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# Office of Cannabis Regulation (OCR) Hemp Business Licensing Quick Reference Guide (QRG)

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## PURPOSE

The purpose of this QRG is to help individuals apply for and renew hemp business licenses.

**Disclaimer:** The guide is not a substitution for understanding the regulatory requirements of licensure, [available here](#).

## HEMP BUSINESS LICENSING

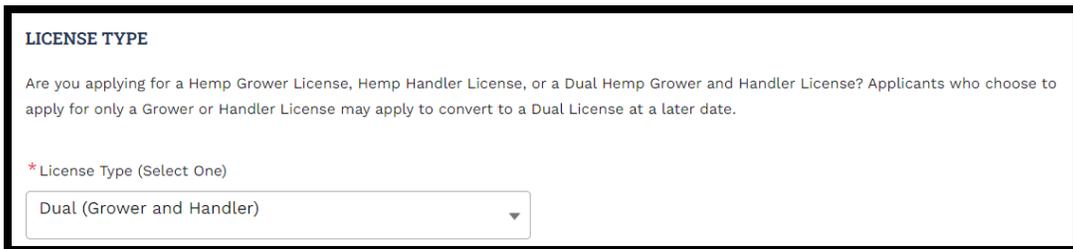
In accordance with [230-RICR-80-10-1](#) businesses and individuals seeking to cultivate, manufacture, distribute, or sell hemp and hemp-derived consumable products must apply for and receive a licensure from DBR *prior* to commencing operations. Below is an overview of the steps needed for *initial* hemp business licensing.

Regardless of the type of license being sought users must first navigate to the [State Licensing Portal](#) and create an account by selecting “Register New Account,” and entering the requested information.

Upon completing registration, users should log in to the portal to begin the license application process.

### INDUSTRIAL HEMP PROGRAM APPLICATION (GROWERS/HANDLERS/DUAL LICENSES)

1. Select “Apply for a License, Card, or Tags” from the menu on the left side of the portal’s home page.
2. Select “Apply” in the Commercial Cannabis Licensing” box and then select the “Apply Now” option to the right of “Industrial Hemp Program Application.”
3. Select “Next” on the following page to begin the application.
4. Enter the requested information for the applying entity and select whether you would like to apply for a grower license, handler license, or a dual license.



The screenshot shows a form titled "LICENSE TYPE". Below the title is a question: "Are you applying for a Hemp Grower License, Hemp Handler License, or a Dual Hemp Grower and Handler License? Applicants who choose to apply for only a Grower or Handler License may apply to convert to a Dual License at a later date." Below this is a dropdown menu labeled "\* License Type (Select One)" with the option "Dual (Grower and Handler)" selected.

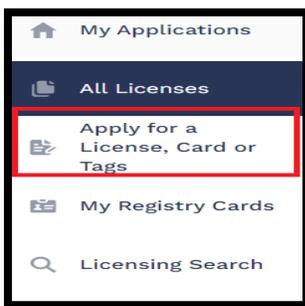
**\*\*Note\*\* There is no difference in fee to apply for a dual license compared to**

**individual grower or handler licenses.**

5. Input information and upload the required attachments concerning the location where hemp cultivation and/or processing will occur on the following page. Licenses are only valid for a single location. Therefore, individuals hoping to cultivate and process at separate locations must apply for, and receive, a license for each premises.
6. On the following page, please input answers to *all* Mandatory Questions before selecting “Next” to proceed.
7. Next, you must agree to each of the attestations as well as agreeing the Licensing Agreement on the subsequent page to proceed through the application.
8. Lastly, select “Pay & Submit” to be brought to the payment portal where you can submit payment to DBR and complete the application.

**HEMP-DERIVED CONSUMABLE CBD RETAILER LICENSING**

1. Select “Apply for a License, Card, or Tags” from the menu on the left side of the portal’s home page.



2. Select “Apply” in the “Commercial Cannabis Licensing” box and then select the “Apply Now” option to the right of “Hemp-Derived Consumable CBD Retailer Application.”

Hemp-Derived Consumable CBD Distributor Application	<a href="#">VIEW DETAILS</a>	<a href="#">APPLY NOW</a>
Hemp-Derived Consumable CBD Retailer Application	<a href="#">VIEW DETAILS</a>	<a href="#">APPLY NOW</a>
Industrial Hemp Program Application	<a href="#">VIEW DETAILS</a>	<a href="#">APPLY NOW</a>

- 3. Select "Next" on the following pages to begin the application.
- 4. On the following page enter the requested information regarding the licensed entity, licensed premises, designated compliance officer, and any existing hemp licenses.
- 5. If applicable, please list any other individuals or businesses that partner with, or provide consulting services for, the applicant related to the sale of hemp-derived consumable CBD products on the next page. Do this by selecting "Add New" on the right side of the box and selecting whether the added contact is an individual or business entity. After, select "Next" at the bottom of the page.

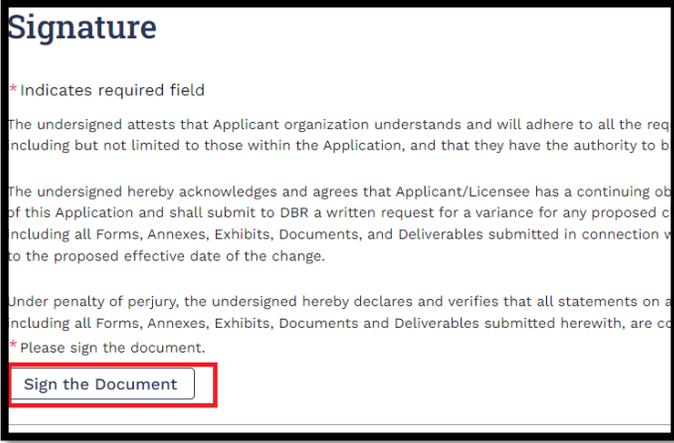
STATUS	CONTACT TYPE	ACTION
0 Added	Any person(s) or entity partnering or providing consulting services regarding the retail sale of hemp-derived consumable CBD products.	<a href="#">Add New</a>

- 6. Upload the three required documents, related to purchase agreements, traceability plans, and zoning compliance, in the relevant boxes on the following page.

**\*\*Note\*\*** If any your product is sourced from a state that does not yet regulate and/or license hemp processing or CBD entities, please fill out the required [Unlicensed Affirmation Document](#) and upload in place of, or in

**addition to, the required Purchase Agreement(s) as applicable.**

7. Type the name of the individual completing the application in the "Signature" box on the following page before selecting "Next" at the bottom of the page.
8. Click the button that says "Sign the Document," followed by "OK" in the popup window to be brought to DocuSign where you will sign a required attestation.



**\*\*Note\*\* Once you click "OK" the popup window will dissapear but it may take a few moments for the portal to bring you to the DocuSign page. Please do not select "Sign the Document" again or navigate away from the page during this time.**

9. Select the yellow "Sign" button on the attestation followed by "Finish" at either the top or the bottom of the page to complete the document and return to the portal. Select "Next" at the bottom of the portal page to proceed to payment.
10. Select "Pay & Submit" at the bottom of the page to go taken to the payment portal and complete the application.

#### HEMP-DERIVED CONSUMABLE CBD DISTRIBUTOR LICENSING

1. Select "Apply for a License, Card, or Tags" from the menu on the left side of the portal's home page.
2. Select "Apply" in the "Commercial Cannabis Licensing" box and then select the

“Apply Now” option to the right of “Hemp-Derived Consumable CBD Distributor Application”

3. Select “Next” on the following two pages to begin the application.
4. On the following page enter the requested information regarding the licensed entity, licensed premises, designated compliance officer, and any existing hemp licenses.
5. If applicable, please list any other individuals or businesses that partner with, or provide consulting services for, the applicant related to the distribution of hemp-derived consumable CBD products on the next page. Do this by selecting “Add New” on the right side of the box and selecting whether the added contact is an individual or business entity. After, select “Next” at the bottom of the page.
6. Upload the three required documents, related to purchase agreements, traceability plans, and zoning compliance, in the relevant boxes on the following page.

**\*\*Note\*\* If any your product is sourced from a state that does not yet regulate and/or license hemp processing or CBD entities, please fill out the required [Unlicensed Affirmation Document](#) and upload in place of, or in addition to, the required Purchase Agreement(s) as applicable.**

7. Type the name of the individual completing the application in the “Signature” box on the following page before selecting “Next” at the bottom of the page.

8. Click the button the says "Sign the Document" followed by "OK" in the popup window to be brought to DocuSign where you will sign a required attestation.

**Signature**

\* Indicates required field

The undersigned attests that Applicant organization understands and will adhere to all the req... including but not limited to those within the Application, and that they have the authority to b...

The undersigned hereby acknowledges and agrees that Applicant/Licensee has a continuing ob... of this Application and shall submit to DBR a written request for a variance for any proposed c... including all Forms, Annexes, Exhibits, Documents, and Deliverables submitted in connection v... to the proposed effective date of the change.

Under penalty of perjury, the undersigned hereby declares and verifies that all statements on a... including all Forms, Annexes, Exhibits, Documents and Deliverables submitted herewith, are co...

\* Please sign the document.

**Sign the Document**

**\*\*Note\*\* Once you click "OK" the popup window will dissappear but it may take a few moments for the portal to bring you to the DocuSign page. Please *do not* select "Sign the Document" again or navigate away from the page during this time.**

9. Select the yellow "Sign" button on the attestation followed by "Finish" at either the top or the bottom of the page to complete the document and return to the portal. Select "Next" at the bottom of the portal page to proceed to payment.
10. Select "Pay & Submit" at the bottom of the page to go taken to the payment portal and complete the application.

## INSITUTION OF HIGHER LEARNING APPLICATION

**\*\*Note\*\* This application may only be completed by representatives of a Rhode Island institute of higher education and such approvals will only be issued to the institute. Hemp and Hemp-Derived Consumable CBD Products grown or produced under such approval may only be used for research purposes and *may not* enter the regular stream of commerce.**

1. Select "Apply for a License, Card, or Tags" from the menu on the left side of the portal's home page.

- 2. Select "Apply" in the "Commercial Cannabis Licensing" box and then select the "Apply Now" option to the right of "Hemp – Institutions of Higher Education."
- 3. Select "Next" on the "Instructions" page to begin the application.
- 4. Enter information for the applying institution as well the proposed licensed premises on the following page and select "Next" when complete.
- 5. On the following page, provide the information for the individual who will oversee the daily cultivation or handling of hemp. Then select "Next" at the bottom of the page.

**Supervising Employee**

\* Indicates required field

In the space below, provide the name and contact information of the employee of the institution of higher education who will supervise the hemp growth, cultivation, research and any record-keeping related to those activities.

* First Name	* Last Name
<input type="text" value="Calvin"/>	<input type="text" value="Cultivator"/>
* Title	
<input type="text" value="Director of Growth"/>	
* Street Address	
<input type="text" value="16 CalMag Rd"/>	
* City	* State
<input type="text" value="Smithfield"/>	<input type="text" value="Rhode Island"/>
* Zip Code	* Email
<input type="text" value="02703"/>	<input type="text" value="Calvin@rigrowth.edu"/>
* Phone Number	* Date of Birth
<input type="text" value="(555) 555-5555"/>	<input type="text" value="Aug 26, 1987"/>

- 6. Provide the information for the individual responsible for communicating with DBR on the next page.

**\*\*Note\*\* It is not required for these positions to be filled by the same**

individual, though this is allowed at the applicant’s discretion.

### Research Plan

\* Indicates required field

In the box below please upload a research plan outlining the research question, methodologies, and types of data collected that will be pursued by the Institute of Higher Education

There is a Maximum 25 MB file upload size limit.

SECTION NAME	DOCUMENT NAME	STATUS	ACTION
Research Plan	* Research Plan <a href="#">Growth Research Plan.pdf</a> 8/26/2024, 2:29 PM	Uploaded	 Delete  UPLOAD/CHOOSE FILE

 BACK  NEXT

7. On the next page, please upload a copy of the Research Plan for the project. This plan must cover the research question, methodologies used, and types of data that is expected to be collected.

**\*\*Note\*\* While Institutions of Higher Learning are exempt from many of the requirements for commercial licensees, the submitted research plan is a condition of licensure and changes to the information presented there must be approved by DBR in advance.**

8. Enter the name of the individual completing the application in the “Signature” box on the following page and select “Submit” to complete the application.

## HEMP BUSINESS LICENSE RENEWALS

The below section lays out the processes for renewing the various types of hemp business licenses. Renewals are available beginning sixty (60) days prior to the expiration date of the license. Businesses may begin the renewal process by selecting the “Renew” button next to the license on the “All Licenses” page of the portal.

### CBD RETAILER AND DISTRIBUTOR RENEWALS

1. Select “Next” at the bottom of the first and second pages to begin the renewal.
2. Confirm the licensee information on the following page, type the name of the individual completing the application in the “Signature” box at the bottom and select “Next.”
3. You may review disclosed individuals on the following page by selecting the “View” button but may not change any of the information during the renewal period. If you identify information that you believe to be incorrect, please reach out to DBR.

NAME	CONTACT TYPE	ACTION
Regina Retailer	CBD Consulting	<a href="#">View</a>

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4. Upload the most recent versions of the requested documents on the following page by selecting “Upload/Choose File” in the corresponding row. If there have not been any updates to these documents, you may upload the same ones as the previous year.

**\*\*Note\*\* If specific documentation related to zoning compliance is unavailable, licensees may provide a Sales at Retail Certificate issued by the Rhode Island Department of Taxation**

- 5. Type the name of the individual completing the application in the "Signature" box on the following two pages and select "Next."
- 6. Select "Pay & Submit" on the following page to be brought to the payment portal and complete the application.

**HEMP PROGRAM GROWER, HANDLER, AND DUAL LICENSE RENEWALS**

- 1. Select "Next" at the bottom of the first page to begin the renewal.
- 2. Confirm the licensee information on the following page and select "Next."
- 3. Confirm the premises information and upload the most recent versions of the requested documents on the following page by selecting "Upload/Choose File" in the corresponding row. If there have not been any updates to these documents, you may upload the same ones as the previous year.

NAME	CONTACT TYPE	ACTION
Regina Retailer	CBD Consulting	<a href="#">View</a>

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**\*\*Note\*\* If specific documentation related to zoning compliance is unavailable, licensees may provide a Sales at Retail Certificate issued by the Rhode Island Department of Taxation**

- 4. You may review disclosed individuals on the following page by selecting the "View" button but may not change any of the information during the renewal period. If you identify information that you believe to be incorrect, please reach out to DBR. Select "Next" to continue the application.
- 5. Ensure the answers to all Mandatory Questions on the following page are up-

to-date then select "Next" at the bottom of the page.

6. Utilize the dropdown boxes to complete the attestations and enter the name of the individual completing the application in the "Signature" box at the bottom of the page before selecting "Next"
7. Type the name of the individual completing the application in the "Signature" box on the following Licensing Agreement page and select "Next."
8. Select "Pay & Submit" to be brought to the payment portal and complete the application.

**HEMP BUSINESS REPORTING**

The below section lays out the processes for required end of year reporting for hemp businesses. Currently, only Retailers and Distributors are required to submit such reports through the licensing portal.

**CBD RETAILER AND DISTRIBUTOR REPORTING**

1. Begin by selecting the “Change Request” option for the relevant license on the “All Licenses Screen.”
2. Select the “End of Year Reporting” option from the dropdown and “Apply” to begin the reporting process.



3. Select “Next” on the first page after confirming the accuracy of the license information. If anything appears inaccurate, reach out to [DBR.HempCompliance@dbr.ri.gov](mailto:DBR.HempCompliance@dbr.ri.gov)
4. Complete both boxes on the following field, ensuring that all requested information is included and select “Next” to proceed with the report.

## Sales

\* Indicates required field

\* In the box below, please list each type of product you have sold in the previous year and for each product provide the quantity sold as well as the price per unit.

HempCo Infused CBD Seltzers, 400 units, \$5.00 per unit  
DawgPound Edibles 10mg, 100 units, \$10.00 per unit  
Horn of Valere Infused Chips, 50 Units, \$8.00 per unit

\* Please provide a list of venues, festivals, events, and/or other physical locations other than the licensed location where certified hemp-derived products were sold during the previous year. This includes any farmers markets or other such recurring events.

Providence Farmers Market  
Hemp Fest RI

5. Upload copies of all Certificates of Analysis and Transport Manifests for the previous year. **Each product listed on the previous page should be associated with both a Certificate of Analysis and Transport Manifest.** Select "Next" to continue with the application.
6. Type the name of the person completing the application on the following page to attest to the truthfulness of all submitted information and select "Submit" to complete the report.