



## Alaska Division of Agriculture Hemp Program

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### Retailer Records

A registered retailer shall keep records of processed industrial hemp or processed industrial hemp products obtained, in accordance with 11 AAC 40.525, for the purpose of retail for each registration year. The registered retailer shall keep and maintain records for a minimum of three years and these records shall be made available to the division or authorized representative of the division within three business days of request.

**Directions:** Complete all parts of the following form and submit to the division upon request. It is the sole responsibility of the registrant to maintain and keep this documentation. The form 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 form may be filed electronically, mailed, or hand-delivered to the division. For the electronic mail submission please send completed forms to [industrialhemp@alaska.gov](mailto:industrialhemp@alaska.gov). To facsimile a completed form, send to 907-746-1568. To post mail a completed form, send to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenbug Spur, Palmer, AK 99645.

<b>Registered Retailer Name:</b>	
<b>Name of Signing Authority on License (if business):</b>	
<b>Registration Number:</b>	
<b>Email:</b>	<b>Phone:</b>

1) List all person(s) who have supplied processed industrial hemp or industrial hemp products.  
Complete the table below.

Name	Registration Number	State of Registration	Email	Phone

2) **Processed Industrial Hemp Product Acquisition.** Complete the table below.

Product Name	Receival Date	Quantity Received (number of units)	Lot Number associated with product	Batch Number associated with product