

TEXAS DEPARTMENT OF STATE HEALTH SERVICES
BUSINESS FILING AND VERIFICATION SECTION

CONSUMABLE HEMP PRODUCT LICENSE CHECKLIST

This checklist is being provided for your convenience to ensure you account for and submit all items required for your application.

NOTICE: Fingerprinting information is now on the website. Please go to www.dshs.texas.gov/hemp for forms and information.

PLEASE DO NOT MAKE YOUR FINGERPRINTING APPOINTMENT UNTIL AFTER YOU APPLY FOR THE CONSUMABLE HEMP PRODUCT LICENSE!

If you need help with the application, call 512.834.6626 and let the operator know you need help with the CONSUMABLE HEMP PRODUCT LICENSE.

(TABLE 1 – CHECKLIST OF APPLICATION ITEMS)

ITEM	COMPLETE INCLUDED
<p>Application: was all information entered online?</p> <p>If this is a change of ownership or if you are applying AFTER a DSHS inspection was the paper application completed?</p> <p>Was the paper application signed?</p>	
<p>Check or Money Order (paper application only)</p> <p>Please include your check or money order with the application.</p> <p>Make the check or money order out to: Texas Department of State Health Services</p>	
<p>Credit Card or e-Check payment (online only)</p> <p>Was the payment submitted?</p>	
<p>FBI Authorization Form</p> <p>Print this out and email it to hemplicensing@dshs.texas.gov you can include this with your GIS coordinates, legal description of the property, and letter from the property owner</p>	

ITEM	COMPLETE INCLUDED
<p>Legal Description of the property and GIS coordinates - For initial and renewal applications email a clear and legible Word document or PDF with the legal description of the property and the GIS coordinates. Use the email you will receive with your application summary to forward this to hemplicensing@dshs.texas.gov</p> <p>You can also attach the letter from the building owner and the FBI Authorization Form.</p> <p>Using the email with your application summary will help us to match your email to your license record.</p> <p>Or you can attach this to your online application.</p>	
<p>Letter from Building Owner - email a clear and legible PDF. Use the email you will receive with your application summary to forward this information to hemplicensing@dshs.texas.gov</p> <p>You can also attach the legal description of the property and GIS coordinates and the FBI Authorization Form.</p> <p>Using the email with your application summary will help us to match your email to your license record.</p> <p>Template available on our website: www.dshs.texas.gov/hemp</p> <p>You are not required to use the template, you can use your own format, but you must have this same information. Or you can attach this to your online application.</p>	
<p>Fingerprints: Make your appointment to get fingerprinted AFTER you submit your application?</p>	
<p>Criminal History Background Check</p> <p><u>NOTICE: This information is now on the website.</u></p> <p>Please go to www.dshs.texas.gov/hemp for information and forms.</p>	