

Click the
Hyperlinks to
view relevant
screenshots
and instructions
for PORTAL
USERS

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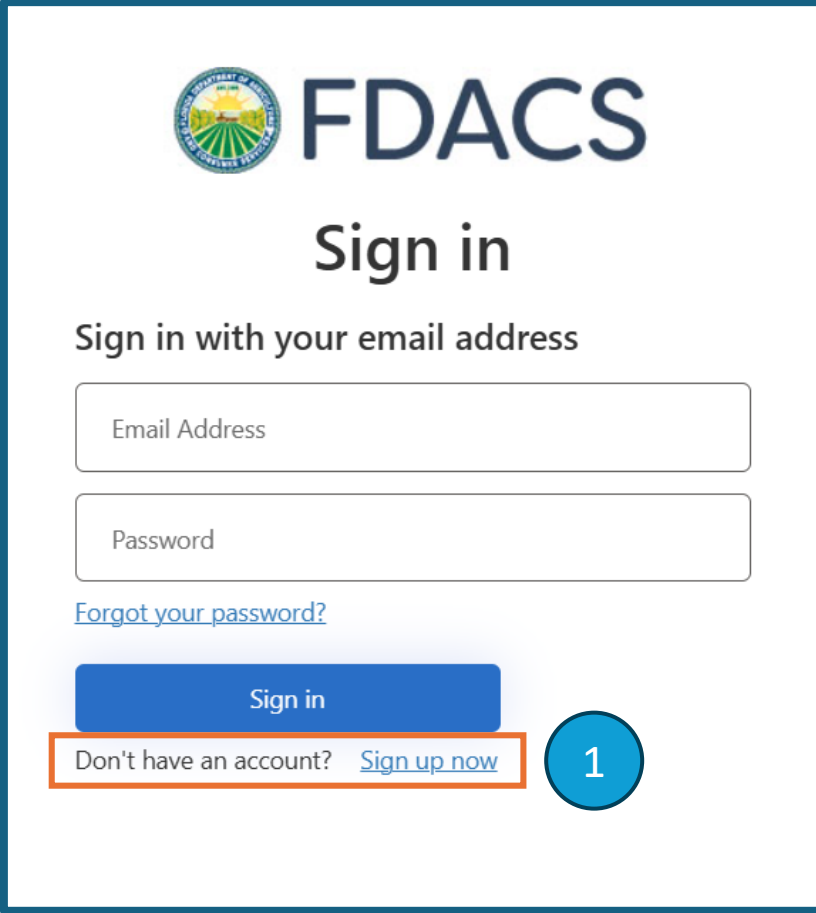


Portal Sign-up for New Users

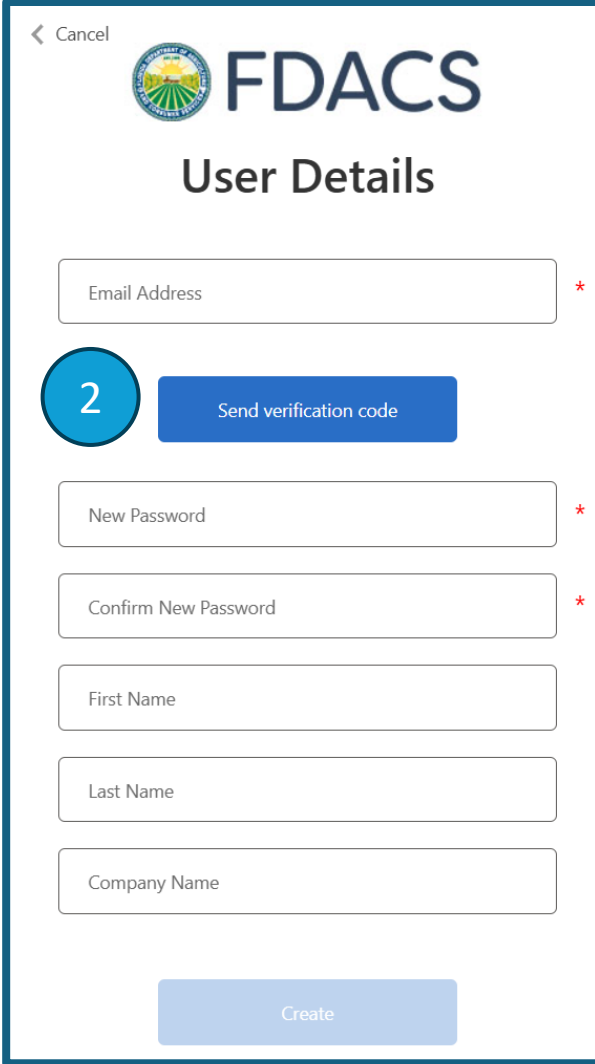
In your internet browser, navigate to <https://plant.fdacs.gov>

1. Click **Sign up now** to create a new account.
2. Enter your email address and click **Send verification code**.

Note: If you used the previous online portal and would like to be able to submit a renewal application for your Hemp License or NECE Plant Harvesting permit, please create an account in this system using the same email address.



The image shows the FDACS Sign in page. At the top is the FDACS logo and the text "Sign in". Below this is the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field is a link "Forgot your password?". At the bottom is a blue "Sign in" button. Below the button is a link "Don't have an account? Sign up now". A red box highlights the "Sign up now" link, and a blue circle with the number "1" is next to it.



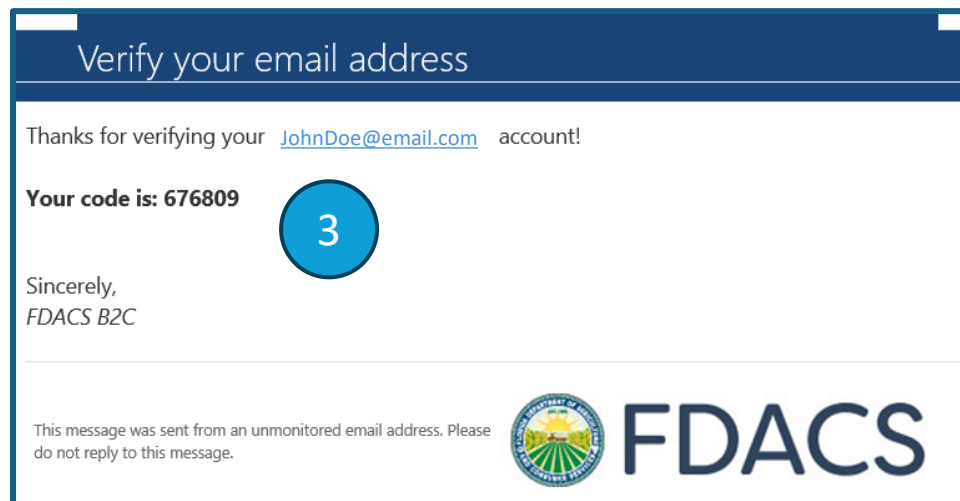
The image shows the FDACS User Details page. At the top is the FDACS logo and the text "User Details". Below this is a "Cancel" link. There are five input fields: "Email Address", "New Password", "Confirm New Password", "First Name", and "Last Name". Each field has a red asterisk to its right. Below the "Email Address" field is a blue circle with the number "2" and a blue "Send verification code" button. Below the "Confirm New Password" field is a "Company Name" input field. At the bottom is a blue "Create" button.



Portal Sign-up for New Users - Continued

3. Check your email for a 6-digit verification code.
4. Enter the verification code and click **Verify code**.
5. Enter password in the **New Password** and retype in **Confirm New Password**. Fill out the remaining information.
6. Click **Create**.

Note: The password must have at least 8 characters and at least 3 of the following: a lowercase letter, an uppercase letter, a number, a symbol



Verify your email address

Thanks for verifying your JohnDoe@email.com account!

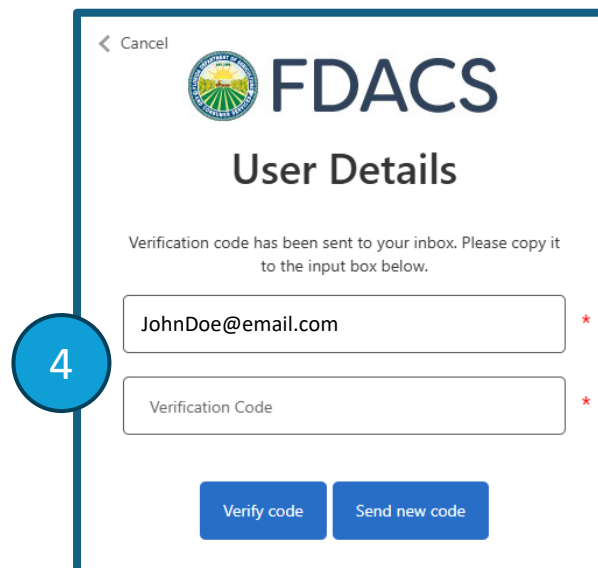
Your code is: 676809

Sincerely,
FDACS B2C

This message was sent from an unmonitored email address. Please do not reply to this message.

 **FDACS**

A blue circle with the number 3 is overlaid on the verification code.



< Cancel

 **FDACS**

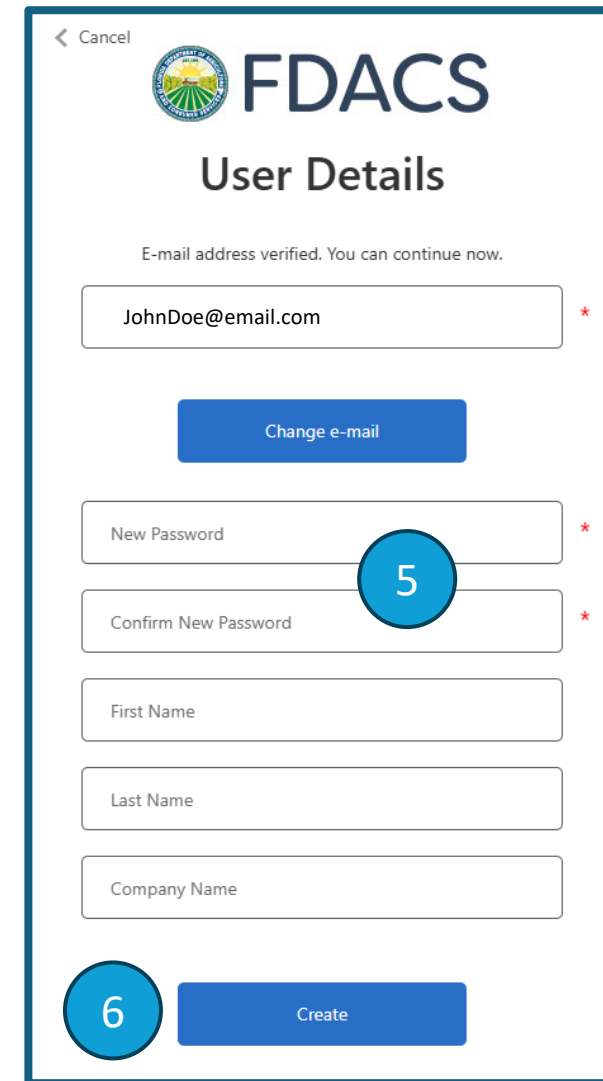
User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

*

*

A blue circle with the number 4 is overlaid on the email field.



< Cancel

 **FDACS**

User Details

E-mail address verified. You can continue now.

*

*

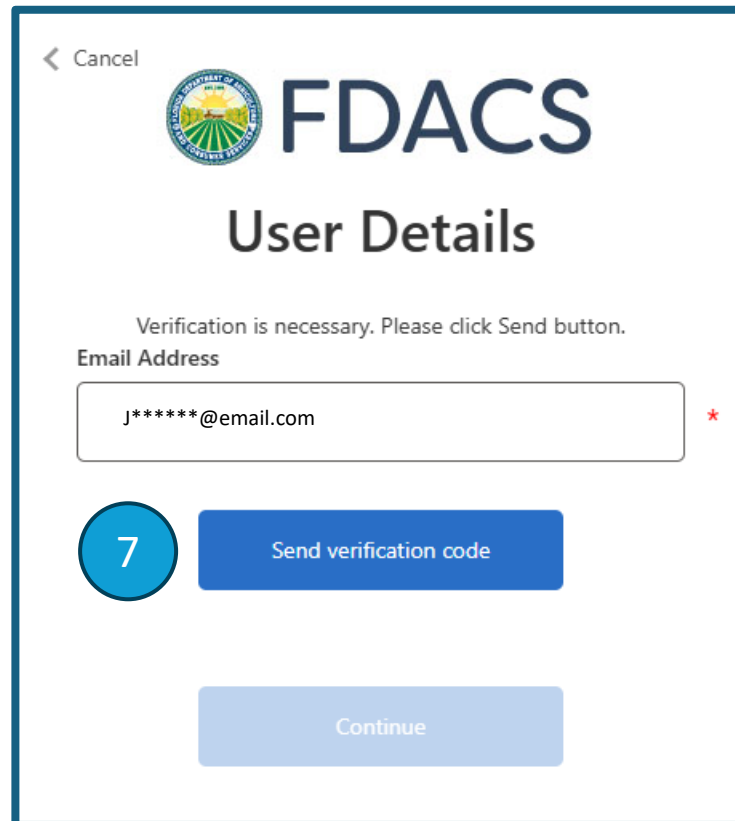
*

A blue circle with the number 5 is overlaid on the Confirm New Password field.

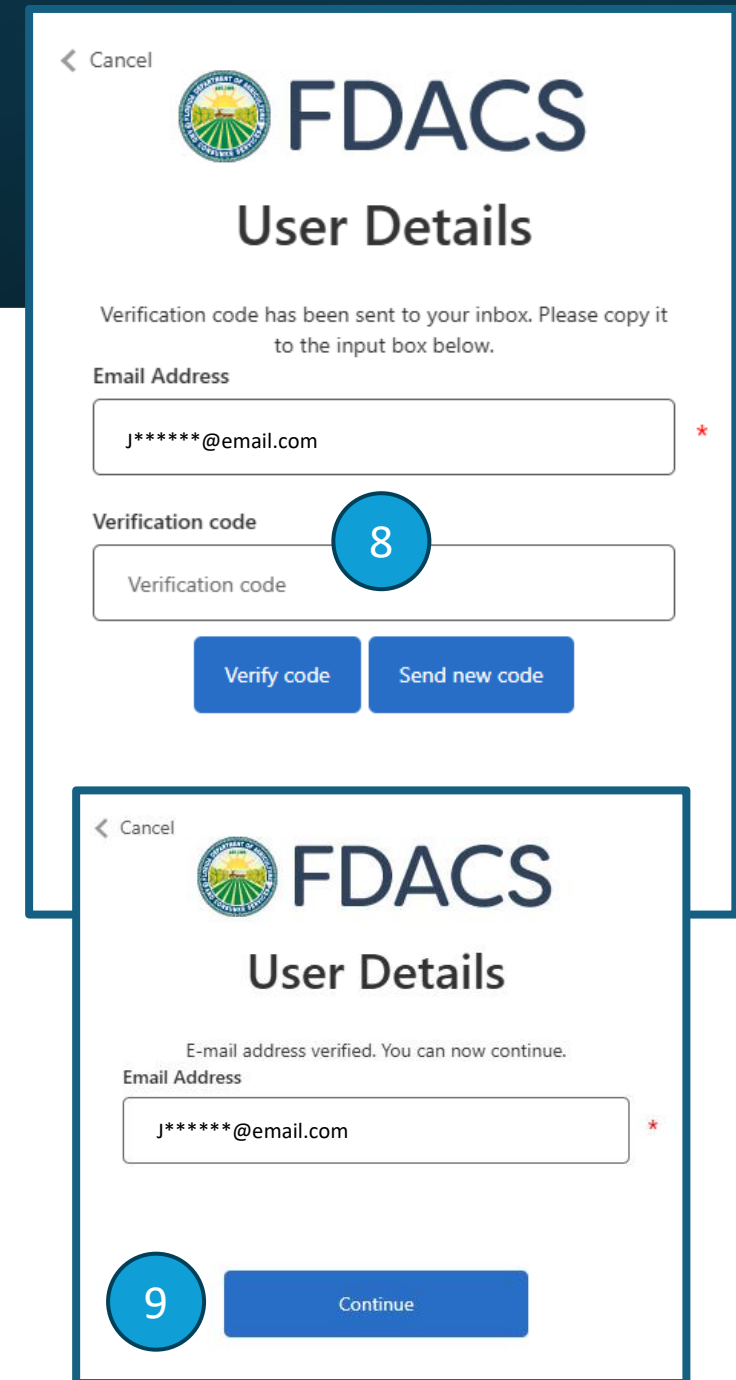
Email Verification

After creating your new account, you will need to verify your email one more time.

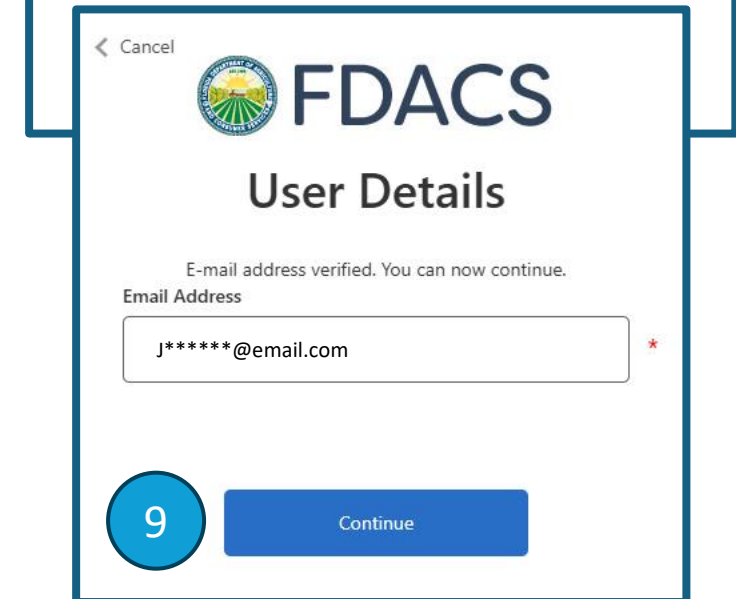
7. Enter your Email Address and click **Send verification code**.
8. Check your email and enter the Verification code provided. Click **Verify code**.
9. Your email has been verified. Click **Continue**.



This screenshot shows the 'FDACS User Details' screen at step 7. At the top, there is a back arrow and the text 'Cancel'. Below this is the FDACS logo and the title 'User Details'. A message states: 'Verification is necessary. Please click Send button.' There is an 'Email Address' label above a text input field containing 'J*****@email.com'. A red asterisk is to the right of the field. Below the field is a blue circle with the number '7'. To the right of the circle is a blue button labeled 'Send verification code'. At the bottom is a light blue button labeled 'Continue'.



This screenshot shows the 'FDACS User Details' screen at step 8. At the top, there is a back arrow and the text 'Cancel'. Below this is the FDACS logo and the title 'User Details'. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There is an 'Email Address' label above a text input field containing 'J*****@email.com'. A red asterisk is to the right of the field. Below this is a 'Verification code' label above a text input field. A blue circle with the number '8' is positioned to the left of the verification code field. Below the verification code field are two blue buttons: 'Verify code' and 'Send new code'.



This screenshot shows the 'FDACS User Details' screen at step 9. At the top, there is a back arrow and the text 'Cancel'. Below this is the FDACS logo and the title 'User Details'. A message states: 'E-mail address verified. You can now continue.' There is an 'Email Address' label above a text input field containing 'J*****@email.com'. A red asterisk is to the right of the field. At the bottom left is a blue circle with the number '9'. To the right of the circle is a blue button labeled 'Continue'.



Portal Login for Returning Users

The image displays three sequential screenshots of the FDACS portal login process for returning users, numbered 1, 2, and 3.

Screenshot 1: Sign in
The screen shows the FDACS logo and the text "Sign in". Below this, it says "Sign in with your email address". There are two input fields: "Email Address" and "Password". A link "Forgot your password?" is visible. At the bottom, there is a blue "Sign in" button and a link "Don't have an account? Sign up now". A blue circle with the number "1" is in the bottom right corner.

Screenshot 2: User Details
The screen shows the FDACS logo and the text "User Details". Below this, it says "Verification is necessary. Please click Send button." There is an "Email Address" input field containing "J*****@email.com". A blue "Send verification code" button is present. At the bottom, there is a light blue "Continue" button. A blue circle with the number "2" is in the bottom right corner.

Screenshot 3: User Details
The screen shows the FDACS logo and the text "User Details". Below this, it says "Verification code has been sent to your inbox. Please click Verify code to the input box below." There are two input fields: "Email Address" (containing "J*****@email.com") and "Verification code". Below the "Verification code" field, there are two buttons: "Verify code" and "Send new code". At the bottom, there is a light blue "Continue" button. A blue circle with the number "3" is in the bottom right corner.

An orange arrow points from the "Verify code" button in Screenshot 3 to a fourth, partially overlapping screenshot on the right. This fourth screenshot shows the "User Details" screen with the message "E-mail address verified. You can now continue." and a blue "Continue" button.

In your internet browser, navigate to <https://plant.fdacs.gov>

1. Enter your Email Address and Password and click **Sign in**.
2. Click **Send verification code** and check you email for a message from *Microsoft on behalf of FDACS B2C*.
3. Enter the Verification code provided, click **Verify code**. Once verified, click **Continue**.



Updating your Profile



Florida Department of Agriculture and Consumer Services

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[HEMP](#)

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[John Doe](#)

Welcome to the Division of Plant Industry Online Application

This platform allows you to perform the following

Apply for

Profile



John Doe

[Profile](#)

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

Your information

First Name *

John

Last Name *

Doe

E-mail

JohnDoe@email.com

Business Phone

(111) 222-3333

Organization Name

Title

Nickname

Web Site

Profile

Sign out



From any page in the online portal click on your name in the upper right corner to access your **Profile**.

You can update your name, email, and business information at any time by using the form provided and clicking **Update** at the bottom.

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[Employment](#)

[FAQ](#)

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Password Reset

The image displays four sequential screenshots of the FDACS password reset process, numbered 1 through 4.

Screenshot 1: Sign in
The screen shows the FDACS logo and the text "Sign in". Below this, it says "Sign in with your email address". There are two input fields: "Email Address" and "Password". A blue circle with the number "1" is positioned over the "Email Address" field. Below the fields is a link "Forgot your password?". At the bottom, there is a "Sign in" button and a link "Don't have an account? Sign up now".

Screenshot 2: User Details
The screen shows the FDACS logo and the text "User Details". Below this, it says "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: "Email Address" (containing "j*****@email.com") and "Verification code". A blue circle with the number "2" is positioned over the "Email Address" field. Below the fields are two buttons: "Verify code" and "Send new code". At the bottom, there is a "Continue" button.

Screenshot 3: User Details
The screen shows the FDACS logo and the text "User Details". Below this, it says "E-mail address verified. You can now continue." There is one input field: "E-mail address" (containing "j*****@email.com"). Below the field is a "Change e-mail" button. A blue circle with the number "3" is positioned over the "Change e-mail" button. At the bottom, there is a "Continue" button.

Screenshot 4: User Details
The screen shows the FDACS logo and the text "User Details". Below this, it says "The password must be between 8 and 64 characters. The password must have at least 3 of the following: - a lowercase letter - an uppercase letter - a digit - a symbol". There are two input fields: "New Password" (containing a single dot) and "Confirm New Password". A blue circle with the number "4" is positioned over the "New Password" field. Below the fields is a "Continue" button.

If you do not remember your password, click **Forgot your password?** and follow the steps to verify your email and reset your password.

Note: You may need to verify your email address twice. Enter the verification code you receive each time.



This is the portal home page.



Florida Department of Agriculture and Consumer Services

[Home](#) | [HEMP](#) | [NECE](#) | [Contact us](#) | [John Doe](#)

Welcome to the Division of Plant Industry Online Application Portal

This platform allows you to perform the following

Apply for a Hemp Cultivation License

Apply for a Native Endangered Commercially Exploited (NECE) Harvesting Permit

Manage, Renew, and View Your Current Applications(s) with the State

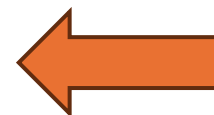


Click here if you need a license to cultivate Hemp.



HEMP

NECE



Click here if you need a permit to harvest Native Endangered or Commercially Exploited Plants (includes Saw Palmetto Berry).



New HEMP Application

Click button to start a new HEMP Application.

If a license is issued, an application is declined, or an In Progress application is not submitted after 30 days, the Case becomes **Inactive**. Use this menu to see those records.

Inactive HEMP Applications

Active HEMP Applications

Inactive HEMP Applications

Active HEMP Applications

Case Number

Primary Responsible Person

License Type

Case Type

Case Status

Created On

All applications will be assigned a DPI Case Number (DPI-####). Only **In Progress** (started but not submitted) and **Pending** (completed and submitted) applications will be visible as **Active HEMP Applications**.



The **Primary Responsible Person's** name will be listed here.

HEMP is the license type that will appear here.

Applications are either considered to be **New** or a **Renewal**

Status will be one of the following:

- **In Progress**
- **Pending**
- **Approved**
- **Declined**

This will be the date and time that you started your application.

The three-dot action menu allows you to view or edit application details.

Active HEMP Licenses

License Number

Primary Responsible Person

License Type

License Status

Issue Date

Expiration Date

Inspection Subm

License Table Information Described in next screenshot separately.



New HEMP Application

Active HEMP Applications

Case Number

Primary Responsible Person

License Type

Case Type

Case Status

Created On

Case Table Information Described in previous screenshot separately.

Inactive HEMP Licenses

Active HEMP Licenses

Inactive HEMP Licenses

If a license is **Expired** or if it was **Revoked**, the record becomes **Inactive**. Use this menu to see those records.

Active HEMP Licenses

License Number

Primary Responsible Person

License Type

License Status

Issue Date

Expiration Date

Inspection Subm

Once an application has been approved issued licenses will appear here (12_YY####).



The three-dot action menu will allow you to:

- View license details
- Submit a **Notice of Harvest**
- Submit a **Notice of Disposal**
- Submit a **Renewal Application**

Licenses will appear as one of the following:

- Active
- Expired
- Revoked

Dates the License was **Issued** and when it will **Expire**

Remains blank until the local plant inspector submits their report for the licensed growing locations



Applying for a Hemp Cultivation License

Step 1- Application Information

1 Application Information	2 Primary Responsible Person	3 Business Information	4 Primary Growing Location	5 Additional Cultivation Locations	6 Additional Responsible Person(s)	7 Legal Confirmation
---------------------------	------------------------------	------------------------	----------------------------	------------------------------------	------------------------------------	----------------------

Primary Responsible Person *

Please select who the intended primary responsible person for the application should be.

Select

Select

Myself

Someone else

Next

During Step 1, select who the intended primary responsible person for this application should be.

If the application is being submitted on behalf of someone else, be sure to have their Date of Birth and Livescan information ready before proceeding to the next step.

Click **Next**.



Applying for a Hemp Cultivation License

Step 2 - Primary Responsible Person

If you selected **Myself**, the form will be pre-filled with the information provided during the set up of your online profile.

If you need to edit any of the information that appears on-screen, simply click in the text field to make the changes. Check the Box at the bottom of the page to save these details to your contact profile.

If you selected **Someone else**, fill in the required information. *All required fields are marked by a red asterisk**

Click **Next**.

1 Application Information ✓	2 Primary Responsible Person	3 Business Information	4 Primary Growing Location	5 Additional Cultivation Locations	6 Additional Responsible Person(s)	7 Legal Confirmation
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Responsible Person - "Responsible person" means a natural person who controls or manages the day to day operations of the hemp cultivation.

Personal Details

First Name *
John

Last Name *
Doe

Middle Initial

Date of Birth *
1/1/2000

Email Address *
JohnDoe@email.com

Livescan Transaction Control Number *
123456789

Livescan Date Submitted *
03/12/2025

Phone Number *
(111) 222-3333

Address

Street Address *
1911 SW 34th St

City *
Gainesville

State *
Florida

ZIP *
32608

☐ **Save this information to my contact profile**
The information entered on this form will be saved on your contact profile for future use.

Previous **Next**



Applying for a Hemp Cultivation License

Step 3 – Business Information

Complete the *required fields*.*.

If you do not have a registered **Business Name**, you can re-enter the primary responsible person's name in this field.

If you plan to propagate and distribute/sell whole, live hemp plants, you must include a **Nursery Registration Number**.

Click **Next**.

1 Application Information ✓	2 Primary Responsible Person (On Behalf) ✓	3 Business Information	4 Primary Growing Location	5 Additional Cultivation Locations	6 Additional Responsible Person(s)	7 Legal Confirmation
-----------------------------	--	------------------------	----------------------------	------------------------------------	------------------------------------	----------------------

Business Details

Business Name *

EIN

Business Phone Number *

Nursery Registration Number

Business Address

Street Address *

City * **State *** **Zip Code ***

[Previous](#) [Next](#)



Applying for a Hemp Cultivation License

Step 4 – Primary Growing Location, Part 1

Location Name can be anything used to distinguish multiple growing locations.

Tax Parcel Number can be obtained from a property deed as well as a county tax collector or property appraisers' office.

Cultivation Intent refers to what type of hemp product you intend to produce with your license. *If you select **Nursery Plants**, be sure to include a Nursery Firm Number on Step 2.*

Cultivation Location refers to the land classification/zoning where hemp will be grown. *Properties that do not meet one of these criteria are ineligible for a license.*

Continue to next screenshot.

1 Application Information ✓	2 Primary Responsible Person (On Behalf) ✓	3 Business Information ✓	4 Primary Growing Location	5 Additional Cultivation Locations	6 Additional Responsible Person(s)	7 Legal Confirmation
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Location Information

Location Name *
Grow Site 1

Street Address

City
Alachua

State
Florida

Zip Code
32615

County *
Alachua

Tax Parcel Number *
Tax Parcel Number - County tax assessor number for cultivation location. <https://floridarevenue.com/property/Pages/LocalOfficials.aspx>
123456789

Seed Variety

Cultivation Intent *
Seed × Fiber × Oil × Nursery Plants × Hemp Flower ×

Cultivation Location (Check all that apply) *
Classified Agricultural pursuant to s. 193.461, F.S. × Zoned for Agricultural Use × Zoned for Industrial Use × A Nursery as defined in s. 581.011, F.S. ×

These fields are multi-select, choose all that apply.



Applying for a Hemp Cultivation License

Step 4 – Primary Growing Location, Part 2

Click and drag your cursor along the screen to move around on the map. Zoom in/out to find your exact growing location.

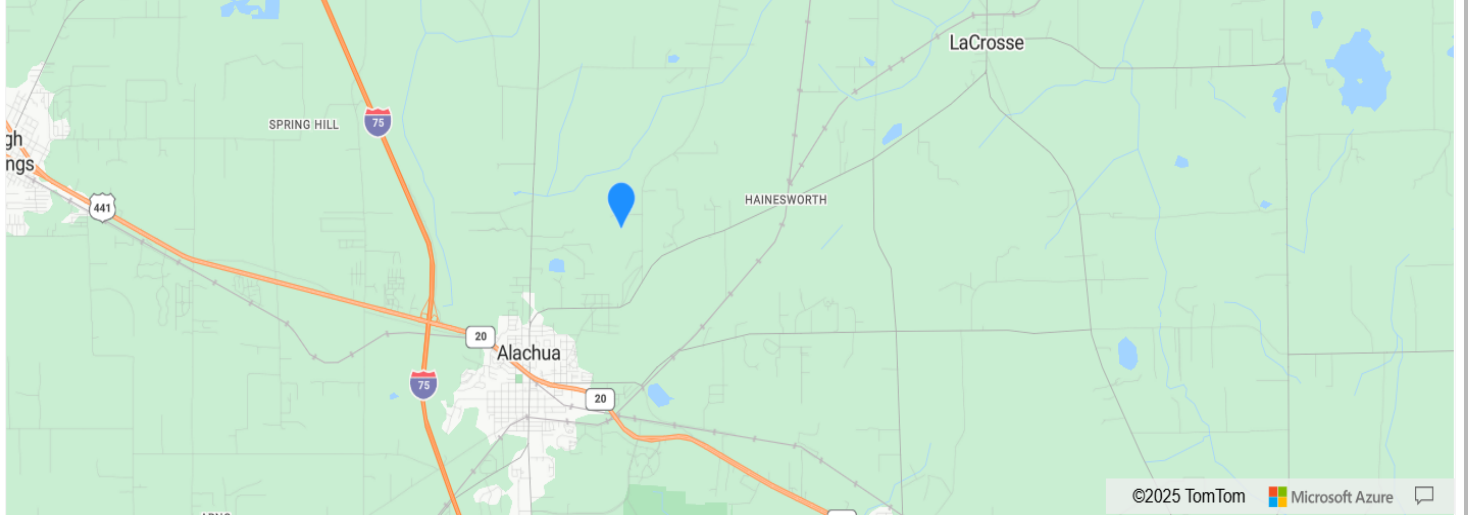
Once you have found the property, click once to drop a pin on the map. The **Location Latitude** and **Location Longitude** will automatically fill in.

Enter the approximate number of **Acres** of hemp you will cultivate at this location. If less than an acre, please use a decimal.

Type of Cultivation is multi-select and refers to how the plants will be grown. Select all that apply.

Continue to next screenshot.

Select the Location on the map. The Latitude and Longitude will automatically populate below.



©2025 TomTom Microsoft Azure

Location Latitude *

29.8

Location Longitude *

-82.4

Acres *

0.5

Type of Cultivation *

Outdoor Cultivation × Indoor Cultivation × Nursery Cultivation ×



Applying for a Hemp Cultivation License

Step 4 – Primary Growing Location, Part 3

Select the **Containment Method(s)** used at your growing location from dropdown list. Use the additional space in the **Other Containment Method**, if needed.

Read the best practices regarding **Storage and Transport of Hemp**. You must click **I Agree**.

If you have any documentation you would like to include with your application, you may **Upload** at this time.

Click **Next**.

Containment Method *

Indoor Cultivation ×

Indoor and Outdoor Drainage Filters and Traps ×

Silt Fence ×

Livestock Fence ×

Bare earth or cover crop for areas around cultivation sites ×

Berms ×

Weekly monitoring for volunteer crops ×

Other: please explain below ×

less

Select or search options

Other Containment Method

In order to maintain a proper containment environment during storage and transport of hemp, I agree to the following best practices:

- Hemp will be stored in sealed containers.
- Hemp will be transported in enclosed vehicles with solid walls OR open trailers or truck beds with a covering to prevent material loss.
- Harvesting Machinery and equipment will be cleaned after being used for hemp cultivation if the machinery or equipment will be transported off the cultivation location(s).

☐ **I Agree ***

Optional: Upload any supporting documentation you would like to submit for review with your application such as nursery certificate, property zoning information, etc. After submitting your application, you will have another opportunity to upload additional documentation directly from the applicant portal.
You can upload a maximum of 5 files, each up to 90MB.

[↑ Upload](#)

Previous

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Applying for a Hemp Cultivation License

Step 5 – Additional Cultivation Locations

1 Application Information ✓

2 Primary Responsible Person (On Behalf) ✓

3 Business Information ✓

4 Primary Growing Location ✓

5 Additional Cultivation Locations

6 Additional Responsible Person(s)

7 Legal Confirmation

2

Create

Address	Location Name ↑	County	<u>Tax Parcel Number</u>	Cultivation Intent	Type of Cultivation	Containment Method	<u>Other Containment Method</u>
, Alachua, FL 32615	Grow Site 1	Alachua	123456789	Seed; Fiber; Oil; Nursery Plants; Hemp Flower	Outdoor Cultivation; Indoor	Indoor Cultivation; Indoor and	

1

Edit

1. This table shows the information you entered for your **Primary Growing Location** in Step 4. To review or make changes, click the menu button and select **Edit**.

Previous

Next

Create

Location Information

Location Name *

Street Address

City

State
Select

Zip Code

County *

Select

Tax Parcel Number *

Tax Parcel Number - County tax assessor number for cultivation location.
<https://floridarevenue.com/property/Pages/LocalOfficials.aspx>

Seed Variety

2. Click **+Create** to open a fillable form you can use to submit additional growing locations. Complete all required fields and repeat as needed.

When finished, click **Next**.



Applying for a Hemp Cultivation License

Step 6 – Additional Responsible Person(s)

1 Application Information ✓

2 Primary Responsible Person (On Behalf) ✓

3 Business Information ✓

4 Primary Growing Location ✓

5 Additional Cultivation Locations ✓

6 Additional Responsible Person(s)

7 Legal Confirmation

Please fill in the details below about any responsible/control persons, you may skip this step.

Responsible/Control Person

Control Person - "Control Person" means an individual, partnership, corporation, trust, or other organization that possesses the power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. The term includes:

- A company's executive officers, including the president, chief executive officer, chief financial officer, chief operations officer, chief legal officer, chief compliance officer, director, and other individuals having similar status or functions.
- For
- For
- For
- For

If you have employees that meet any of the definitions listed, they must be added as a control person.

1. This table shows the information you entered for your **Primary Responsible Person** in Step 2. To review or make changes, click the menu button and select **Edit**.

Full Name	Background Check Status	Address	Contact Type	TCN	Email Address	Phone
John Doe	● Pending	1911 SW 34th St, Gainesville, FL 32608	Primary Responsible Person	123456789	JohnDoe@email.com	1 (111) 222-2222 Edit

2

Create

Previous

Next

Create

Personal Details

First Name *

Last Name *

Middle Initial

Date of Birth *
MM/DD/YYYY

Email Address *

Livescan Transaction Control Number *

Livescan Date Submitted *
MM/DD/YYYY

Phone Number *
(XXX) XXX-XXXX

2. Click **+Create** to open a fillable form you can use to submit **Additional Responsible Person(s)**. Complete all required fields and repeat as needed.

When finished, click **Next**.



Applying for a Hemp Cultivation License

Step 7 – Legal Confirmation

1 Application Information ✓	2 Primary Responsible Person (On Behalf) ✓	3 Business Information ✓	4 Primary Growing Location ✓	5 Additional Cultivation Locations ✓	6 Additional Responsible Person(s) ✓	7 Legal Confirmation
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The applicant must submit a full set of fingerprints for the Responsible person and each Control person(s) submitted through a Livescan services provider evaluated by the Florida Department of Law Enforcement for state and national processing to the Department ORI number. DISCLOSURE OF CRIMINAL CONVICTIONS Pursuant to s. 581.217, F.S., and Rule 5B-57.014, F.A.C., providing the Department with false or misleading information subjects an applicant to revocation or denial of a license to cultivate hemp.

☒ **The Responsible person and any Control person(s) have not been convicted of a felony related to a controlled substance under state or federal law within the previous 10 years. ***

Signature Full Name *

John Doe

[Previous](#) [Submit](#)

Read the statement regarding fingerprints and click the checkbox confirmation.

Entering the applicant's full name will serve as a digital signature. Click **Submit**.



Applying for a Hemp Cultivation License Submission Successful - Status Page

1. After submitting your application, the window will refresh to this status page with the **Case Status** as **Pending**. *Note: The **Submitted** column will be blank at first but will refresh once you exit/reload this page.*
2. Scroll down to review your application details and if you notice any errors, navigate back to your dashboard clicking on **HEMP** in the upper right corner.
3. From your dashboard you can click on the 3-dot action menu to **View details** or **Edit** the record. *Note: Once the background check status is updated, you will no longer be able to edit your application.*

Florida Department of Agriculture and Consumer Services

2 HEMP John Doe

Status

Case Status	License Type *	Submitted	Last Updated
Pending	HEMP	—	04/09/2025 11:02 AM

Full Name	Background Check Status	Address	Contact Type	Livescan Transaction Control Number	Email Address	Phone
John Doe	● Pending	1911 SW 34th St, Gainesville, FL 32608	Primary Responsible Person	123456789	JohnDoe@email.com	(111) 222-3333

Florida Department of Agriculture and Consumer Services

HEMP | John Doe

New HEMP Application

John Doe

- View details
- Edit

Case Number	Person	License Type	Case Type	Case Status	Created On
DPI-1138	John Doe	HEMP	New	Pending	03/11/2025 02:41 PM

Active HEMP Applications

Active HEMP Licenses



Starting a HEMP Renewal – Active License Part 1

To submit a renewal application, find the active* License in the **Active HEMP Licenses** table.

1. Click the 3-dot action menu to expand and click **Start Renewal**.
2. *If the license is already expired, you will need to adjust your table view to display **Inactive HEMP Licenses**.

The screenshot displays the 'New HEMP Application' interface. At the top, there is a blue button labeled 'New HEMP Application'. Below it, a filter bar shows 'Active HEMP Applications' with a dropdown arrow. The main table has columns: Case Number, Primary Responsible Person, License Type, Case Type, Case Status, and Created On. A message 'No records to show' is displayed in the center. Below this, a table titled 'Active HEMP Licenses' (highlighted with a red box and a blue circle '2') shows three rows of active licenses. The first row is highlighted. A blue circle '1' points to the 3-dot action menu for the first row, which is expanded to show options: View details, Open webpage, Submit Notice of Disposal, Submit Notice of Harvest, and Start Renewal (highlighted with a red box).

License Number	Primary Responsible Person	License Type	License Status	Issue Date	Expiration Date	Inspection Subm
[REDACTED]	John Doe	HEMP	Active	02/19/2025	02/19/2026	
[REDACTED]	John Doe	HEMP	Active	02/13/2025	02/13/2026	Submitted
[REDACTED]	John Doe	HEMP	Active	03/21/2024	03/21/2025	



Starting a HEMP Renewal – Active License Part 2

 Florida Department of Agriculture and Consumer Services

HEMP John Doe

Use the button below to continue to your license renewal.

License Type HEMP	License Status * Active
Issue Date 03/21/2024	Renewal Open Date 02/19/2025
Expiration Date 03/21/2025	Renewal Close Date 03/21/2026

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Florida Capitol — Tallahassee, Florida 32399-0800
Questions? 1-800-HELP-FLA (1-800-435-7352) or 1-800-FL-AYUDA (1-800-352-9832), Mon.–Fri. 8:00 a.m.–5:00 p.m. EST | LIVE CHAT

Click **Continue to Renewal** button to begin.

Once you begin a renewal, you will have the opportunity to update your responsible and control person(s) contact information, business details, and growing location(s).



Starting a HEMP Renewal – Expired License Part 2

 Florida Department of Agriculture and Consumer Services

HEMP | John Doe

Use the button below to continue to your license renewal.

License Type HEMP	License Status * Expired
Issue Date 03/21/2024	Renewal Open Date 02/19/2025
Expiration Date 03/21/2025	Renewal Close Date 03/21/2026

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Click Continue to Renewal button to begin.

Once you begin a renewal, you will have the opportunity to update your responsible and control person(s) contact information, business details, and growing location(s).



Submitting a Hemp Renewal, Part 1

1 Responsible Persons

2 Business Information

3 Cultivation Locations

4 Legal Confirmation

Please fill in the details below about any responsible/control persons

Responsible/Control Person

Control Person - "Control Person" means an individual, partnership, corporation, trust, or other organization that possesses the power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. The term includes:

- A company's executive officers, including the president, chief executive officer, chief financial officer, chief operations officer, chief legal officer, chief compliance officer, director, and other individuals having similar status or functions.
- For a corporation, a shareholder who, directly or indirectly, owns 10 percent or more of that has the power to vote 10 percent or more, of a class of voting securities unless the applicant is a publicly traded company.
- For a partnership, all general partners and limited or special partners who have contributed 10 percent or more or that have the right to receive, upon dissolution, 10 percent or more of the partnership's capital.
- For a trust, each trustee.
- For a limited liability company, all elected managers and those members who have contributed 10 percent or more or that have the right to receive, upon dissolution, 10 percent or more of the partnership's capital.

Full Name	<u>Background Check</u> Status	Address	<u>Contact Type</u> ↑	TCN	Email Address	Phone
John Doe	● Pending	1911 SW 34th St, Gainesville, FL 32608	Primary Responsible Person	123456789	JohnDoe@email.com	(111) 222-3333



n (111)
222-2222

Edit

Next

During the renewal process you can update the details for each **Responsible/Control Persons** associated with the application.

Review the table for accuracy. If edits are needed, click the dropdown menu arrow and select **Edit**.

Click **Next** to continue.



Submitting a Hemp Renewal, Part 2

1 Responsible Persons ✓

2 Business Information

3 Cultivation Locations

4 Legal Confirmation

Business Details

Business Name *

JD Hempstead

EIN

Business Phone Number *

(111) 222-3333

Nursery Registration Number

Business Address

Street Address *

1911 SW 34th St

City *

Gainesville

State *

Florida

Zip Code *

32608

Previous

Next

Review the required **Business Information** and edit as needed.

Note: If you intend to propagate and/or distribute whole live hemp plants, you must be a registered plant nursery and include your Nursery Registration Number.

Click **Next** to continue.



Submitting a Hemp Renewal, Part 3

Review the **Cultivation Location** details.

1. If you need to add another growing location, click **+ Create** to open a form and submit new information.
2. If you need to **Edit** or Remove (**Deactivate**) a growing location, click the dropdown arrow at the right side to open the action menu.

If you previously uploaded any **Documents** with the cultivation locations, you may review those items here.

Click **Next** to continue.



1 Responsible Persons ✓

2 Business Information ✓

3 Cultivation Locations

4 Legal Confirmation

1

Create

Address	Location Name ↑	County	Tax Parcel Number	Cultivation Intent	Type of Cultivation	Containment Method	Other Containment Method
, Alachua, FL 32615	Grow Site 1	Alachua	123456789	Seed; Fiber; Oil; Nursery Plants; Hemp Flower	Outdoor Cultivation; Indoor Cultivation; Nursery Cultivation	Indoor Cultivation; Indoor and Outdoor Drainage Filters and Traps; Silt Fence; Livestock Fence; Bare earth or cover crop for areas around cultivation sites; Berms; Weekly monitoring for volunteer crops; Other: please explain below	

2

Edit

Deactivate

Please review the supplemental documents provided with last year's application for a license. You can remove documents or upload new supporting documentation for review with your renewal application such as nursery certificate, property zoning information, etc.

Portal Document

Originating Case

There are no records to display.

Previous

Next



Submitting a Hemp Renewal, Part 4

1 Responsible Persons ✓

2 Business Information ✓

3 Cultivation Locations ✓

4 Legal Confirmation

The applicant must submit a full set of fingerprints for the Responsible person and each Control person(s) submitted through a Livescan services provider evaluated by the Florida Department of Law Enforcement for state and national processing to the Department ORI number. DISCLOSURE OF CRIMINAL CONVICTIONS Pursuant to s. 581.217, F.S., and Rule 5B-57.014, F.A.C., providing the Department with false or misleading information subjects an applicant to revocation or denial of a license to cultivate hemp.

☒ **The Responsible person and any Control person(s) have not been convicted of a felony related to a controlled substance under state or federal law within the previous 10 years. ***

Signature Full Name *

[Previous](#) [Submit](#)

Read the statement regarding fingerprints and click the checkbox confirming acknowledgment.

Entering the applicant's full name will serve as a digital signature. Click **Submit** to complete the renewal application.



Submit a Notice of Harvest – Part 1



☰ Active HEMP Licenses ▾

License Number ▾	Primary Responsible Person ▾	License Type ▾	License Status ▾	Issue Date ▾	Expiration Date ▾	Inspection Subm
██████████	⋮ John Doe	HEMP	Active	03/28/2025	03/28/2026	
██████████	ⓘ View details	HEMP	Active	02/13/2025	02/13/2026	Submitted
██████████	ⓘ Open webpage	HEMP	Active	06/11/2024	06/11/2025	
██████████	🔗 Submit Notice of Disposal	HEMP	Active	05/21/2024	05/21/2025	
██████████	🔗 Submit Notice of Harvest	HEMP	Active			
██████████	⋮ John Doe	HEMP	Active			

You must notify the Division 30 days prior to any intended harvest of your hemp crop. To submit your notice through the online portal, select the corresponding license in the **Active HEMP Licenses** table.

1. Click the 3-dot action menu to expand and click **Submit a Notice of Harvest**.
2. A form window will open for you to complete.

2

Hemp Cultivation - Notice of Harvest

This serves as a Notice of Harvest and should be sent to the Department DPIHemp@FDACS.gov at least 30 days prior to the intended harvest date, per [Rule 5B-57.014](#). Submit a separate Notice of Harvest for each cultivation location address/parcel #.

Date of Notice *

Intended Harvest Date *

Responsible Person *

License *

Designated Lab *



Submit a Notice of Harvest – Part 2

Hemp Cultivation - Notice of Harvest

This serves as a Notice of Harvest and should be sent to the Department DPIHemp@FDACS.gov at least 30 days prior to the intended harvest date, per [Rule 5B-57.014](#). Submit a separate Notice of Harvest for each cultivation location address/parcel #.

Date of Notice *
MM/DD/YYYY

Intended Harvest Date *
MM/DD/YYYY

Responsible Person *

License *

Lookup records

Search

Choose one record and click Select to continue

✓

Full Name ↑

✓

John Doe

Select

Cancel

Remove value

Note: If you have multiple cultivation locations where harvest will occur, submit a separate Notice of Harvest for each.

1. Enter the **Date of Notice** and the **Intended Harvest Date**. Click the *Calendar icon* to select a date or enter one using the exact format provided.
2. Click the Magnifying glass to select the **Responsible Person** associated with the listed license from the options displayed. *You cannot type in this field.*



Submit a Notice of Harvest – Part 3

License *

Designated Lab *

Cultivation Location *

Lots Tested #/Variety *

If you have any questions, please call 397-1517

Submit

Lookup records

Search

Choose one record and click Select to continue

☒	License Number	Business Name	License Type	License Status	Expiration Date
☐	12_2501		HEMP	Expired	03/21/2025
☐	12_2501		HEMP	Active	04/01/2025
☐	2025-N		NECE	Expired	02/21/2025
☒	12_2501		HEMP	Active	03/28/2026
☐	12_2501		HEMP	Active	05/21/2025
☐	12_2501		HEMP	Active	02/13/2026
☐	2025-N		NECE	Active	05/20/2025

Select **Cancel** **Remove value**

Click the Magnifying glass to select the **License** associated with this Notice of Harvest. This field will automatically populate based on your original selection in the **Active HEMP Licenses** table, otherwise you can select a different license from the options displayed.

Note: You cannot type in this field. The lookup table will show you all active/expired records that are associated with your online portal customer account, including non-HEMP records, if applicable.



Submit a Notice of Harvest – Part 4

1. Choose the **Designated Lab** that will collect representative hemp samples for compliance testing from the drop-down list provided.

License *
[Redacted]

Designated Lab *
Select
Accuscience Laboratories
ACS Laboratory, LLC
Modern Canna Labs

Cultivation Location *
[Empty field]

Lots Tested #/Variety *
[Empty field]

If you have any questions, please email the Permit Unit at DPIHemp@FDACS.gov or contact the FDACS-DPI Helpline number: 1-888-397-1517

Submit

Lookup records

Search [Empty field]

Choose one record and click Select to continue

Location Name	Location Type ↑	Address
home	Primary Growing Location	..

Select Cancel Remove value

3. Enter the designated **Lot #** and **Variety** of hemp that will be tested. If more than one lot will be tested, please list. (Use the *expansion icon* in the bottom right to increase the size of the text field.)

4. Click **Submit** when complete.

2. Click the Magnifying glass to select the **Cultivation Location** where harvest will occur. The lookup table will display all active locations associated with the current license. *You cannot type in this field.*



Submit a Notice of Disposal – Part 1

The screenshot shows a web application interface. At the top right, there is a button labeled "Active HEMP Licenses" with a dropdown arrow. Below this is a table with columns: License Number, Primary Responsible Person, License Type, License Status, Issue Date, Expiration Date, and Inspection Subm. The table contains five rows of data. A blue circle with the number "1" is placed over the first row's "Primary Responsible Person" column, which has a dropdown menu open. The dropdown menu contains four options: "View details", "Open webpage", "Submit Notice of Disposal", and "Submit Notice of Harvest". An orange arrow points from the "Active HEMP Licenses" button to the table. To the right of the table, a form window titled "Notice of Disposal" is open. A blue circle with the number "2" is placed over the form's title bar. The form contains several input fields: "Lot #", "Strain or Variety", "Acreage", "Lab Sample Report Number", and "Lab Sample Report Date" (with a calendar icon). The form is partially obscured by a blue border.

License Number	Primary Responsible Person	License Type	License Status	Issue Date	Expiration Date	Inspection Subm
[REDACTED]	John Doe	HEMP	Active	03/28/2025	03/28/2026	
[REDACTED]		HEMP	Active	02/13/2025	02/13/2026	Submitted
[REDACTED]		HEMP	Active	06/11/2024	06/11/2025	
[REDACTED]		HEMP	Active	05/21/2024	05/21/2025	
[REDACTED]	John Doe	HEMP	Active			

Notice of Disposal

Lot # *

Strain or Variety *

Acreage

Lab Sample Report Number *

Lab Sample Report Date *
MM/DD/YYYY

- Click the 3-dot action menu to expand and click **Submit a Notice of Disposal**.
- A form window will open for you to complete.



Submit a Notice of Disposal – Part 2

Notice of Disposal

Lot # *

Strain or Variety *

Acreage

Lab Sample Report Number *

Lab Sample Report Date *

1

2

3



Note: If you have multiple lots that were found to be non-compliant submit a separate Notice of Disposal for each.

1. Provide the designated **Lot #** and **Strain or Variety** of hemp.
2. Enter the lot's calculated **Acreage** as sampled by the designated lab.
3. Enter the **Lab Sample Report Number** and **Report Date** as provided by the designated lab. Click the *Calendar icon* to select a date or enter one using the exact format provided.



Submit a Notice of Disposal – Part 3

Action Date *
MM/DD/YYYY

Notification Date *
MM/DD/YYYY

Disposal Action *
Select
Collected or destroyed by a DEA-registered reverse distributor, or a duly authorized Federal, State, or local law enforcement officer.
Disposed of in accordance with the Hemp Waster Disposal Manual, FDACS-08115, Rev. 06/21.

Business Name *

Signature *

Submit

1. Click the *Calendar icon* to select a date or enter one using the exact format provided for the following:
 - **Action Date** – when you took the selected **Disposal Action** (per the drop-down list).
 - **Notification Date** – when you were notified by the Division that your crop had an unacceptable THC level and was not approved for harvest.
2. Enter your **Business Name** (if applicable) or the license holder's name.
3. Enter the name of the person submitting this form as a digital **Signature** and click **Submit**.



Download a Copy of a Hemp License

The screenshot displays the 'Active HEMP Licenses' section of a web application. An orange arrow points to the 'Active HEMP Licenses' dropdown menu. A table lists licenses with columns: License Number, Primary Responsible Person, License Type, License Status, Issue Date, Expiration Date, and Inspection Subm. A blue circle with the number '1' highlights the 3-dot action menu for the first license, which is expanded to show options: View details, Open webpage, Submit Notice of Disposal, and Submit Notice of Harvest. An orange arrow points to the 'View details' option. A modal window titled 'Documents' is open, showing a table with columns 'Name' and 'Modified'. A blue circle with the number '2' highlights the first row in the 'License Documents' section, which contains a license number and a PDF file (42 KB) modified on 02/19/2025. An orange arrow points to the PDF file name. Below this, the 'Additional Documents' section is empty. A 'Submit' button is at the bottom left, and a vertical scrollbar is on the right.

Growers can access a copy of their approved license to save or print at any time.

1. Click the 3-dot action menu to expand and click **View Details**.
2. A window will open displaying the selected license information. Scroll down to the **Documents** Section and click on the license hyperlink to download a PDF copy.



New NECE Application

Click button to start a new NECE Application.

Case Number ▾

Permit Type ▾

Case Status ▾

Created On ↓ ▾

All applications will be assigned a DPI Case Number (DPI-####). Only **In Progress** (started but not submitted) and **Pending** (completed and submitted) applications will be visible as **Active NECE Applications**.



The three-dot action menu allows you to view or edit application details.

NECE is the permit type that will appear here.

Status will be one of the following:

- **In Progress**
- **Pending**
- **Approved**
- **Declined**

This will be the date and time that you started your application.

☰ Active NECE Applications ▾

☰ Active NECE Applications ▾

✓ ☰ Active NECE Applications

☰ Inactive NECE Applications

Permit Number ▾

Primary Harvester ▾

Permit Type ▾

Plant AC ▾

Pe

If a permit is issued, an application is declined, or an In Progress application is not submitted after 30 days, the Case becomes **Inactive**. Use this menu to see those records.

Permit Table Information Described in next screenshot separately.



New NECE Application

Active NECE Applications

Case Number Permit Type Case Status Created On

Case Table Information Described in previous screenshot separately.

The three-dot action menu will allow you to:

- View permit details
- Submit a request to **Add Harvesters/Locations**
- Submit a **Renewal Application**

If a permit is **Expired** or if it was **Revoked**, the record becomes **Inactive**. Use this menu to see those records.

Active NECE Permits
Active NECE Permits
Inactive NECE Permits

Active NECE Permits

Permit Number Primary Harvester Permit Type Plant AC Permit Status Issue Date Expiration

Once an application has been approved issued permits will appear here (YYYY-SPB-##### or YYYY-NECE-#####)



The **Primary Harvester's** name will be listed here.

NECE is the permit type that will appear here.

Plant AC will be **SPB**, **NECE**, or **SPB NECE** depending on the harvested plant species

Permits will appear as one of the following:
• **Active**
• **Expired**
• **Revoked**

These will be the dates your permit was **Issued** and when it will **Expire**



Applying for a NECE Harvesting Permit

Step 1 – Application Information

1 Application Information	2 Primary Harvester Information	3 Additional Harvester(s) Information	4 Plant Info	5 Primary Harvesting Location	6 Additional Harvesting Locations	7 Agreement and Signature
---------------------------	---------------------------------	---------------------------------------	--------------	-------------------------------	-----------------------------------	---------------------------

Primary Harvester *

Please select who the intended primary responsible person for the application should be.

Select

Select

Myself

Someone else

Next

During Step 1, select who the intended primary harvester for this application should be.

If the application is being submitted on behalf of someone else, be sure to have their current contact information (phone number and email) ready before proceeding to the next step.

Click **Next**.



Applying for a NECE Harvesting Permit

Step 2 – Primary Harvester Information

If you selected **Myself**, the form will be pre-filled with the information provided during the set up of your online profile.

If you need to edit any of the information that appears on-screen, simply click in the text field to make the changes. Check the Box at the bottom of the page to save these details to your contact profile.

If you selected **Someone else**, fill in the required information. *All required fields are marked by a red asterisk**

Click **Next**.

1 Application Information ✓	2 Primary Harvester Information (On Behalf)	3 Additional Harvester(s) Information	4 Plant Info	5 Primary Harvesting Location	6 Additional Harvesting Locations	7 Agreement and Signature
-----------------------------	---	---------------------------------------	--------------	-------------------------------	-----------------------------------	---------------------------

Personal Details

First Name *

Middle Initial

Last Name *

Name of Agency/Institution/Company

Email Address *

Phone Number *

Address

Street Address *

City *

State *

ZIP *

[Previous](#) [Next](#)



Applying for a NECE Harvesting Permit

Step 3 – Additional Harvester(s) Information

1 Application Information ✓

2 Primary Harvester Information (On Behalf) ✓

3 Additional Harvester(s) Information

4 Plant Info

5 Primary Harvesting Location

6 Additional Harvesting Locations

7 Agreement and Signature

This step is not required. If you do not have any additional harvesters, please click "Next" below.

Create

Full Name ↑	Phone	Address	Email Address	Name of Agency/Institution/Company	Contact Type
John Doe	(111) 222-3333	1911 SW 34th St, Gainesville, FL 32608	JohnDoe@email.com	JD Native Pickers	Primary Harvester

PreviousNext

1

Edit

Primary Harvester

Create

2

Personal Details

First Name *

Middle Initial

Last Name *

Name of Agency/Institution/Company

Email Address *

Phone Number *

Address

Street Address

1. This table shows the information you entered for the **Primary Harvester** in Step 2. To review or make changes, click the menu button and select **Edit**.
2. Click **+Create** to open a fillable form you can use to submit any **Additional Harvester** information. Complete all required fields and repeat as needed.

When finished, or if you do not have any other harvesters to include, click **Next**.



Applying for a NECE Harvesting Permit

Step 4 – Plant Information, Part 1

1 Application Information ✓

2 Primary Harvester Information (On Behalf) ✓

3 Additional Harvester(s) Information ✓

4 Plant Info

5 Primary Harvesting Location

6 Additional Harvesting Locations

7 Agreement and Signature

+ Create

Botany Status	Harvesting Saw Palmetto Berry (Serenoa repens)?	Scientific and Common Name of Plant	Plant Part(s) harvested	Quantity or % of Plant to be harvested	Purpose of Harvest	Nursery Firm Number (for Propagation or Sale)
There are no records to display.						

Previous

Next

Create

Harvesting Saw Palmetto Berry (Serenoa repens)? *

☐ No ☒ Yes

Plant Part(s) harvested *

Select or search options

Quantity or % of Plant to be harvested *

(Please indicate units - i.e. 200lbs or 100%)

Purpose of Harvest *

Select or search options

Nursery Firm Number (for Propagation and/or Sale of Whole Live Plants)

Upload supporting documentation as required by the selected Purpose of Harvest, such as nursery certificate, rescue plan, research summary, etc.

You can upload a maximum of 5 files, each up to 90MB.

Upload

Submit

During Step 4, provide information about the plant(s) you intend to harvest.

Click **+Create** to open a fillable form you can use to submit **Plant Info**. Complete all required fields and click submit. Repeat as needed.

Continue to the next screenshots for more tips on filling out this form.



Applying for a NECE Harvesting Permit

Step 4 – Plant Information, Part 2, Harvesting Saw Palmetto Berry (SPB)

1. If you are harvesting **Saw Palmetto Berry (*Serenoa repens*)** click the circle accordingly. If you are not harvesting SPB, continue to the next screenshot.
2. **Plant Part(s) harvested:** This is a multiselect field. Choose all that apply.
3. **Quantity or % of Plant to be harvested:** Enter an estimated amount of plant material you intend to collect. If unsure, enter 100%.
4. **Purpose of Harvest:** This is a multiselect field. Choose all that apply.
 - a) If **Propagation** is selected, then a **Nursery Firm Number** must be included.
 - b) If **Rescue/Research** is selected, then supplemental documents must be included.
5. Use the **Upload** tool to add supporting documentation if needed and click **Submit**.

Create ×

1

Harvesting Saw Palmetto Berry (*Serenoa repens*)? *
☐ No ☒ Yes

2

Plant Part(s) harvested *
Seed × Fruit × Leaves / Cuttings / Stems ×

3

Quantity or % of Plant to be harvested *
75%
(Please indicate units - i.e. 200lbs or 100%)

4

Purpose of Harvest *
Sale ×

Nursery Firm Number (for Propagation and/or Sale of Whole Live Plants)

5

Upload supporting documentation as required by the selected Purpose of Harvest, such as nursery certificate, rescue plan, research summary, etc.
Choose Files No file chosen

Submit



Applying for a NECE Harvesting Permit

Step 4 – Plant Information, Part 3a, Harvesting Non-SPB

The image shows three sequential screenshots of a web form for applying for a NECE Harvesting Permit, specifically for Part 3a, Harvesting Non-SPB. The first screenshot shows the 'Create' form with a blue circle '1' next to the 'Harvesting Saw Palmetto Berry (Serenoa repens)?' question. The second screenshot shows a 'Lookup records' modal with a blue circle '2' next to a magnifying glass icon in the search bar. The third screenshot shows the same 'Lookup records' modal with a blue circle '3' next to the search bar containing the word 'other'.

Create

1 **Harvesting Saw Palmetto Berry (*Serenoa repens*)? ***
☒ No ☐ Yes

Scientific and Common Name of Plant
Select the plant for harvest by its scientific or common name. If you cannot find the plant you're looking for, please select **Other (Not Listed)** and a field will display below for you to write-in the plant's name. If you plan on supplementing your application with a list of plants, please select **Other (See Attached)** and upload your document using the file upload feature on this form.

Plant Part(s) harvested *
Select or search options

Quantity or % of Plant to be harvested *
(Please indicate units - i.e. 200lbs or 100%)

Lookup records

Search

Choose one record and click Select to continue

✓	Scientific Name ↑	Common Name	Plant Classification
☐	Acacia angustissima	prairie acacia	Endangered
☐	Acacia choriophylla	tamarindillo	Endangered
☐	Acacia tortuosa	poponax, presumed extirpated	Endangered
☐	Actaea pachypoda	baneberry	Endangered
☐	Adiantum	fragrant	Endangered

1 2 3 4 5 6 7 8 ... 46

Select Cancel Remove value

Lookup records

3 other

Choose one record and click Select to continue

✓	Scientific Name ↑	Common Name	Plant Classification
☐	Other (Not Listed)		Endangered
☐	Other (See Attached)		Endangered

Select Cancel Remove value

1. If you are not harvesting **Saw Palmetto Berry (*Serenoa repens*)** click the circle accordingly.
2. Click the **magnifying glass**. Start typing the plant name in the search bar or click through the pages of the alphabetized list. Chose the desired plant and click **Select**.
3. If the plant is available in the list provided, or if you have a large list of species you wish to upload instead, type **“other”** and choose from the options available.

Applying for a NECE Harvesting Permit

Step 4 – Plant Information, Part 3b, Harvesting Non-SPB

1. If you selected **Other (Not Listed)**, a **Write-in Plant Name** text field will appear for you to type in a species. Otherwise, the selected plant will appear here.
2. **Plant Part(s) harvested:** This is a multiselect field. Choose all that apply.
3. **Quantity or % of Plant to be harvested:** Enter an estimated amount of plant material you intend to collect. If unsure, enter 100%.
4. **Purpose of Harvest:** This is a multiselect field. Choose all that apply.
 - a) If **Propagation** is selected, then a **Nursery Firm Number** must be included.
 - b) If **Rescue/Research** is selected, then supplemental documents must be included.
5. Use the **Upload** tool to add supporting documentation if needed and click **Submit**.

Create

Harvesting Saw Palmetto Berry (*Serenoa repens*)? *
☒ No ☐ Yes

Scientific and Common Name of Plant
Select the plant for harvest by its scientific or common name. If you cannot find the plant you're looking for, please select **Other (Not Listed)** and a field will display below for you to write-in the plant's name. If you plan on supplementing your application with a list of plants, please select **Other (See Attached)** and upload your document using the file upload feature on this form.

Other (Not Listed) x Q

1 Write-in Plant Name *
Agave weberi

2 Plant Part(s) harvested *
Whole Plant x

3 Quantity or % of Plant to be harvested *
5
(Please indicate units - i.e. 200lbs or 100%)

4 Purpose of Harvest *
Propagation x Sale x

Nursery Firm Number (for Propagation and/or Sale of Whole Live Plants)
12345678

5 Upload supporting documentation as required by the selected Purpose of Harvest, such as nursery certificate, rescue plan, research summary, etc.
Choose Files No file chosen

Submit



Applying for a NECE Harvesting Permit

Step 4 – Plant Information, Part 4

1 Application Information ✓

2 Primary Harvester Information ✓

3 Additional Harvester(s) Information ✓

4 Plant Info

5 Primary Harvesting Location

6 Additional Harvesting Locations

7 Agreement and Signature

Create

<u>Botany Status</u>	<u>Harvesting Saw Palmetto Berry (Serenoa repens)?</u>	<u>Scientific and Common Name of Plant</u>	Plant Part(s) harvested	<u>Quantity or % of Plant to be harvested</u>	Purpose of Harvest	<u>Nursery Firm Number (for Propagation or Sale)</u>	
Pending	No	Other (Not Listed)	Whole Plant	5	Propagation; Sale	12345678	▼
Pending	Yes	Serenoa repens	Seed; Fruit; Leaves / Cuttings / Stems	75%	Sale		▼

Previous

Next



▼

Edit

Deactivate

After entering all the plants you intend to harvest, confirm the details displayed in the table are accurate. To review or make changes, click the menu button and select **Edit**. If you need to remove a plant select **Deactivate**.

When finished, or if you do not have any other plants to include, click **Next**.



Applying for a NECE Harvesting Permit

Step 5 – Primary Harvesting Location, Part 1

During Step 5 provide information about the **Primary Harvesting Location** for the plant(s) listed in Step 4.

1. Indicate if you intend to harvest from your own property, as addressed in **Step 2** of your application (or Step 1 if this is a renewal).
 - a) If you select **Yes**, the street address will automatically be filled in and you only need to confirm that you are the **Property Owner of Legal Representative** for the property and the **County**.
 - b) If you own more than one property but did not list the desired harvesting address on previously or if you are harvesting from the property of another person, select **No**. Proceed to the next screenshot.

1 Application Information ✓	2 Primary Harvester Information ✓	3 Additional Harvester(s) Information ✓	4 Plant Info ✓	5 Primary Harvesting Location	6 Additional Harvesting Locations	7 Agreement and Signature
-----------------------------	-----------------------------------	---	----------------	-------------------------------	-----------------------------------	---------------------------

i. Written permission is required for all properties, including your own.
ii. Harvesters must keep a copy of each written permission on hand whenever harvesting or transporting regulated plant(s).
iii. Complete the form below for each property you have obtained permission to harvest from. You can download and print a blank copy of the Permission Letter for Harvesting form [here](#).

I am harvesting from my own property, as addressed in step 1 *

Yes

Name of Property Owner or Legal Representative *

Property Owner Title (if applicable)

County *

Select

☐ **By checking this box, I/We affirm that all necessary permissions were obtained to harvest the plant species listed on this application. ***

Upload supporting documents such as harvest location maps, signed permissions, property descriptions, etc.

Choose Files No file chosen

Previous

Next

Applying for a NECE Harvesting Permit

Step 5 – Primary Harvesting Location, Part 2



1. If you select **No**, complete the *required fields*.*.
2. Address Details for the harvest location can be provided in the following ways:
 - a) **Street Address**: apartment/suite numbers and PO Boxes are unacceptable
 - b) **Parcel and County**: Parcel Number may be obtained from a property deed, tax collector's office, or property appraiser website.
 - c) **Township/Range/Section**: include directional markers (e.g., T2S, R3W) and a physical description
 - d) **Latitude/Longitude**: from the center or entrance of the harvesting location and a physical description
3. Click the **check box** confirming written permission to harvest was obtained.
4. You may upload a copy of a permission letter and any other supporting document, but it is not required. Click **Next** to continue.

1 Application Information ✓	2 Primary Harvester Information ✓	3 Additional Harvester(s) Information ✓	4 Plant Info ✓	5 Primary Harvesting Location	6 Additional Harvesting Locations	7 Agreement and Signature
-----------------------------	-----------------------------------	---	----------------	-------------------------------	-----------------------------------	---------------------------

i. Written permission is required for all properties, including your own.
ii. Harvesters must keep a copy of each written permission on hand whenever harvesting or transporting regulated plant(s).
iii. Complete the form below for each property you have obtained permission to harvest from. You can download and print a blank copy of the Permission Letter for Harvesting form [here](#).

1 I am harvesting from my own property, as addressed in step 1 *

Select

Name of Property Owner or Legal Representative *

Property Owner Title (if applicable)

County *

Select

Please provide either a phone number or email address below

Property Owner Phone Number *

(XXX) XXX-XXXX

Property Owner Email *

Address Format

Select

Address Format

Select

Select

Street Address

Parcel and County

Township/Range/Section

Latitude/Longitude

By checking this box, I/We affirm that all necessary permissions were obtained to harvest the plant species listed on this application. *

4 Upload supporting documents such as harvest location maps, signed permissions, property descriptions, etc.

Choose Files No file chosen

Previous Next



Applying for a NECE Harvesting Permit

Step 6 – Additional Harvesting Locations

1 Application Information ✓

2 Primary Harvester Information (On Behalf) ✓

3 Additional Harvester(s) Information ✓

4 Plant Info ✓

5 Primary Harvesting Location ✓

6 Additional Harvesting Locations

7 Agreement and Signature

A permission letter for harvesting is required for all properties, including your own. Complete the form below for each property to be harvested. You can download and print a blank copy of the Permission Letter for Harvesting form [here](#).

Location Name ↑	Phone Number	Location	Agreement
John Doe	(111) 222-3333	1911 SW 34th St, Gainesville, FL 32608	Yes

2

+ Create

1

▼

Edit

Deactivate

Create

Name of Property Owner or Legal Representative *

Property Owner Title (if applicable)

Property Owner Phone Number *
(XXX) XXX-XXXX

Property Owner Email *

Address Format *
Select

County *
Select

☐ By checking this box, I/We affirm that all necessary permissions were obtained to harvest the plant species listed on this application. *

Upload supporting documents such as harvest location maps, signed permissions, property descriptions, etc.

Choose Files No file chosen

After entering your **Primary Harvesting Location**, confirm the details displayed in the table on Step 6 are accurate.

1. To review or make changes, click the menu button and select **Edit**, to remove a plant select **Deactivate**.
 2. If you need submit **Additional Harvesting Locations** click **+Create**. Complete the *required fields** on the form.
- When finished, or if you do not have any other harvesting locations to include, click **Next**.



Applying for a NECE Harvesting Permit

Step 7 – Agreement and Signature

1 Application Information ✓	2 Primary Harvester Information (On Behalf) ✓	3 Additional Harvester(s) Information ✓	4 Plant Info ✓	5 Primary Harvesting Location ✓	6 Additional Harvesting Locations ✓	7 Agreement and Signature
-----------------------------	---	---	----------------	---------------------------------	-------------------------------------	---------------------------

Upon approval of this application, a permit will be generated for the permittee. It will be sent to the email address associated with this account. You may also download a copy of your permit at any time by accessing your "Documents" from this online system.

- When harvesting and when in possession of permitted endangered or commercially exploited plant species, the permittee must be in possession of BOTH:
 - This permit, and
 - Written permission from each property owner.
- When transporting, selling, and offering for sale, the permittee must be in possession of this permit. Brokers, dealers, and vendors engaged in the sale of endangered or commercially exploited plant species must maintain copies of permits and permission letters from harvesters.

I/We agree to comply with the stipulations of this agreement.

Section 581.211(1)(b), Florida Statutes makes it a first-degree misdemeanor to forge, counterfeit, disguise or improperly use any permit.

Enter your name below as an electronic signature for this application *

[Previous](#) [Submit](#)

Read the statements regarding the harvest, possession, and transportation of permitted NECE plants.

Entering the applicant's full name will serve as a digital signature. Click **Submit**.



Starting a NECE Renewal – Active Permit Part 1

To submit a renewal application, find the active* Permit in the **Active NECE Permits** table.

1. Click the 3-dot action menu to expand and click **Start Renewal**.
2. *If the license is already expired, you will need to adjust your table view to display **Inactive NECE Permits**.

New NECE Application

☰ Active NECE Applications ▾

Case Number ▾		Permit Type ▾	Case Status ▾	Created On ↓ ▾
██████████	⋮	NECE	Pending	05/21/2025 03:39 PM
██████████	⋮	NECE	Not Started	05/13/2025 01:02 AM
██████████	⋮	NECE	Not Started	03/27/2025 05:08 PM

☰ Active NECE Permits ▾

Permit Number ▾		Primary Harvester ▾	Permit Type ▾	Plant AC ▾	Permit Status ▾	Issue Date ↓ ▾	Expiration
██████████	⋮	John Doe	NECE	SPB	Active	06/12/2024	06/12/2
██████████	⋮		NECE	NECE	Active	05/20/2024	05/20/2

1

⋮

✎ Start Renewal

✎ Add Harvesters/Locations

📘 Open webpage

📘 View details

2



Starting a NECE Renewal – Active Permit Part 2

 Florida Department of Agriculture and Consumer Services

NECE John Doe ▾

Use the button below to continue to your license renewal.

License Type NECE	License Status * Active
Issue Date 06/12/2024	Renewal Open Date 05/13/2025
Expiration Date 06/12/2025	Renewal Close Date 06/12/2026

 [Continue to Renewal](#)

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Florida Capitol — Tallahassee, Florida 32399-0800
Questions? 1-800-HELP-FLA (1-800-435-7352) or 1-800-FL-AYUDA (1-800-352-9832), Mon.–Fri. 8:00 a.m.–5:00 p.m. EST | LIVE CHAT

Click **Continue to Renewal** button to begin.

Once you begin a renewal, you will have the opportunity to update your harvester(s) contact information, business details, plant information, and harvesting location(s).



Starting a NECE Renewal – Expired Permit Part 1

The screenshot shows a web application interface for managing NECE permits. At the top right, a blue circle with the number '1' highlights a dropdown menu labeled 'Inactive NECE Permits'. Below this is a table with columns: Permit Number, Primary Harvester, Permit Type, Plant AC, Permit Status, Issue Date, and Expiration. The table contains four rows of permits, all with status 'Expired'. The first row has a status of 'Revoked'. The fourth row is highlighted, and a blue circle with the number '2' points to its 3-dot action menu. This menu is expanded, showing four options: 'Start Renewal' (with a pencil icon), 'Add Harvesters/Locations' (with a pencil icon), 'Open webpage' (with an information icon), and 'View details' (with an information icon). The 'Start Renewal' option is the first in the list.

Permit Number ▾	Primary Harvester ▾	Permit Type ▾	Plant AC ▾	Permit Status ▾	Issue Date ↓ ▾	Expiration
██████████	⋮ John Doe	NECE	SPB NECE	Revoked	02/20/2025	02/20/2
██████████	⋮ John Doe	NECE	NECE	Expired	03/24/2024	03/24/2
██████████	⋮ John Doe	NECE	SPB	Expired	03/22/2024	03/22/2
██████████	⋮ John Doe	NECE	NECE	Expired	02/21/2024	02/21/2

If your permit has already expired*,

1. Change the license view table to **Inactive NECE Licenses**.
2. Click the 3-dot action menu to expand and click **Start Renewal**.

***Permits are eligible for renewal 30 days prior to expiration until 1 year after expiration.**

Ex: If your permit expired 3/22/2024, it would be eligible for renewal starting on 2/22/2025 until 3/22/2026.



Starting a NECE Renewal – Expired Permit Part 2

 Florida Department of Agriculture and Consumer Services

NECE | John Doe

Use the button below to continue to your license renewal.

License Type NECE	License Status * Expired
Issue Date 02/21/2024	Renewal Open Date 01/22/2025
Expiration Date 02/21/2025	Renewal Close Date 02/21/2026

[Continue to Renewal](#)

[Home](#) | [Employment](#) | [FAQ](#) | [Public Notices](#) | [Contracts](#) | [Accessibility](#) | [Privacy Policy](#)

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Click **Continue to Renewal** button to begin.

Once you begin a renewal, you will have the opportunity to update your harvester(s) contact information, business details, plant information, and harvesting location(s).



Submitting a NECE Renewal – Part 1

1 Harvester Information

2 Plant Info

3 Harvesting Locations

4 Agreement and Signature

Update harvester information and add any new harvesters. If you do not have any additional harvesters or further edits to make, please click "Next" below.

2

➔

+ Create

<u>Full Name</u> ↑	<u>Phone</u>	<u>Address</u>	<u>Email Address</u>	<u>Name of Agency/Institution/Company</u>	<u>Contact Type</u>
John Doe	(111) 222-3333	1911 SW 34th St, Gainesville, FL 32608	JohnDoe@email.com		Primary Harvester

1

▼

Edit

Primary Harvester

▼

Next

1. During the renewal process you can update the details for each **Harvester** associated with the application. Review the table for accuracy. If changes are needed, click the dropdown menu arrow and select **Edit**.
 2. To add additional harvesters, click **+ Create** and complete the required details in the form.
- Click **Next** to continue.



Submitting a NECE Renewal – Part 2

Review the **Plant Info**.

1. If you need to add another plant, click **+ Create** to open a form and submit new information.
2. If you need to **Edit** or Remove (**Deactivate**) a plant, click the dropdown arrow at the right side to open the action menu.

If you previously uploaded any **Documents** with the plant(s) intended for harvest, you may review those items here.

Click **Next** to continue.

1 Harvester Information ✓ 2 Plant Info 3 Harvesting Locations 4 Agreement and Signature

1 **+ Create**

Botany Status	Harvesting	Saw Palmetto Berry (Serenoa repens)?	Scientific and Common Name of Plant	Plant Part(s) harvested	Quantity or % of Plant to be harvested	Purpose of Harvest	Nursery Firm Number (for Propagation or Sale)
Pending	No		Agave neglecta	Flower; Leaves / Cuttings / Stems	3	Rescue	
Pending	Yes		Serenoa repens	Seed; Fruit	100%	Sale	

2 **Edit** **Deactivate**

Please review the supplemental documents provided with last year's application for a permit. You can remove documents or upload new supporting documentation for review with your renewal application as required by the selected Purpose of Harvest, such as nursery certificate, rescue plan, research summary, etc.

Portal Document Originating Case

There are no records to display.

Previous Next



Submitting a NECE Renewal – Part 3

Review the **Harvesting Locations**.

1. If you need to add another location, click **+ Create** to open a form and submit new information.
2. If you need to **Edit** or Remove (**Deactivate**) a location, click the dropdown arrow at the right side to open the action menu.

If you previously uploaded any **Documents** with the location(s) where harvest will occur, you may review those items here.

Click **Next** to continue.

1 Harvester Information ✓

2 Plant Info ✓

3 Harvesting Locations

4 Agreement and Signature

A permission letter for harvesting is required for all properties, including your own. Complete the form below for each property to be harvested. You can download and print a blank copy of the Permission Letter for Harvesting form [here](#).

1

+ Create

<u>Location Name</u> ↑	<u>Phone Number</u>	<u>Location</u>	<u>Agreement</u>	
Capy Bara	(555) 555-5555	123456789, Alachua	Yes	
Chin Chilla	(000) 000-0000	007 Bond Way, Skyfall, FL 77777	Yes	2 Edit Deactivate

Please review the supplemental documents provided with last year's application for a permit. You can remove documents or upload new supporting documents for review with your renewal application such as harvest location maps, signed permissions, property descriptions, etc.

Portal Document

Originating Case

There are no records to display.

Previous

Next



Submitting a NECE Renewal – Part 4

1 Harvester Information ✓

2 Plant Info ✓

3 Harvesting Locations ✓

4 Agreement and Signature

Upon approval of this application, a permit will be generated for the permittee. It will be sent to the email address associated with this account. You may also download a copy of your permit at any time by accessing your "Documents" from this online system.

- When harvesting and when in possession of permitted endangered or commercially exploited plant species, the permittee must be in possession of BOTH:
 - This permit, and
 - Written permission from each property owner.
- When transporting, selling, and offering for sale, the permittee must be in possession of this permit. Brokers, dealers, and vendors engaged in the sale of endangered or commercially exploited plant species must maintain copies of permits and permission letters from harvesters.

I/We agree to comply with the stipulations of this agreement.

Section 581.211(1)(b), Florida Statutes makes it a first-degree misdemeanor to forge, counterfeit, disguise or improperly use any permit.

Enter your name below as an electronic signature for this application *

John Doe

Previous

Submit

Read the statements regarding the harvest, possession, and transportation of permitted NECE plants.

Entering the applicant's full name will serve as a digital signature. Click **Submit** to complete the renewal application.



Request to Add Harvesters – Part 1

If you have additional people that will help collect the approved NECE plants, you can submit a request to add them to your permit through the online portal.

Find the corresponding permit in the **Active NECE Permits** table.

Click the 3-dot action menu to expand and click **Add Harvesters/Locations**.

New NECE Application

☰ Active NECE Applications ▾

Case Number ▾		Permit Type ▾	Case Status ▾	Created On ↓ ▾
██████████	⋮	NECE	Pending	05/21/2025 03:39 PM
██████████	⋮	NECE	Not Started	05/13/2025 01:02 AM
██████████	⋮	NECE	Not Started	03/27/2025 05:08 PM

☰ Active NECE Permits ▾

Permit Number ▾	Primary Harvester ▾	Permit Type ▾	Plant AC ▾	Permit Status ▾	Issue Date ↓ ▾	Expiration
██████████	⋮ John Doe	NECE	SPB	Active	06/12/2024	06/12/2
██████████	⋮	NECE	NECE	Active	05/20/2024	05/20/2

✎ Start Renewal

✎ Add Harvesters/Locations

📘 Open webpage

📘 View details



Request to Add Harvesters – Part 2

Harvesters

Review the current harvester(s) on your permit.

1. Click **+ Create** to add a harvester and the required form fields.
2. Use the drop-down menu to **Edit** or remove (**Deactivate**) a harvester.

<u>Full Name</u> ↑	<u>Phone</u>	<u>Address</u>	<u>Email Address</u>	<u>Name of Agency/Institution/Company</u>	<u>Contact Type</u>
Jane Doe	(111) 222-4444	..	JaneDoe@email.com		Secondary Harvester
John Doe	(111) 222-3333	1911 SW 34th St, Gainesville, FL 32611	JohnDoe@email.com		Primary Harvester

1

+ Create



Create

Personal Details

First Name *

Middle Initial

Last Name *

Name of Agency/Institution/Company



Edit
Deactivate

2



The record has been deactivated.

Scroll to the bottom of the form and click **Submit**.

Note: This is a request to add a harvester to your permit. This does not add a person to your permit automatically. A new permit will be sent to you once the request has been reviewed and approved by the Division.



Request to Add Harvesting Locations – Part 1

If you obtain permission to collect the approved NECE plants from new properties, you can submit a request to add them to your permit through the online portal. Find the corresponding permit in the **Active NECE Permits** table. Click the 3-dot action menu to expand and click **Add Harvesters/Locations**.

New NECE Application				Active NECE Applications		
Case Number	Permit Type	Case Status	Created On			
[REDACTED]	NECE	Pending	05/21/2025 03:39 PM			
[REDACTED]	NECE	Not Started	05/13/2025 01:02 AM			
[REDACTED]	NECE	Not Started	03/27/2025 05:08 PM			

Active NECE Permits						
Permit Number	Primary Harvester	Permit Type	Plant AC	Permit Status	Issue Date	Expiration
[REDACTED]	John Doe	NECE	SPB	Active	06/12/2024	06/12/2025
[REDACTED]		NECE	NECE	Active	05/20/2024	05/20/2025



Request to Add Harvesting Locations – Part 2

Harvesting Locations

1

+ Create

Location Name ↑	Phone Number	Location	Agreement
Capy Bara	(555) 555-5555	123456789, Alachua	Yes

2

Edit

Deactivate

Submit

Create

Name of Property Owner or Legal Representative *

Property Owner Title (if applicable)

Property Owner Phone Number *

(XXX) XXX-XXXX

Property Owner Email *

Address Format *

Select

The record has been deactivated.

Review the current harvesting location(s) on your permit.

1. Click **+ Create** to add a harvesting location and complete the required form fields.
2. Use the drop-down menu to **Edit** or remove (**Deactivate**) a harvesting location.

Scroll to the bottom of the form and click **Submit**.

Note: This is a request to add a location to your permit. This does not add the location to your permit automatically. A new permit will be sent to you once the request has been reviewed and approved by the Division.



Download a Copy of a NECE Permit

The screenshot displays the NECE Permit system interface. At the top right, a button labeled "Active NECE Permits" is highlighted with an orange arrow. Below this, a table lists permits with columns: Permit Number, Primary Harvester, Permit Type, Plant AC, Permit Status, and Issue Date. A row is selected, and a 3-dot action menu is expanded, showing options: Start Renewal, Add Harvesters/Locations, Open webpage, and View details. A blue circle with the number "1" is next to the "View details" option. To the right, a modal window titled "Documents" is open. It contains a "Permit Documents" section with a table listing documents. A document is listed with a name (partially obscured), a file size of 169 KB, and a modified date of 05/21/2025 3:04 PM. A blue circle with the number "2" is next to this document, and an orange arrow points to the document name. Below the "Permit Documents" section is an "Additional Documents" section with a "Portal Document" link. At the bottom of the modal, a yellow message box states "There are no records to display." A vertical scrollbar on the right side of the modal is highlighted with an orange box.

Growers can access a copy of their approved permit to save or print at any time.

1. Click the 3-dot action menu to expand and click **View Details**.
2. A window will open displaying the selected license information. Scroll down to the **Documents** Section and click on the permit hyperlink to download a PDF copy.