



## Alaska Division of Agriculture Hemp Program

### Application for Endorsement/Modification of Endorsement

**OFFICIAL USE ONLY**

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Before being transported in the state or offered with or without compensation to a consumer, any industrial hemp product processed beyond its raw form and intended for human or animal consumption must be endorsed by the division. Endorsements may be applied for under a processing registration or retailer registration. If a product or product line is not tested and approved by the division under a processing registration, a retailer may submit an endorsement application for the hemp product but shall identify the processor who did not apply for an endorsement of the product. The division will provide a written endorsement for each approved product or product line.

If the endorsement must be modified to account for any changes to the labeling requirements of 11 AAC 40.420, a modification of endorsement fee and written request to the division is required before changing the label. A separate fee is required for each product or product line change.

**Directions:** Complete all parts of the following application and submit the application, the product endorsement fee or modification of endorsement fee, and all required attachments to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenbug Spur, Palmer, AK 99645. The request must be complete, accurate and legible. Follow all instructions in the document. Be sure to keep a copy of the full report for your records.

The completed applications may be filed electronically, mailed, or hand-delivered to the division. All associated fees must be submitted to the division at the time of application. Fees may be in the form of cash, check, money order or the applicant may contact the division at 907-745-4469 to pay electronically. For the electronic mail submission of an application please send completed forms to [industrialhemp@alaska.gov](mailto:industrialhemp@alaska.gov). To facsimile a completed application, send to 907-746-1568. To post mail a completed application, send to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenbug Spur, Palmer, AK 99645.

<b>Applicant Name:</b>	
<b>Name of Business (if applicable):</b>	
<b>Registration Number (if applicable):</b>	<b>State of Registration:</b>
<b>Physical Address:</b>	
<b>Email:</b>	<b>Phone:</b>

- 1) **Indicate the type of Endorsement:**  Application for Endorsement (questions 2-4)  
 Modification of Endorsement (questions 2-3, and 5-6)

- 2) **Are you a processor/manufacturer or retailer?**  Processor/Manufacturer  Retailer

If "Processor/Manufacturer" is checked, proceed to question (3).

If "Retailer" is checked, complete the appropriate table identifying the processor/manufacturer who did not apply for an endorsement for the product.

- a) For Processors located in Alaska.

<b>Processor Name:</b>	<b>Processor Registration Number:</b>
<b>Physical Address:</b>	
<b>Email:</b>	<b>Phone:</b>

- b) For Processors/Manufacturers located outside of Alaska.

<b>Processor/Manufacturer Name:</b>	<b>Harvest Lot or Batch Number:</b>
<b>State of Registration:</b>	
<b>Physical Address:</b>	
<b>Email:</b>	<b>Phone:</b>

- 3) **Check the appropriate box(es) below indicating your request.**

- Endorse hemp product(s) intended for human or animal consumption  
 Endorse product line or batch intended for human or animal consumption.

**4) An application for endorsement must include:**

- A color copy of the product(s) proposed label, if applicable. The label can be attached with this completed endorsement application. If endorsing a product line or batch, a label is not required at the time of endorsement.
- A copy of the laboratory test results, if applicable, of each product or batch of product. The results can be attached with this endorsement application.
- Attach a copy of the processor's registration if you are a processor and reside in Alaska. The registration can be attached with this endorsement application. If you are submitting this application as a retailer identify the processor above in question 2 who did not apply for an endorsement.
- A copy of the terpene analysis if terpene content is listed on the label, the packaging, or an advertisement.

**5)** If this request has been submitted after your Application for Endorsement has been approved, you must include a Modification of Product Endorsement Fee for any new changes to the product label. A new label change is defined as any change to the label that was not listed on the initial Application for Endorsement.

Attached check in the amount of: \$ \_\_\_\_\_

6) Complete the table below indicating the change(s) to the product label. NOTE: A separate fee is required for each product with a change to the labeling requirements.

Product Name	Business Name	Phone Number	Lot or Batch Number	State of Registration	Category on label being changed ( e.g., product name, serving size etc.)	Old Label	New Label
<i>Ex: CBD Isolate Oil 30 ml</i>	<i>Charlotte's Web</i>	<i>(855) 790-8169</i>	<i>1078352</i>	<i>Colorado</i>	<i>Serving Size</i>	<i>20 mg per serving</i>	<i>10 mg per serving</i>