



www.vdacs.virginia.gov

The Office of Hemp Enforcement

P.O. Box 526
Richmond, VA 23218
804-786-1382

HempEnforcement@vdacs.virginia.gov

OHE-100 Rev. 09/24

DEPARTMENT USE ONLY
Date Received: _____
Reviewed by: _____

REGULATED HEMP PRODUCT RETAIL FACILITY REGISTRATION APPLICATION OHE-100 (Rev. 09/24)

Pursuant to [3.2-4122](#) a regulated hemp product retail facility registration is required for each location that sells regulated hemp products. A separate application and nonrefundable application fee of \$1,000 is required for each location. Please include a check or money order for \$1,000 payable to the **Treasurer of Virginia** and mail along with your application materials to the address above. For electronic payments please visit the [Hemp Product Enforcement](#) webpage to make a payment and email your applications to HempEnforcement@vdacs.virginia.gov. Applications received without payment will not be processed.

SECTION 1 – Business Information (please fill out completely)

Business Legal Name:	
DBA Name: (Doing Business As)	
Business Physical Address: (location of retail store)	
Mailing Address:	
Email:	
Telephone Number:	

Please provide your state corporate commission entity identification number and Federal Tax EIN

SCC ID: (State Corporate Commission ID)	
Federal EIN: (Federal Tax EIN)	

Please list the legal owners of the business with the titles and contact information in the table below.

Full Name	Title	Phone Number	Email

SECTION 2- Business Operations (please fill out completely)

Do you sell Edible Hemp Products? NO YES

If so, how many unique products* do you offer for sale? _____

Do you sell hemp vape and smokeable products? NO YES

If so, how many unique products* do you offer for sale? _____

NOTICE: If you answered no to both of the questions above, please do not complete this application. Depending on your store’s operation other permits may be required.

Do you have a VDACS Food Safety Permit? NO YES

If so, please provide your permit number: _____

Do you have a Virginia Department of Health Food Service Permit? NO YES

If so, please provide your permit number: _____

**Unique products are identified by SKU, batch number, brand, flavor, and/or unit size.*

SECTION -3 Notices and Affirmations (place initials in all boxes)

By initialing and signing below, the applicant acknowledges that they have read and will comply with the following notices:

- The Commissioner or designee (VDACS inspector) will be allowed to enter this location that the regulated hemp product is offered for sale and inspect the entire premises including, areas designated for storage, display, or restricted to employees to ensure compliance with the requirements of Code of Virginia, Chapter 41.1 (Article 4 § [3.2-4122](#) et seq.)

- A regulated hemp product retail facility registration shall be required for each location that offers for sale or sells at retail regulated hemp products.
- No person shall offer for sale or sell at retail (i) a regulated hemp product or (ii) a substance intended for human consumption, orally or by inhalation, that is advertised or labeled as containing an industrial hemp-derived cannabinoid without a regulated hemp product retail facility registration.
- VDACS may share information with law enforcement localities regarding the locations of Regulated Hemp Product Retail Facilities. The registrant shall bear the responsibility for ensuring compliance with all applicable laws and regulations of the Commonwealth of Virginia governing the sale of regulated hemp products.
- All records, data, and information filed in support of a registration application will be considered public record and subject to the provisions of the Virginia Freedom of Information Act.
- Any person found to be operating out of compliance with the requirements may be subject to registration revocation, civil penalties of up to \$10,000 for each day a violation occurs.-Issuance of registration does not denote that all products sold are safe or compliant with federal, state, and local laws.
- Any person offering for sale a regulated hemp product shall also complete and submit an [Edible Hemp Products Disclosure Form](#) pursuant to section 3.2-5145.2:1 available on the [VDACS website](#).
- A VDACS issued Regulated Hemp Product Retail Facility Registration issued pursuant to section § 3.2-4122 shall be valid for a period of one year from the date of issuance and may be renewed in successive years. Each annual renewal shall require the payment of the nonrefundable annual registration fee.

I, _____ (Print Name), as a legally responsible person for the above-named business, have reviewed the requirements for selling Regulated Hemp Products to consumers and I intend to fully comply with all requirements applicable to my business in accordance with the Code of Virginia. Further, I will inform all persons involved in the business of these requirements and take responsibility for their actions with regard to the sale of Regulated Hemp Products. Business partners will be held jointly responsible for business operations.

Signature

Date of Signature

Instructions for Submitting:

1. Complete all fields in this application and print
2. Check or money order for \$1,000 payable to the Treasurer of Virginia
3. Mail the application and payment to:
VDACS Office of Hemp Enforcement
P.O. Box 526, Richmond, VA 23218

Instructions for Electronic Submission:

1. Complete all fields in this application and save as a PDF file
2. Make a payment by visiting the [Hemp Product Enforcement](https://www.vdacs.virginia.gov/food-hemp-product-enforcement.shtml) webpage and obtain a payment confirmation code. (<https://www.vdacs.virginia.gov/food-hemp-product-enforcement.shtml>)
3. Email your application to HempEnforcement@vdacs.virginia.gov with your payment confirmation code.