



Before we file your Hemp permit

Fill in what you can, on screen or by hand, and send it back to us. Texas regulates consumable hemp products (CBD, hemp-derived edibles, tinctures and similar products) through the Department of State Health Services. Stores that sell these products need a **Retail Hemp Registration**; businesses that manufacture, process or distribute them need a **Consumable Hemp Product License**. Both are filed through the DSHS online licensing portal. Calibre Licensing Services creates the portal account, files the application, pays the fee on your behalf if you prefer, and follows up until the registration or license is issued and posted at each location.

Don't have an entity, DBA or EIN yet? We file all of these as well. Sole proprietors must have an assumed name certificate on file before DSHS will accept the application. Just note it on the form and we will handle it first.

1. Permit Requested

Which hemp permit do you need?

- ☐ Retail Hemp Registration (selling consumable hemp products to customers)
☐ Consumable Hemp Product License (manufacturing, processing or distributing)
☐ Both

Are you renewing an existing DSHS registration or license?

☐ Yes ☐ No

If yes: registration / license number

Are you applying because of a change of ownership?

☐ Yes ☐ No

Do you make any hemp products on site?

☐ Yes ☐ No

If yes, a Consumable Hemp Product License is required in addition to the retail registration.

Are you applying because of a DSHS inspection, warning letter or Notice of Violation?

☐ Yes ☐ No

If yes: details

Have you ever registered for any other DSHS license online?

☐ Yes ☐ No

DSHS requires a separate portal account for hemp. If yes, we will set up a new account with a different e-mail address.

2. Organization Details

Organization name (legal name)

*Sole proprietors: your first and last name.
Partnerships: the partnership name or the partners' names. Otherwise the LLC or corporation name as registered. No entity yet? We can register it.*

Tax number: FEIN, or SSN for sole proprietors

No EIN yet? We can apply for it.



Entity type

- | | | |
|--|------------------------------|--------------------------------------|
| ☐ Sole proprietor | ☐ LLC | ☐ Corporation |
| ☐ Partnership | ☐ LP | ☐ LLP |
| ☐ Other | | |

E-mail address for the DSHS portal account

Must not be used on any other DSHS online license. All renewal notices go here.

3. Addresses

Main address (business headquarters; use your home address if you run the business from home)

Street number and name	City	State	ZIP	County
Phone	Extension	E-mail address		

Is the mailing address the same as the main address?

DSHS mails renewal notices to the mailing address.

☐ Yes ☐ No

Mailing address, if different

Street, P.O. Box or rural route	City	State	ZIP	County

4. Store Locations

One registration is required per retail location, and the fee is charged per location. Attach a page if you have more than two.

Location 1

Store name as customers see it (DBA)

No DBA yet? We can file it.

Street address	City	State	ZIP	County
Location phone	Location e-mail	Planned start date for hemp sales		

Location 2

Store name as customers see it (DBA)

Street address	City	State	ZIP	County
Location phone	Location e-mail	Planned start date for hemp sales		



5. Consumable Hemp Product License only

Skip this section if you are only applying for the Retail Hemp Registration. We will go over these items with you on a call before filing.

What you do with consumable hemp products

☐ Manufacture ☐ Process ☐ Distribute ☐ Package or label

Products you make or handle (for example gummies, tinctures, beverages, topicals)

Facility address where products are made, processed or stored, if different from the locations above

Testing laboratory you use or plan to use for THC and contaminant testing

Products must test at or below 0.3% delta-9 THC on a dry-weight basis and may contain only trace, naturally occurring delta-8 THC.

- ☐ Product labels or label drafts available
- ☐ Certificates of analysis from the testing lab available

6. Fees, Rules & Attachments

Current DSHS fees are **\$5,000 per year per location** for the Retail Hemp Registration and **\$10,000 per year per location** for the Consumable Hemp Product License, plus the Texas Online portal processing fee. Fees are paid by card in the portal at the time of filing. Retailers must check a valid government-issued ID and may not sell consumable hemp products to anyone under 21. Products marketed for smoking, and products labeled as or containing more than trace delta-8 THC, may be detained by DSHS. Registrations and licenses renew annually and proof of registration must be printed and posted at every location.

- ☐ Sole proprietors: my assumed name certificate (DBA) is on file with the county, or I need CLS to file it
- ☐ Sole proprietors: I am not delinquent on any child support (DSHS requires this attestation)
- ☐ I have read the DSHS rules under Health & Safety Code Chapter 443 and agree to the age-verification and labeling requirements
- ☐ I would like CLS to pay the DSHS fee on my behalf and invoice me

What happens next. We create your DSHS portal account, file the application and pay the fee. Once approved we print the proof of registration for each location so it can be posted, and we track the annual renewal date so you never operate on a lapsed registration.

Completed by (name)

Phone

Date

Questions while filling this in? Call **(346) 767-7855** or e-mail **info@calibretx.com**. We reply within 24 hours.