

Ernest P. Legier, Commissioner

**FOR INFORMATION AND QUESTIONS**

Visit ATC's website at [www.atc.la.gov](http://www.atc.la.gov) or contact ATC at (225) 925-4041. Customer Service Representatives are available Monday-Friday 8:00 a.m. to 4:30 p.m. (excluding Holidays).

**Important Message to all Applicants:**

Although the state has thirty-five (35) days to investigate and review submitted applications, we would like to assure you that it is our goal to issue your permit as quickly as possible. Typically, licensing delays are a result of an applicant not carefully reading and completing the application packet, or not submitting all required documents. There are no exceptions to the statutory requirements to obtain an alcoholic beverage or other applicable permits. As such, please assist us in permitting your business quickly by ensuring that you have carefully reviewed the application and supplied all necessary documentation. Please use the enclosed checklist and instructions to guide you through the application process and feel free to contact us at the number above for additional guidance.

**WHO MUST COMPLETE THIS APPLICATION?**

Any person, or legal entity, including but not limited to corporations, partnerships, LLCs or other organizations shall be required to complete this application and obtain a permit prior to engaging in the wholesale or offer for wholesale sale of consumable hemp products. **NOTE:** Louisiana issues permit(s) per location. A separate consumable hemp wholesale application (with separate address) and permit is required for **each** "place of business."

**Consumable Hemp Wholesale Dealer** means any person or legal entity who distributes, packages, or sells consumable hemp products at wholesale to other licensed wholesale dealers or licensed retail dealers in accordance with Louisiana law.

**WHERE/HOW DO I SUBMIT OR MAIL THIS APPLICATION?**

We recommend applicants register with the ATC's Online licensing system by visiting <https://laatcab.atc.la.gov/laatcprod/pub/Login.aspx> and submitting applications online. Applicants may also mail applications to 7979 Independence Blvd. Suite 101, Baton Rouge, LA 70806 or P.O. Box 66404, Baton Rouge, LA 70896. Alternatively, applications may be submitted in person at any of the following ATC offices:

**Baton Rouge Customer Service Window**

7979 Independence Blvd. Suite 101  
Baton Rouge, LA 70806  
Hours of Operation: 8 AM to 4:30 PM (M-F)  
Phone: (225) 925-4041

**New Orleans Customer Service Window**

1450 Poydras Street, Suite 850  
New Orleans, LA 70112  
Hours of Operations: 8 AM to 4:30 PM (M-F)  
Phone: (504) 568-7028

**Lafayette Customer Service Window**

200 Dulles Drive  
Lafayette, LA 70506  
Hours of Operation: 8-12 PM & 1-4 PM (M-F)  
Phone: (337) 948-0346

**DEFINITIONS**

**"Consumable Hemp Product"** means any product derived from industrial hemp that contains any cannabinoid, including cannabidiol, and is intended for consumption or topical use. Consumable hemp products shall include commercial feed, pet products, and hemp floral material.

**"Industrial Hemp" or "Hemp"** means the plant Cannabis sativa L. and any part of that plant including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a total delta-9 THC concentration of not more than 0.3 percent on a dry weight basis.

**"Place of Business"** means the place where hemp or hemp derived CBD product orders are received or where the taxable CBD articles are sold or offered for sale.

**"Remote retailer"** means a person or entity who offers any consumable hemp product for sale at retail or for any transaction of products in lieu of a sale, through digital application, catalog, or the internet, that can be purchased and delivered directly to a consumer in Louisiana.

**"Retail Sale" or "Sale at retail"** means the sale or transaction in lieu of a sale of products to the public for use or consumption but does not include the sale or transaction in lieu of a sale of products for resale.

**"THC"** means a combination of tetrahydrocannabinol and tetrahydrocannabinolic acid.



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“**Wholesaler**” means a wholesale seller, distributor, or packer of consumable hemp products.

### PROHIBITED CONSUMABLE HEMP PRODUCTS

No person shall sell any part of hemp for inhalation, except for hemp rolling papers.

No person shall process or sell:

- 1) Any alcoholic beverage containing hemp cannabidiol.
- 2) Any consumable hemp products without a license or permit as required by law.

### CONSUMABLE HEMP PRODUCT REQUIREMENTS

All consumable hemp processors and all consumable hemp products must be registered with and obtain approval from the Louisiana Department of Health prior to offering such products for sale at retail or wholesale in Louisiana.

**NOTE:** It is prohibited to offer for sale any consumable hemp products that have not been registered and approved by the Louisiana Department of Health. For a list of registered and approved products, visit <https://ldh.la.gov/index.cfm/page/4081>.

For additional information, please contact the Louisiana Department of Health, Food and Drug/Milk and Dairy Unit (FDU/MDU) at (225) 342-7533

### INSTRUCTIONS & MORE DETAILED INFORMATION

**STEP ONE:** Obtain and complete a Consumable Hemp Wholesale Dealer Application.

- ❖ Verify ALL questions and fields are completed.
- ❖ Verify an authorized representative signs the application and that the application is notarized

### WARNING

**FAILURE TO ANSWER ALL QUESTIONS OR PROVIDE ALL REQUIRED AND REQUESTED INFORMATION MAY RESULT IN SIGNIFICANT PROCESSING DELAYS AND/OR THE DENIAL OF YOUR APPLICATION.**

**STEP TWO:** Attach a copy of the following documentation. Failure to submit the following documents may significantly delay the processing of your application and/or result in the denial of your application.

- 1) Copy of Applicant’s corporate documentation. Example: Charter, Article of Incorporation or Organization, partnership agreements, or other equivalent legal documents.
- 2) Copy of proof that business has registered with the Louisiana Secretary of State and is authorized to do business in Louisiana.
- 3) Copy of Louisiana Tax Clearance certificate from the Louisiana Department of Revenue.

**STEP THREE:** Attach Application Fee (\$500). Note: Upon submission of this fee to the ATC, no refunds will be granted.

All consumable hemp wholesale permits expire annually on June 30<sup>th</sup>. Renewals will be available online and must be completed on or before the permit’s date of expiration.



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**APPLICATION FOR CONSUMABLE HEMP WHOLESALE PERMIT**

**NOTICE TO APPLICANT:** Misstatement or Suppression of material facts in this application is **GROUNDS FOR DENIAL** of this application. Additionally, filing false public records is a violation of Louisiana Revised Statute 14:133 and may result in imprisonment for not more than five (5) years with or without hard labor and/or fines of not more than \$5000.00.

Business Information	
1. Type of Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____	
2. Owner/Entity Legal Name: (Name of individual, LLC, or Corporation)	
3. Trade Name (D/B/A):	
4. Business Physical Address: (Street address, City, Zip code)	
5. Mailing Address: (If different from physical address)	
6. Website:	
7. Business Email Address:	8. Business Contact Number: <input type="checkbox"/> Cell <input type="checkbox"/> Business
9. Federal Employee Identification No. (FEIN)	10. Louisiana State Identification No. (LDR Tax Account)
11. Does Business consent to receive ATC communications, administrative notices, and/or administrative decisions in electronic format via email? If "YES" – provide email address: _____	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

Ownership/Corporate Structure			
If the applicant is not an individual (sole proprietorship), list the name, title, and 100 % (percentage) <b>** owner, officer, director, stockholder, trustee, beneficiary, managing member, member, partner, financial backer, manager</b> If owned by multiple legal entities, attach organizational chart.			
Name of Individual & Affiliation	SSN	Type of interest **	% of Interest

Business Operation	
1. Select the type of Products Applicant intends to offer for sale: <input type="checkbox"/> Tinctures <input type="checkbox"/> Capsule/Similar form <input type="checkbox"/> Hemp Floral <input type="checkbox"/> Food/Beverage Hemp Items <input type="checkbox"/> Topical <input type="checkbox"/> Other: _____	
2. Does Applicant sell or intend to sell for resale purposes consumable hemp products in Louisiana?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Does Applicant understand that consumable hemp products must be registered and approved by the Louisiana Department of Health prior to offering such products for sale in Louisiana?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Does Applicant understand that it is prohibited to sell or offer for sale any part of hemp for inhalation except for hemp rolling papers? All Hemp vapor/vape products including e-liquids are prohibited by law.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Does Applicant understand it is prohibited to sell or offer for sale any alcoholic beverage products containing cannabidiol?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Does Applicant understand it is prohibited to offer for sale hemp floral products except in pre-packaged tamper free containers as approved by the Louisiana Department of Health and that such products not be labeled or marked for inhalation?	<input type="checkbox"/> YES <input type="checkbox"/> NO



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Business Operation		
7.	Does Applicant understand that the business is required to comply with all federal and state laws and regulations related to the retail or wholesale sale of consumable hemp products?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	Does Applicant understand that wholesalers may only sell to licensed Louisiana Consumable Hemp (CBD) retailers holding a current and valid permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Does Applicant understand that the business is required to timely file and remit taxes to the Louisiana Department of Revenue as required by R.S. 47:1693?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Checklist of Form Required to be Submitted with Application	
Failure to submit all required documents may significantly delay processing of your application or result in denial of your application.	
1.	Attach a colored copy of Driver's License for <b><u>EACH PERSON</u></b> , Owner, Member, Director, Officer or any other person listed with the application.
2.	Attach a copy of Applicant's Corporate Documents. Example: Articles of Incorporation or Article of Organization as obtained from the Secretary of State, notarized partnership agreement, or any other agreement or forms filed with the Secretary of State.
3.	Attach proof of registration and good standing with the Louisiana Secretary of State.
4.	Attach a copy of Applicant's Louisiana Tax Clearance certificate as issued by the Louisiana Department of Revenue.
5.	Attach all applicable Application Fees as listed below. Failure to submit fees may result in denial or significant delays in the application process.

APPLICATION FEES*	
<input type="checkbox"/> Consumable Hemp Wholesale Application Fee	\$500.00

**\*\*Only Personal/Business checks, cashier check, money order, or Credit Cards accepted. Upon submission, all application and permit fees are non-refundable.**

### APPLICATION AFFIDAVIT

WARNING & SIGNATURE	<i>If Applicant is:</i>	<i>Must Sign:</i>
	Individual / Sole Proprietor	<b>Individual Owner</b>
	Partnership	Any Partner
	Limited Liability Corporation (LLC)	Member, managing member, officer, director
	Corporation	Officer, Director

**BY SIGNING BELOW, YOU ARE SWEARING, UNDER OATH, that you have read each of the questions in this application and that all answers are true and correct to the best of your knowledge, that you meet all the qualifications and conditions as set forth under the law. You are also swearing, under oath that you have read and certify you understand the parameters regarding the legality of consumable hemp products and that you understand that it is the business's responsibility to ensure only approved and registered consumable hemp products are offered for sale and in accordance with the law and rules and regulations.**

\_\_\_\_\_  
Print Name (Owner, Officer, Member)

\_\_\_\_\_  
Signature of Owner, Officer, Member

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Notary Use Only			
Sworn to and subscribed to me on this _____ day of _____, 20____, in the parish/county of _____, State of _____			
_____ Name of Notary Public		_____ Signature of Notary Public	
<b>Office Use Only</b>	Job Number	Processed By & Date:	Approval By & Date: