” tool.
Continued Step 2: Draw the outline of your sites. Choose the “Polygon” and pick a color (optional)

Next, begin drawing the polygon to outline your site. With your mouse a single click sets a corner. Continue to make corner to make your outline. Double-click to complete.
Continued Step 2:
Draw the outline of your sites.

Add a label to your drawn outline by clicking the “Text” icon. Type in your desired text.

Click on the map to place the text.

If you need to start over you can clear the text and polygon.
Step 3: Save your map as a PDF

After drawing and labeling your site(s) click the “Print” icon to save a PDF. Enter a title and click “Print”.

Lastly click to open and save your PDF. Return to your application to attach.

*IMPORTANT – your site(s) must be centered in the map. If your PDF is cutting off your sites, try resizing your browser window and pan the map (click and hold with mouse) to ensure your site is centered.
Once all of your storage and processing sites have been entered, please click on the “Products” link.
The regulations require applicants to list the products produced, an estimate of each product produced, and how hemp plants or material will be disposed.

Click “+Add Product” to begin.
List each product (CBD Oil, Hemp Fiber, etc.) the estimated volume expected to be produced during the permit period (ending Dec. 31 of each year) and volume units.

Only use whole numbers (no decimals or commas) in the “Volume” field.

Click “Save”
When finished with the products, click on the "Attachments" link to upload required documents.

If you have not done so recently, it may be a good idea to click on the "Save Draft" button so no information is lost.
When finished with the products, click on the “Bond”.

If you have not done so recently, it may be a good idea to click on the “Save Draft” button so no information is lost.
The Georgia Hemp Farming Act requires all processors to obtain a minimum $300,000 surety bond. For additional information on the bonding requirement, please read § 2-23-6.1 of the Act. Please enter an estimate of the amount of hemp you intend to purchase during this calendar year and click the acknowledgement box.

When finished with the products, click on the “Attachments” link to upload required documents.
There are several documents required for the completion of your Hemp Processor Permit Application. **ALL** applicants must submit a surety bond (at least $300,000), a notarized lawful presence affidavit with appropriate picture identification (for more information, visit http://www.agr.georgia.gov/licensing.aspx), and an aerial map of their site(s).

Additionally, applications for companies must also submit a Certificate of Existence. If a legal description of the sites was not typed in earlier, then the legal description(s) must be added as well.
In the box highlighted red, a link is provided to assist in creating the proper Notarized Citizen Affidavit. If you click on the link, you will be directed to a new page where you can print off the form. You will need to fill out the form and have it notarized. Once completed, you can then upload the file into this licensing program.
Begin by clicking on “Choose Files”. From there, find the files on your computer to be uploaded. Usually, you will need to click on that file name once. Next, click “Upload”. The name of your file should appear on the screen. Each file will need to be identified by using the drop-down box. This file is a Certificate of Existence, so that option has been selected. Now click “Save Attachments”.

These steps will need to be repeated for each document that you upload.
Notice that a check mark appears next to the items as they are uploaded.

When all documents have been uploaded, click on the "Affirmations" link.

<table>
<thead>
<tr>
<th>Uploaded On</th>
<th>File Description</th>
<th>Uploaded By</th>
<th>Actions</th>
</tr>
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<td>Certificate of Existence</td>
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<tr>
<td>10/20/2021</td>
<td>Amended Aerial Map</td>
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<tr>
<td>10/20/2021</td>
<td>Survey Bond</td>
<td>Edgar Alan Doe</td>
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<tr>
<td>10/20/2021</td>
<td>Copy of Legal Identification</td>
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<tr>
<td>10/20/2021</td>
<td>Notarized Citizenship Affidavit</td>
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This screen contains information pertinent to a Hemp Processor Permit. Applicants are strongly encouraged to thoroughly read and understand these guidelines.
The lower half of this screen contains terms to which all Hemp Permit applicants must agree. Click on the boxes (indicated by the red arrows) to enter your agreement to each statement.

Please review your application for accuracy and to be sure that no information is missing.

If you are ready to submit your application, click on the “Submit” link.
If you are ready to submit, click on the “Submit Application” link.

You cannot submit any payments at this time.

Do not submit fingerprints for a background check until notified to do so.

Your application will be reviewed and you will be notified of anything that needs to be corrected or submitted. Once your application has been approved, you will be notified to obtain a background check.
After submitting your application, if program staff find errors/details on the application that need correcting, program staff will push back the application for you to review and make corrections. You will receive an email similar to the screenshot seen here. Click the link in the email to return to your application to make corrections.
Once you click on the link provided in the email, you will return to your application. In the screenshot provided, the Key Participants, Sites, and Attachments tabs are highlighted. This means there is something in these sections that needs to be reviewed/corrected. Click on each tab to go to that section.
In this screenshot, the applicant selected the Sites tab to review the issue noted by program staff. As you can see the Field 1 site is highlighted. This means program staff have noted an issue with this site. Click on View/Edit highlighted by the red circle below to view the site and make changes.
In this screenshot, the applicant clicked on the View/Edit of the Field Grow Site that was highlighted in the previous screen. On this page, there is a red Review Link beside the Site Address which means program staff have noted there is an issue with the site address. Click on Review which is highlighted by the red circle.
Once changes have been made to the site to correct the address and GPS coordinates, click Save at the bottom of the screen highlighted by the red circle. Once all corrections have been made to each highlighted tab, go to the Submit tab and submit the application for re-review.
The final step of your application is to make payment. You will only be able to do this after your application has been fully cleared (including approved background checks).

Confirm the fee is correct and proceed with “Submit Application”
Choose your payment method then enter your billing and payment info on the next screen. Double-check your fee total amount.

When ready, click Next.
Confirm your payment info and click Pay. After submitting payment you will receive an email receipt from CyberSource (our payment processor). If the payment was successful you will then receive the final approval email with a copy of your license. Please save and print your license for record keeping purposes.