

Consumable Hemp Product License Registration Guide

The online registration system works best on desktop and laptop computers.

1. Visit the Texas Department of State Health Services [Business and Professional Licenses webpage](#). NOTE: If you have an existing online user registration for another DSHS license, you cannot use it for the consumable hemp product registration. You must use another email address to create a separate online user registration.

TEXAS
Health and Human Services | Texas Department of State Health Services

Online Licensing Services | [Help & Support](#) | [Contact Us](#)

Check License Status or Search for a License

It is not necessary to register or login to view or search for a license or certification. Begin your [license search](#) here to verify that a license holder has a current license with the Department of State Health Services. You can search by name, license type, city or county.

Apply for a New License

To apply for an initial license, please see the [Online Licensing Eligibility](#) page to check if your license type is supported before you [register as a new user](#). If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.

Renew Your License

To renew an existing license, please verify that your license type is [eligible for online renewal](#). Once you have confirmed that your license may be renewed online, please login with your existing user ID and password, or [register as a new user](#).

Returning User

User ID:

Password:

[Forgot user ID?](#) [Forgot password?](#)

New User

Create a new online account as a first time user. Log in with the password emailed to you to access online services. [Register as a new user](#)

2. Fill in every field/box with a red asterisk, then click Next. The next screen will preview your registration information. You can click Edit to modify details and Save to proceed.
3. An email will be sent to your email address with a temporary password. You will be prompted to return to the [license homepage](#) where you will enter your user ID and temporary password from your email as a Returning User to sign in. Follow the guidelines and create a password for your account.

4. Select No and click Next to proceed.

Main Menu | Update Profile | Logoff | Contact Us

Step1: Have You Done Business with Us? Step2: Provide Identifying Information

Welcome to Online QuickStart
By answering a few simple questions we'll help you to get started

Step 1
Please select 'Yes' if you are currently licensed, and/or you are applying for a late renewal, and you have not yet added the license to this user registration. Select 'No' if you know that you have already added your license, and you are just changing your password.

Yes 
 No 

Next Cancel

[DSHS Certifications, Licenses and Permits](#) | [Disclaimer](#)
Last Updated Mar 27, 2013

5. For the <Choose Board> drop down, click Consumable Hemp Production Program; and for the <Choose Application> drop down, click Retail Hemp Reg Initial Application. Click on Select to the right of "Retail Hemp Reg Initial Application."

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration. Go to Asbestos/Demo Notification menu below to submit, search or pay for a Notification invoice.

License Information
No License Information Available

Start a New Application or Take An Exam
What are you applying for?

Consumable Hemp Production Program

Retail Hemp Reg Initial Application **Select**

6. Read through all the introduction information and click Next to proceed.

7. Read the questions carefully and answer with accurate responses and click Next to proceed.

The screenshot shows a web application interface for a 'Retail Hemp Reg Initial Application - Function Suitability'. The top navigation bar includes links for 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. On the left, a sidebar menu lists sections: 'Introduction', 'Function Suitability', 'Name and Organizational Details', 'Contact Information', and 'Application Summary'. The main content area is titled 'Retail Hemp Reg Initial Application - Function Suitability' and contains instructions: 'Answer the questions below to ensure that you have selected the correct online transaction. Answer the questions and press "Next". Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.' Below the instructions is a table with two columns: 'Question' and 'Answer'. The table contains four rows of questions, each with radio button options for 'Yes' and 'No'. The 'No' option is selected for all four questions. At the bottom right of the form are three buttons: 'Previous', 'Next', and 'Cancel'.

Question	Answer
Are you attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you applying for a change of ownership?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you make any hemp products onsite?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you applying because of a DSHS inspection, warning letter, or Notice of Violation letter?	<input type="radio"/> Yes <input checked="" type="radio"/> No

8. For Organization Name, enter your first and last name if you are a sole owner/proprietor. If you have a partnership, enter the name of the partnership or the partner names. There will be an opportunity to enter a doing business as (DBA) name later in the application process.

For Tax Number, enter your Social Security or your Federal Employer Identification number if you don't have a Tax ID number. This number will need to be entered twice.

For Entity Type, click the option that applies to your business.

Click Next to proceed.

Main Menu | Update Profile | Logoff | Contact Us

Introduction	Retail Hemp Reg Initial Application - Name and Organizational Details
Function Suitability	Please enter your organizational details and press "Next" to continue.
Name and Organizational Details	Press "Previous" to return to the previous section.
Contact Information	Press "Cancel" to cancel this application and return to the main menu.
Application Summary	

* Organization Name:	<input type="text" value="Jane Doe"/>
* Tax Number:	<input type="text" value="*****"/>
* Tax Number:	<input type="text" value="*****"/>
Entity Type:	<input type="radio"/> 501c3 (Tax Exempt) <input type="radio"/> Associates <input type="radio"/> City Health Department <input type="radio"/> County Health Department <input type="radio"/> Corporation <input type="radio"/> DBA <input type="radio"/> Fire Dept / EMS <input type="radio"/> Government <input type="radio"/> Hospital <input type="radio"/> Hospital Authority <input type="radio"/> Hospital District <input type="radio"/> LLC <input type="radio"/> LLP <input type="radio"/> LP <input type="radio"/> LTD <input type="radio"/> Partnership <input type="radio"/> Partnership Unincorporated <input checked="" type="radio"/> Sole Owner/Proprietorship <input type="radio"/> Unincorporated Association <input type="radio"/> University / College

9. On the Contact Information screen, fill out the fields for Main Address. If your business headquarters are from your home, fill in your home address.

☐ Main Address

Copy From:	<input type="text" value=""/>	<input type="button" value="Copy"/>
Street Number:	<input type="text" value="8407"/>	
* Address:	<input type="text" value="Wall St."/>	
	<input type="text" value=""/>	
	<input type="text" value=""/>	
* Zip Code:	<input type="text" value="78754"/>	
* City:	<input type="text" value="AUSTIN"/>	
* State:	<input type="text" value="Texas"/>	
* County:	<input type="text" value="TRAVIS"/>	
Country:	<input type="text" value="United States"/>	
Phone Number:	<input type="text" value="512-555-1234"/>	(999-999-9999)
Extension:	<input type="text" value=""/>	
E-mail:	<input type="text" value="Jane.Doe@webaddress.com"/>	

10. For the Mailing Address Field, you can choose Main Address from the drop-down menu and click Copy to populate the fields with the Mailing Address entries.

This is your opportunity to give the address you want DSHS to mail you information and renewal notices.

11. After the Mailing Address Field, choose Business Loc – Retail Hemp Registration from Contact Type and click Add.

The screenshot shows a web form titled "Mailing" with the following fields and values:

- Copy From: [Dropdown menu] **Copy**
- Street Number: 8407
- Address: Wall St. [Text input]
- Zip Code: 78754
- City: AUSTIN
- State: Texas
- County: TRAVIS
- Country: United States
- Phone Number: 512-555-1234 (999-999-9999)
- Extension: [Text input]
- E-mail: Jane.Doe@webaddress.com

Below the main form is a section titled "Add Another Contact" with a red border:

- Contact Type: Business Loc - Retail Hemp Registration **Add**

At the bottom right of the form are three buttons: **Previous**, **Next**, and **Cancel**.

12. Fill in the fields or copy a previous address with the information for your store location. For Organization Name, fill in the business name you want your customers to see.

Repeat Step No. 11 to add multiple store locations.

Click Next after you fill out all the fields with a red asterisk.

13. At the Application Summary screen, you can edit Organization Detail and General Addresses by clicking the Edit buttons. Review all the information to verify it's correct, then click Submit to proceed.

Introduction	Retail Hemp Reg Initial Application - Application Summary																																																
Function Suitability	Review the data and press "Submit" to submit this application.																																																
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14. Read the attestation. If you agree, select Yes and click Next.
If you click No, you will not be able to submit your application.

Main Menu Update Profile Logoff Contact Us	
Introduction	Retail Hemp Reg Initial Application - Attestation
Function Suitability	Press "Previous" to return to the previous section.
Name and Organizational Details	Press "Next" to continue.
Contact Information	Press "Cancel" to cancel this application and return to the main menu.
Application Summary	<p>I swear or affirm that all information provided on this application is true and correct. I further certify by signature hereon, that I am authorized to execute this document on behalf of the corporation and am eligible to receive a license. If signing this as owner of a sole proprietorship, I am not delinquent in the payment of any child support owed under Chapter 232, Family Code. If signing as a sole proprietor, I certify I have filed the Assumed Name Certificate in appropriate counties pursuant to Business and Commerce Code, Chapter 36. I further certify that I have read and understand Chapter 443 of the Health and Safety Code, the applicable provisions of 25 Texas Administrative Code, Chapters 229 and 300, and agree to abide by them.</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>
	Previous Next Cancel
DSHS Certifications, Licenses and Permits Disclaimer Last Updated Mar 27, 2013	

15. At the Fee and Summary Report screen, you have the option to pay now or later. If you click Pay Later, you will have to log back into the system and select Pay for Online Application from the Quick Start Menu.
16. Click on the View PDF Summary Report button to get a copy you can save and print. You will also receive an email with this summary report PDF.

How to Print Proof of Registration

1. Visit the Texas Department of State Health Services [Business and Professional Licenses webpage](#) and click on the "license search" link. It is not necessary to log into the system to print the proof of registration.

2. Click on the "Search by License Number" link.

The screenshot shows the Texas Department of State Health Services website. The header includes the Texas logo and the text "TEXAS Health and Human Services" and "Texas Department of State Health Services". Navigation links include "Contact your licensing board or program | Internet Policy", "Return to the Main Menu | Contact Us". The main content area is titled "Select Search Type" and contains a note: "Please note: Not all DSHS licensees are available through this license search at this time. If you do not see a type of business or professional license listed, please contact the appropriate board or program office to verify the license. A list of DSHS licenses, certifications, and permits may be found at: <http://www.dshs.state.tx.us/regulatory/online-licensing/eligibility.aspx> or click the link at the bottom of this page. Click on the type of search below to enter search criteria. Press "Previous" to return to the previous screen." Below this, there are five search options: "Search by Name", "Search by Name for a Specified License Type", "Search by License Number" (highlighted with a red box), "Search by City for a Specified License Type", and "Search by County for a Specified License Type". A "Previous" button is located in the bottom right corner.

3. Select "Retail Hemp Registration" from the dropdown menu next to License Type, then enter your license number in the "License Number" field. Check the box next to the I'm not a robot feature, complete the challenge and then click the Search button.

The screenshot shows the "Search by License Number" page. The header is the same as the previous screenshot. The main content area is titled "Search by License Number" and contains a note: "Choose the license type which best fits the type of license you wish to verify. The exact level of licensure will be displayed as 'License Rank' on the search results page. Please note: Some licenses numbers require an alpha prefix. Enter your search criteria and press 'Search' to find a license. Press 'Clear' to clear the search criteria. Press 'Back' to return to the previous screen." Below this, there are three input fields: "License Type:" with a dropdown menu, "License Number:" with a text input field, and "Rows Per Page:" with a dropdown menu set to "5". A "Security Measures" section contains a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. At the bottom right, there are three buttons: "Search", "Clear", and "Previous".

4. Click on your name.



TEXAS
Health and Human
Services

Texas Department of State
Health Services

[Contact your licensing board or program](#) | [Internet Policy](#)
[Return to the Main Menu](#) | [Contact Us](#)

Search Results List

A license may have one or two statuses. The first status is normally "Current" which means the license is in good standing. If the first status is "Expired" or "Null and Void", or if either status shows "Inactive", the licensee may not practice in the profession and/or operate as a licensed business. For information on additional or disciplinary license statuses, please contact the board or program.
Click on "Name" to see details.
Press "Previous" to return to the previous screen.
Press "New Search" to start new search.

Search Criteria		Search by License Number			
License Type	Retail Hemp Registration				
License Number:	46				
Name	License Number	License Type	Status	Expiry Date	
SUEY SISTERS LLC	46	Retail Hemp Registration	Current	06/16/2021	

[Previous](#) [New Search](#)

5. Click on the "Print" button in the lower-right side of the screen.

License means a license, certificate, registration, permit, or other form of authorization, including a renewal of the authorization, that a person must obtain to practice or engage in a particular business, occupation, or profession; or a facility must obtain before a particular business, occupation, or profession is practiced or engaged in within the facility. A "License Rank" is the level of license; a "License Modifier" provides additional information on the scope of the license.

A license may have one or two statuses. The first status is normally "Current" which means the license is in good standing. If the first status is "Expired" or "Null and Void", or if either status shows "Inactive", the licensee may not practice in the profession and/or operate as a licensed business.

For more information regarding this license, including any disciplinary information displayed below, please contact the appropriate board or program office. A list of DSHS licensing board and programs may be found at: <http://www.dshs.state.tx.us/License-Registrant-Permittee.aspx> or click the link at the bottom of this page.

Press "Previous Record" to display the previous license.
Press "Next Record" to display the next license.
Press "Search Results" to return to the Search Results list.
Press "New Search Criteria" to do another search of this type.
Press "New Search" to start a new search.

License Number: 46		Current Date: 06/17/2020 06:10 PM
Name:	SUEY SISTERS LLC	
License Type:	Retail Hemp Registration	
License Status:	Current	
Expiry Date:	06/16/2021	
Effective Rank Date:	06/17/2020	
Addresses		
Main Address - Retail Hemp Registration	Address	AUSTIN , TX TRAVIS 78711 US
Mailing - Retail Hemp Registration	Address	AUSTIN , TX TRAVIS 78711 US
Business Loc - Retail Hemp Registration	Address	Sister Hemp AUSTIN , TX TRAVIS 78756 US
Business Loc - Retail Hemp Registration	Address	Sister Hemp II AUSTIN , TX TRAVIS 78756 US

[Previous Record](#) [Next Record](#) [Search Results](#) [New Search Criteria](#) [New Search](#) [Print](#)

6. This is what the printout will look like. One will need to be printed and posted for each of your retail locations.

