



Texas Department of State Health Services
Business Filing and Verification Section

CONSUMABLE HEMP PRODUCT LICENSE CHECKLIST

This checklist ensures you account for and submit all items required for your application.

**NOTICE: Fingerprinting information is now on the website.
To learn more and download forms, visit dshs.texas.gov/hemp.**

You must apply for the Consumable Hemp Product License before scheduling a fingerprinting appointment.

For help with the application, call 512-834-6626 and inform the operator you need assistance.

(TABLE 1 – CHECKLIST OF APPLICATION ITEMS)

ITEM	COMPLETION CHECKBOX
<p>Application</p> <p>Did you enter all the required information online?</p> <p>If this is a change of ownership or if you are applying after a DSHS inspection, did you complete the paper application?</p>	
<p>Check or money order (paper application only)</p> <p>Did you sign the paper application?</p> <p>Did you include your check or money order with the application?</p> <p>Mail your payment to: Texas Department of State Health Services Foods Business Filing and Verification Group P.O. Box 12008 Austin, TX 78714</p>	
<p>Credit card or e-check payment (online only)</p> <p>Did you submit the payment?</p>	

ITEM	COMPLETION CHECKBOX
<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>The following three documents need to be attached in the Consumable Hemp Product License process. For questions, email hemplicensing@dshs.texas.gov.</p> </div> <p>FBI Authorization Form Did you fill out the FBI Authorization Form (PDF)?</p> <p>All consumable hemp product license applicants must undergo an FBI fingerprint criminal history check.</p>	
<p>Legal description of the property and Geographic Information System (GIS) coordinates Did you create a clear and legible Word document or PDF with the legal description of the property including the GPS coordinates?</p>	
<p>Letter from building owner Did you create a clear and legible Word document or PDF from the property owner or property owner representative?</p> <p>A letter template (PDF) that includes the required information can be used. There is no set format how to present this information but the minimum information required by rule and statute must be included.</p>	
<p>Fingerprints Schedule your appointment to get a fingerprint background check after you submit your application.</p> <p>To learn how to schedule fingerprinting, visit the consumable hemp webpage.</p>	