

# Kansas Commercial Industrial Hemp Program

## REQUEST FOR MODIFICATION – INDUSTRIAL HEMP PRODUCER LICENSE

Please review *K.A.R. 4-34-22: License required to cultivate or produce industrial hemp for commercial purposes* before completing and submitting the required document.

### **K.A.R. 4-34-22 (m) and (o). License modification**

(m) Each licensee requesting a license modification after issuance of a license shall submit the modification request to the secretary on a form provided by the secretary. Each modification request form shall be accompanied by a \$50 fee. Upon the secretary's review and approval of the modification request, a modified license shall be issued and may include any additional terms and conditions that the secretary deems necessary to implement the requested modification and to protect the public health, safety, and welfare. If the secretary denies the modification request, the licensee shall remain subject to the terms of the original license.

(o) Each individual who materially falsifies any information in a license application or modification request shall be ineligible to receive a license to cultivate or produce industrial hemp pursuant to the act.

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Please reference the Kansas Department of Agriculture's Commercial Industrial Hemp Program's [Rules and Regulations](#)

After completion of the Request for Modification, please attach all relevant documentation to support the request.

The Kansas Department of Agriculture may request additional information to be submitted with the request for modification. The Secretary of Agriculture may deny your request for a lack of justification or for any other reason.

### HOW TO SUBMIT REPORT FORMS TO KDA

#### **by email:**

[kda.industrialhemp@ks.gov](mailto:kda.industrialhemp@ks.gov)

Please name the file: KDA license number: Licensee's Name – Hemp Producer, Request Type, date submitted (ex. 20-XXXX: First Name Last Name- Hemp Producer Request for Modification DDMMYYYY)

Acceptable file types: .pdf, .jpeg, .png

#### **by mail:**

Kansas Department of Agriculture  
Commercial Industrial Hemp Program  
1320 Research Park Drive  
Manhattan, KS 66502

Acceptable file types: 8.5 x 11 in. paper copy

#### **Your Industrial Hemp License Information Online**

<https://portal.kda.ks.gov/>



**REQUEST FOR MODIFICATION  
– INDUSTRIAL HEMP  
PRODUCER LICENSE**

KANSAS DEPARTMENT OF AGRICULTURE  
PLANT PROTECTION AND WEED CONTROL  
PROGRAM

Each modification request form shall be accompanied by a \$50 fee. Multiple requested changes may be made on one modification request form.

**SECTION 1: Producer Information**

Name: \_\_\_\_\_ KDA License Number: \_\_\_\_\_  
(as it appears on the license) (Ex. 20-XXXX)

**SECTION 2: Request Information**

As a licensee in the Kansas Commercial Industrial Hemp Program, I request permission for to:

Add or remove a lot       Change GPS coordinates       Change the licensed growing area       Change acreage

**SECTION 3: Existing Information**

Provide the currently licensed information below used to cultivate or produce industrial hemp. Complete the table identifying each licensed growing area and lot(s). You must identify all locations currently licensed to cultivate or produce industrial hemp.

**Table 3.1-** Existing information (include information for all currently licensed areas)

Licensed Section	Crop Address	City	ZIP	County	Own or Rent
	<b>Full Legal Description</b> (Section/Township/Range/Description)				
	<b>Entrance Information</b> (GPS Latitude and GPS Longitude)				
	<b>Identify all legal owners of the location</b> Attach additional pages as necessary				
		Lot Name	GPS: Latitude Ex: 39.12345	GPS: Longitude Ex: -96.12345	Acres
Lot 1					
Lot 2					
Lot 3					
Lot 4					
Lot 5					

*Continue to SECTION 4: New Information*

**SECTION 4: New Information**

Provide the requested information below relating to all newly proposed locations that will be used to cultivate or produce industrial hemp. Complete the following table identifying the newly proposed licensed growing area and lot(s). You must identify all locations that will be used for cultivating or producing industrial hemp, including but not limited to the following: outdoor areas, indoor areas, greenhouse areas, etc. Attach additional pages of *SECTION 4: New Information* as necessary.

Your request must not include areas in or within a home or residence. While you may license any land permitted by regulation to cultivate or produce industrial hemp, local jurisdictions may have their own laws and ordinances pertaining to land use. You are responsible for verifying local ordinances with anyone who may have jurisdiction over your land area prior to any requested change. You cannot rent or lease land, buildings, facilities or other structures from any individual whose industrial hemp license was revoked by KDA or from any individual who was denied admission to participate in the program. In order to cultivate or produce industrial hemp on any land that is within 50 feet of a residential structure or within one-quarter mile of any public or private K-12 school or any public recreational area, you must identify the location of the proposed area, fully explain your request, and fill out and submit, as an attachment to your license application, a *Request for Permission - General* form.

You may include multiple sections within a licensed growing area, but each section beyond a half mile in any direction beyond the primary section will require separate license applications, application fees and license fees. Each lot located in a different Section/Township/Range, yet in the same licensed growing area, must be defined on an additional page and map with its appropriate information.

**Table 4.1-** New information (include all information for newly proposed areas for licensure)

Licensed Section	Crop Address	City	ZIP	County	Own or Rent
	<b>Full Legal Description</b> (Section/Township/Range/Description)				
	<b>Entrance Information</b> (GPS Latitude and GPS Longitude)				
	<b>Identify all legal owners of the location</b> Attach additional pages as necessary				
	<b>Lot Name</b>	<b>GPS: Latitude</b> Ex: 39.12345	<b>GPS: Longitude</b> Ex: -96.12345	<b>Acres</b>	
<b>Lot 1</b>					
<b>Lot 2</b>					
<b>Lot 3</b>					
<b>Lot 4</b>					
<b>Lot 5</b>					

**SECTION 5: Licensee Certification**

I hereby verify and affirm that the information contained above is true and accurate. I understand that if KDA determines this information to be false, misleading or incorrect, KDA may deny the request, or KDA may revoke any license and any future license applications that I submit may be denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

The request above is APPROVED

Check #: \_\_\_\_\_

The request above is DENIED

\_\_\_\_\_  
Secretary of Agriculture

\_\_\_\_\_  
Date