

# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



## West Virginia Registration of Hemp Products or Extracts

January 1, 2025 – December 31, 2025

<b>Manufacturer</b> <input type="checkbox"/> <b>1401-8509-6895-6933</b>			
<b>Name of Manufacturer/Registrant:</b>  <b>Physical Address:</b>			
<b>Mailing Address:</b> <i>(If different than physical address)</i>		<b>Same as Above</b> <input type="checkbox"/>	
<b>Legal Name of Owner:</b>			
<b>Email address:</b>			
<b>Telephone #:</b>			
<b>Name and address of person whose name appears on the product label:</b>			
<b>Product type(s):</b>			
<input type="checkbox"/> <b>Fiber</b>	<input type="checkbox"/> <b>Flower</b>	<input type="checkbox"/> <b>Seed</b>	<input type="checkbox"/> <b>Cosmetic</b>
<input type="checkbox"/> <b>Oil</b>	<input type="checkbox"/> <b>Edible</b>	<input type="checkbox"/> <b>Vape</b>	<input type="checkbox"/> <b>Other</b>

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

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**Do you only Manufacture hemp that you have grown?**

☐ Yes

☐ No

**Note: Hemp Fiber Products are exempt from product registration.**

### Registration Checklist:

- ☐ Completed the Manufacturer/Registrant Registration of Hemp Products Form
- ☐ Completed list of products
- ☐ Included the Required Annual Registration Fee of \$200 per product
- ☐ Include a copy of each Product label
- ☐ Included copy of WV processing/cultivation license and WV Grown approval, if applicable.

**Name of Responsible Person (Print):**

**Signature:**

**Date:**

**Date Received by WVDA:**

**Person Receiving:**

**Date Registration Sent By WVDA:**

**Approved or Denied:**

All registrations shall be paid in U.S. Funds drawn from U.S. Banks unless the registrant includes an additional **\$35** to cover the WV Treasurer's Office handling cost for processing a foreign check. All checks or money orders must be made to the West Virginia Department of Agriculture and mailed to the address below. For any questions, please call 304-558-2227 or [hempproducts@wvda.us](mailto:hempproducts@wvda.us). All registration certificates will be sent to the applicant upon approval and sufficient payment. Complete this form and mail check or money order to:

**West Virginia Department of Agriculture**

**Attn: Administrative Services Division**

**1900 Kanawha Blvd. East**

**Charleston, WV 25305-0170**

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## List of Hemp Products Intended for Sale

Please complete the form in its entirety. Product label is required for each product being registered.

<b>Product Type</b> Example: oil, flower, vape, etc	<b>Product Full Detailed Name</b> Including flavor, mg, cannabinoids, etc	<b>Brand</b>	<b>Origin of Raw Hemp product used to manufacture final product (Name and Address)</b>	<b>State where final product is manufactured</b>	<b>White Labeled (Yes/No)</b>

(Capped at \$1,000 if manufactured and sold in West Virginia)

Total Products \_\_\_\_\_ x \$200 per product = Total for all products submitted \$\_\_\_\_\_

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