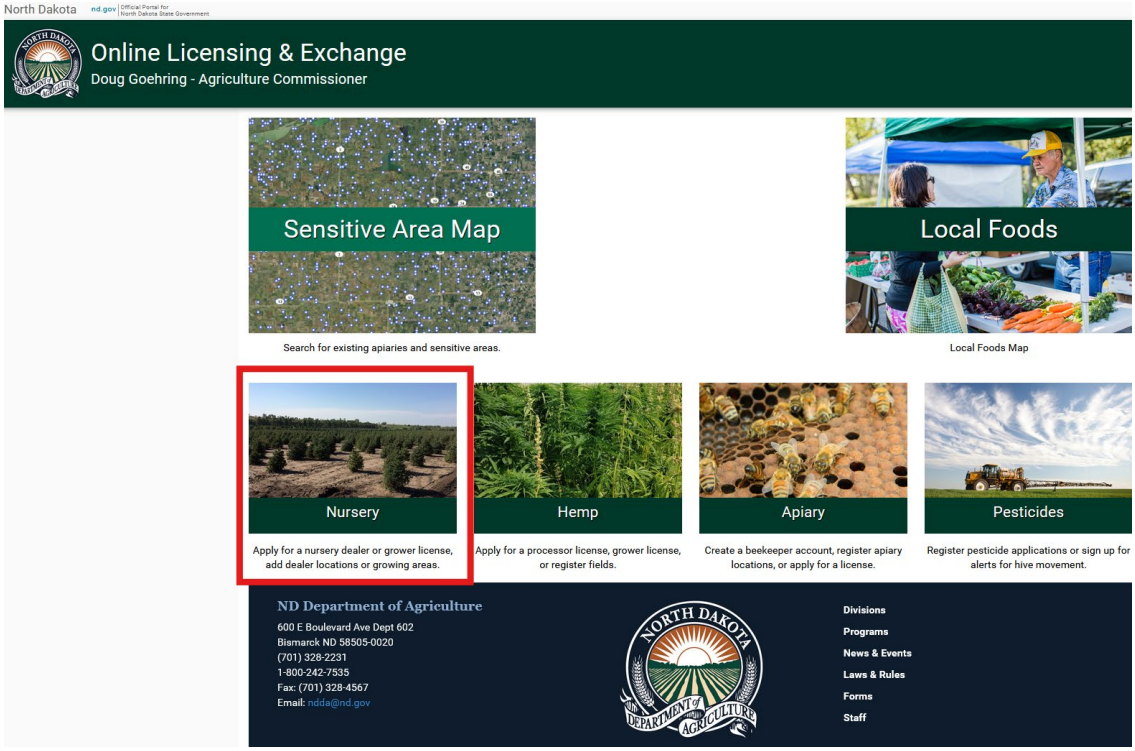
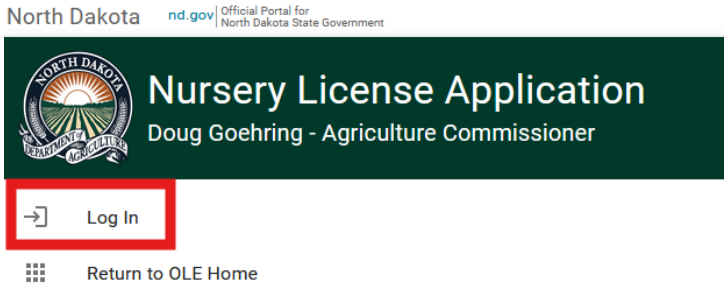
How to Apply for or Renew a North Dakota Nursery License Online

This guide will assist first-time applicants and existing license holders in applying for or renewing a North Dakota nursery license through the Online Licensing and Exchange (OLE) system.

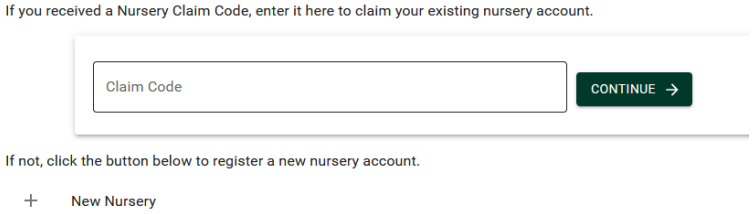
1. Go to ole.ndda.nd.gov and click on the “Nursery” box.



2. Click Log In. If you use other State of North Dakota websites such as Secretary of State One Stop, your log-in will be the same. If not, you’ll need to create one.

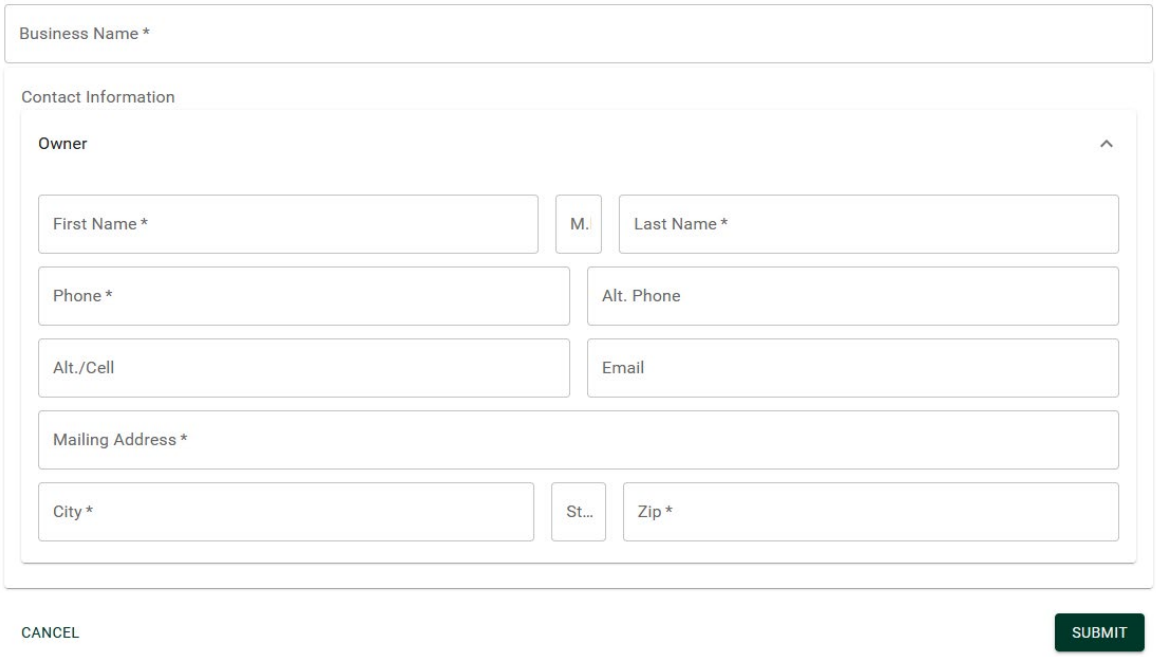


3. If this is your first time using the online system, and you’ve had a nursery license before, you can enter your claim code (call 701-328-2391 to request your claim code during regular business hours) and go to **Page 6**. If you are a first-time applicant, click + New Nursery and go to **Page 2**. If you’ve logged in and claimed your nursery before, go to **Page 6**.

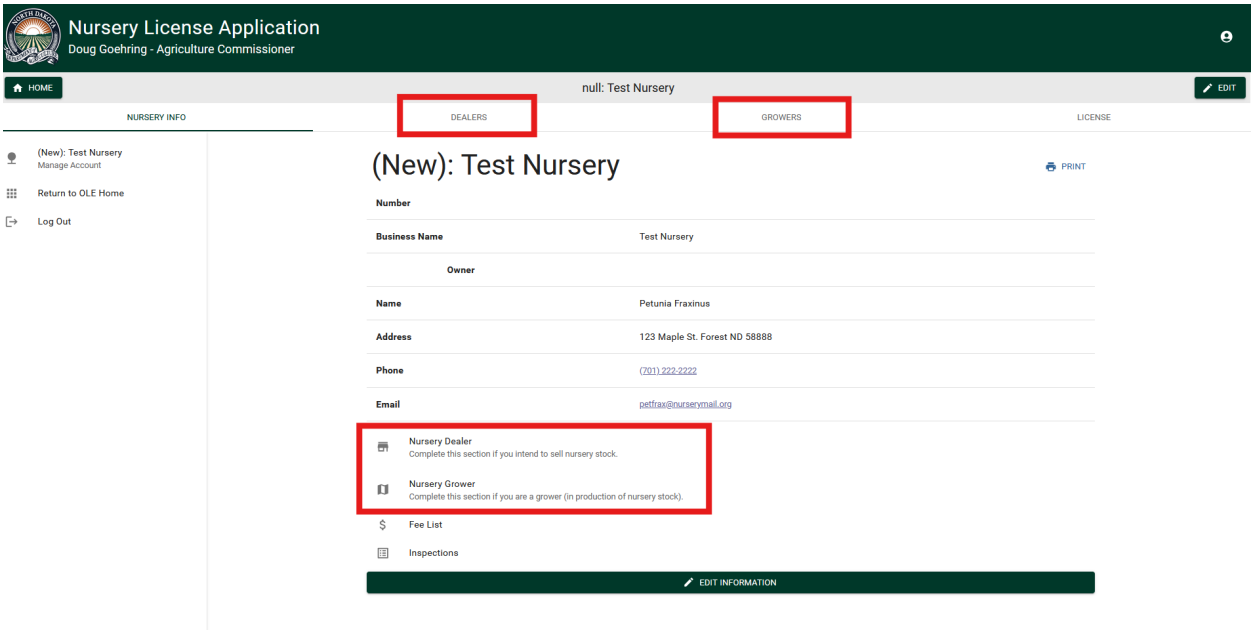


PAGE 2: New Nursery:

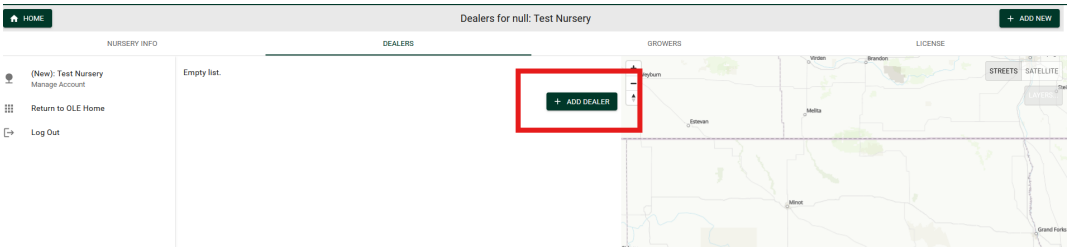
1. Complete the Business name and Owner Contact Information as completely as possible. Email addresses are helpful in sending reports and program updates. Click Submit.



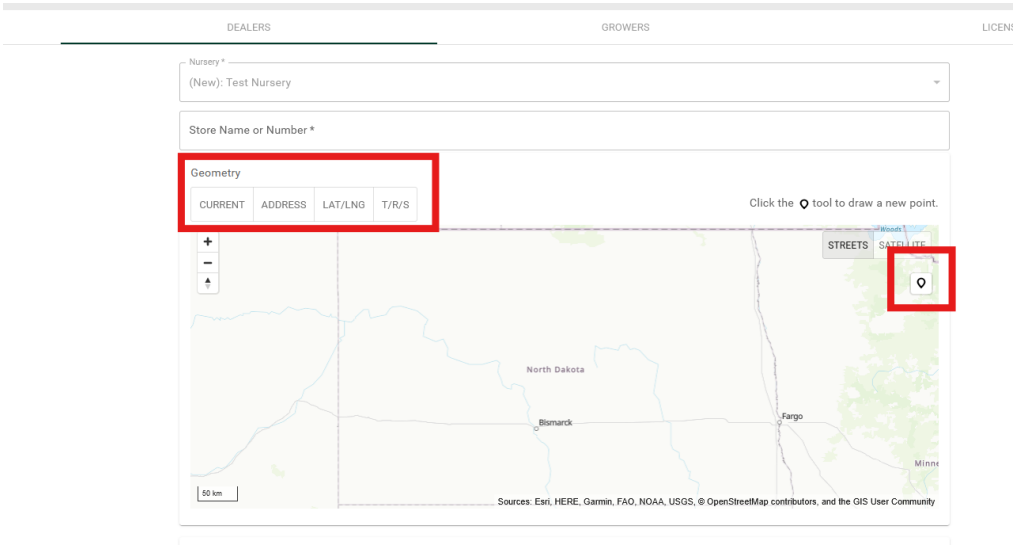
2. All applicants should complete the dealer section by clicking on the heading above the business name or by clicking Nursery Dealer or Nursery Grower below the contact information as outlined in red below. The Fee List will be where any fees on violation penalties can be found, should they be necessary. The Inspections link is where we file any inspection reports that may occur during the growing season.



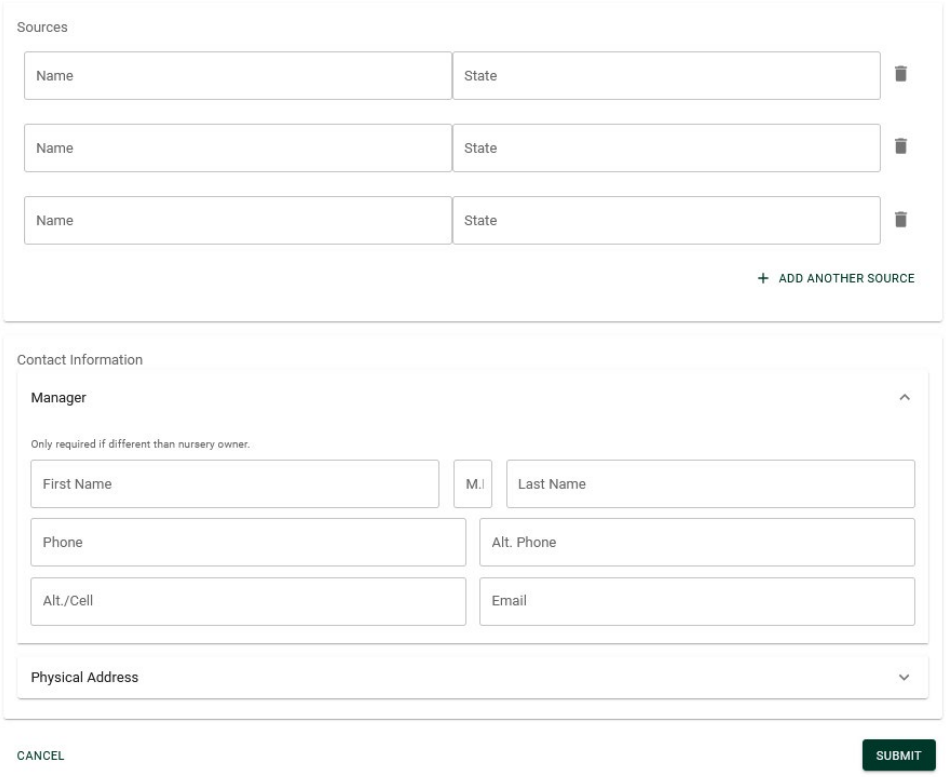
3. Under the Dealer tab, click “Add Dealer”.



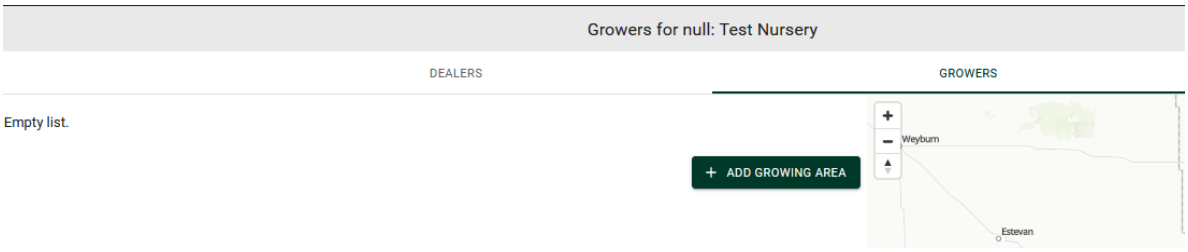
4. Enter the store name (this may be the same as Nursery Name). Use the Current, Address, Lat/Long, or T/R/S box to zoom to your location. Once at your location, click the icon in the top right corner of the map and drag it to the nursery location to place the marker.



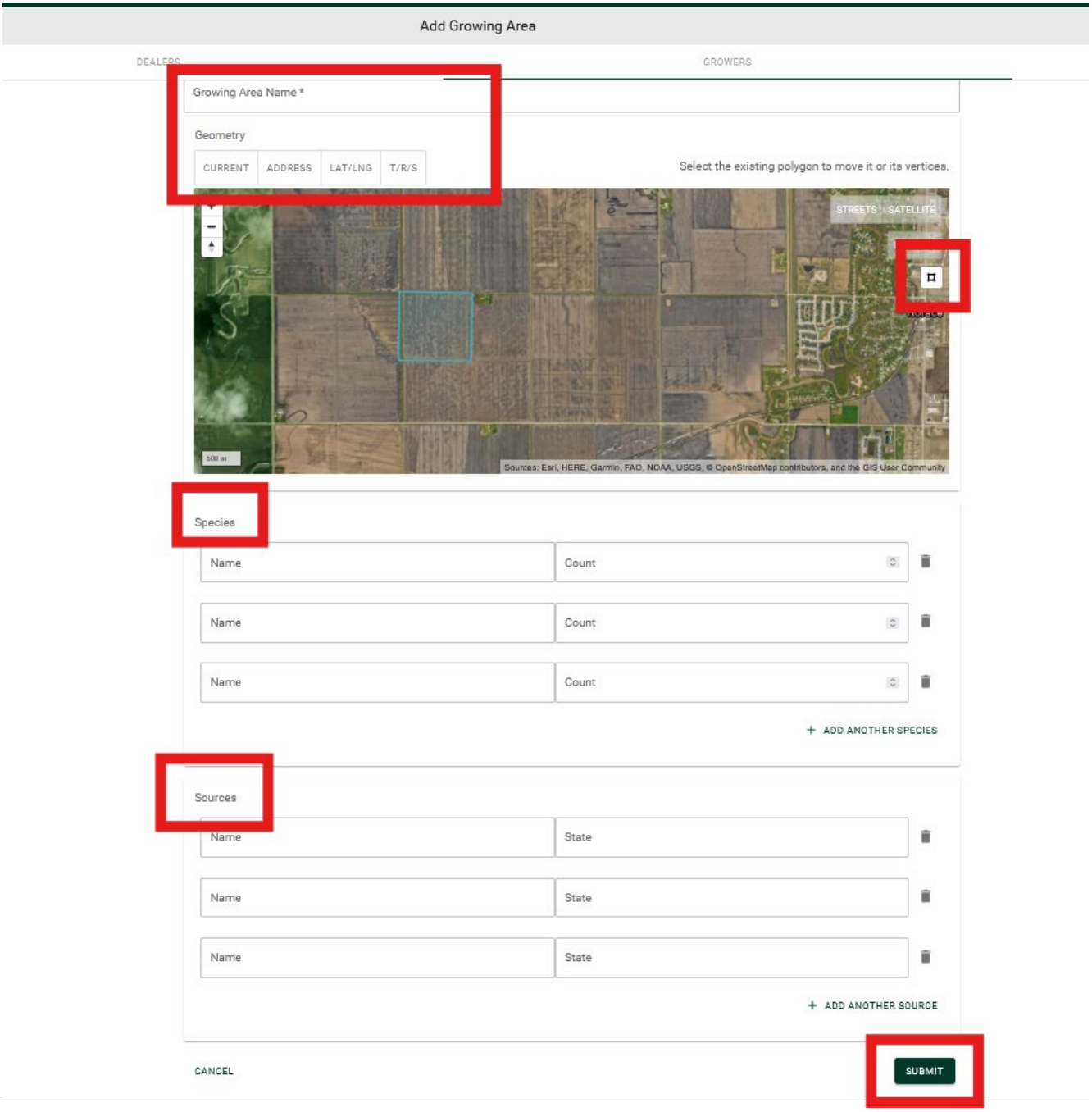
5. Next, enter your nursery stock sources (where you purchase nursery stock) and complete the Manager section, if different than the owner section. (Please note, if you do not fill in the manager’s name, only the Business Name and Address will be noted on your nursery license.) Click Submit.



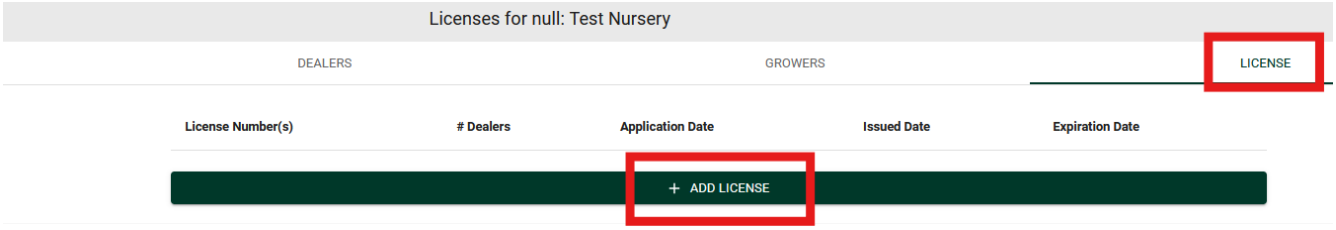
6. This returns you to the main screen. If you are a Grower (grow nursery stock for more than one growing season to offer for sale at a larger size), click the Grower tab. If you are not a grower, move on to **number 9**.
7. If you are a grower, click + Add Growing Area.



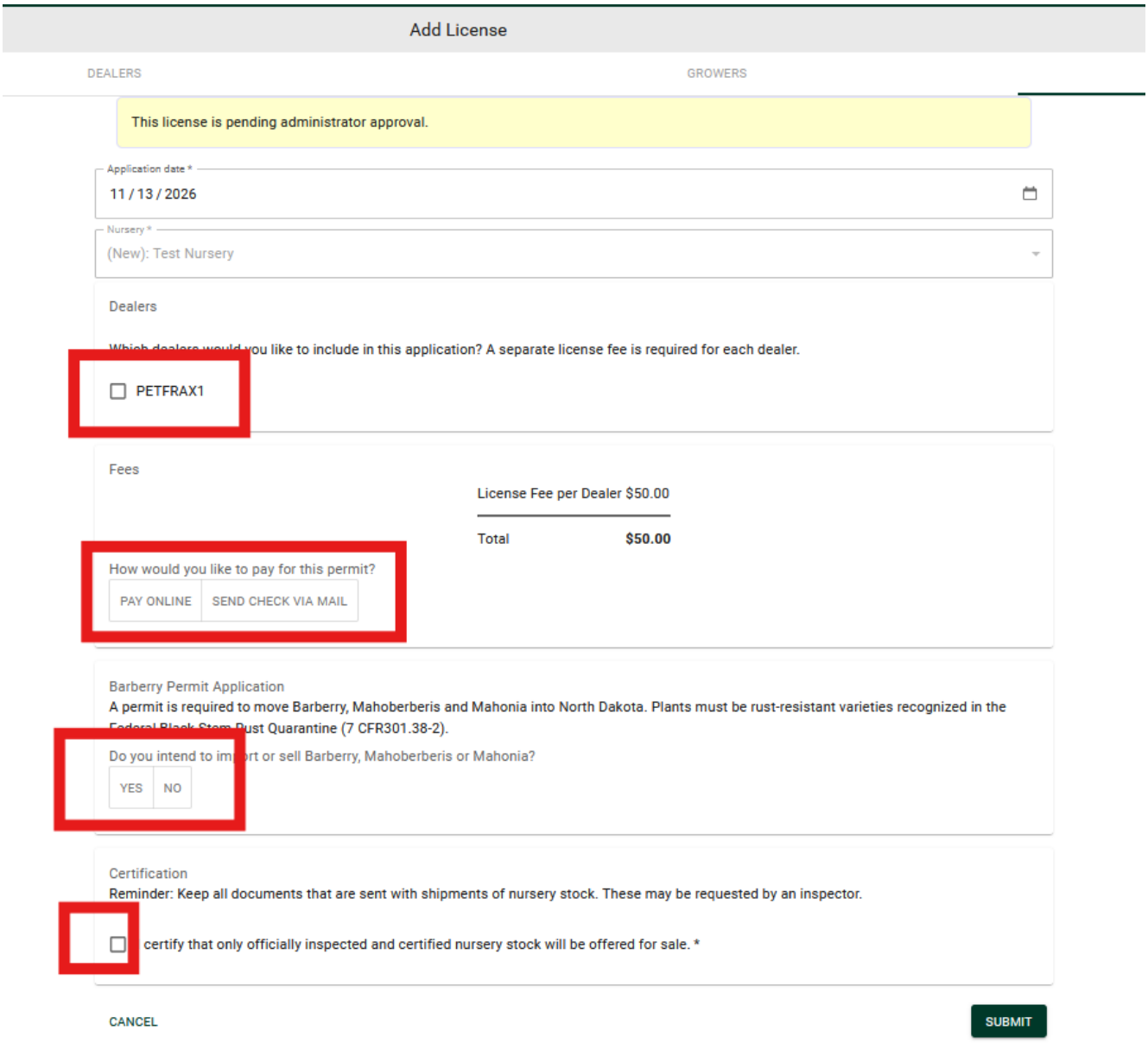
8. Enter the name of the growing area. Use the Current, Address, Lat/Long, or T/R/S box to zoom to your location. Once zoomed to your location, use the polygon tool in the top right corner of the map to draw a polygon around the nursery stock growing area to be inspected. Then enter your species grown and estimated numbers as well as sources of material planted or to be planted. Click submit.



9. Click on the “License” tab and click + Add License.



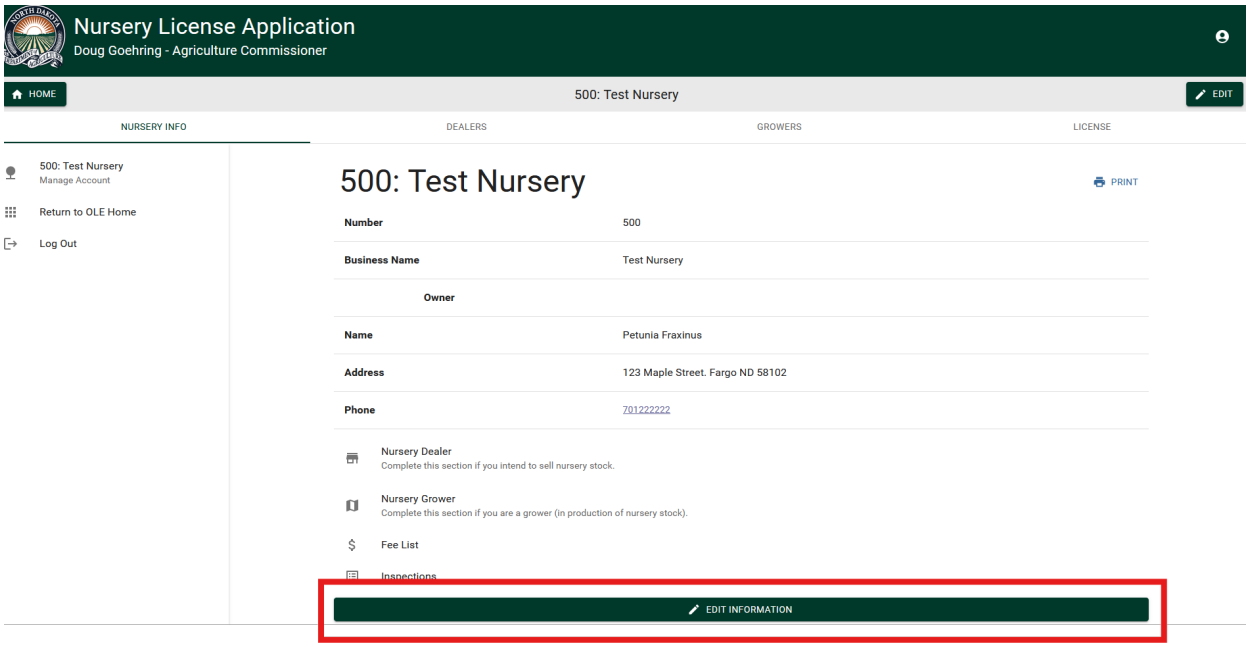
10. Check the box(es) next to the dealer(s) you wish to license. Choose your method of payment, either Pay Online or Send Check via Mail. Online including processing fees will be $51.50. Click Yes or No for barberry sales. Barberry is specially regulated, so you will be sent a free permit to grow or sell barberry. Click that you agree to only sell approved barberry varieties. Agree to the certification notice. Click Submit.



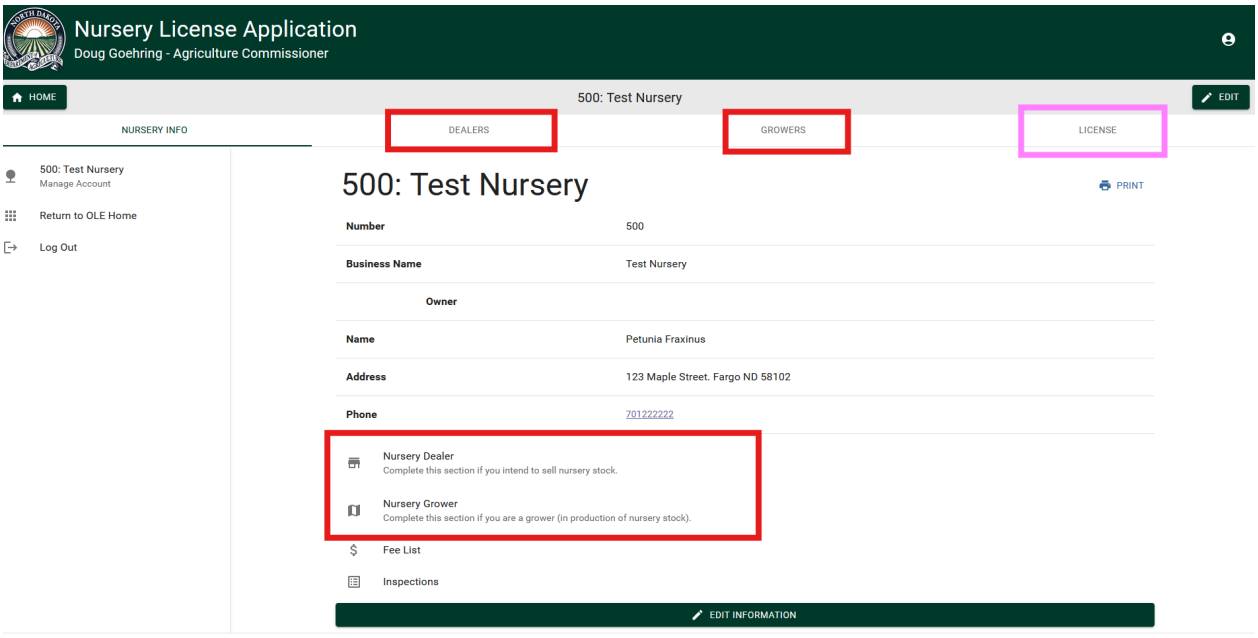
11. To make payment, click “Mail in Payment” or “Pay Online” to finish your nursery application. Your nursery license will be mailed to you, or once approved, you can log back into OLE and print a copy from the License tab. You have now successfully submitted your nursery license.

Page 6: You Claimed your nursery account or successfully logged into your nursery account.

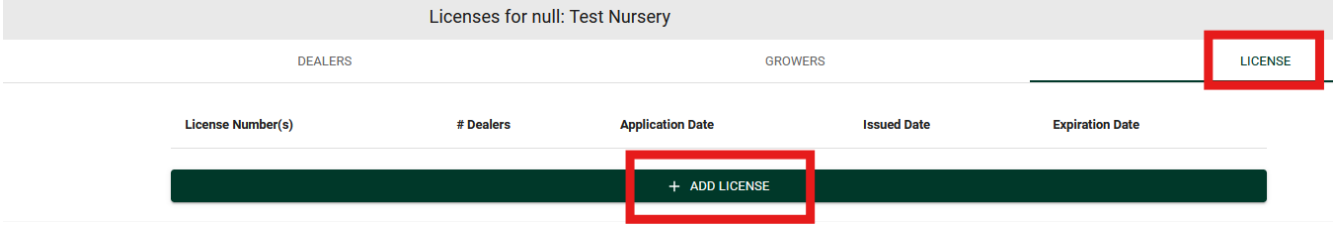
1. If you entered a claim code and successfully claimed your nursery OR you've logged in before but are stuck, verify that the "Nursery Info" is accurate. If you need to edit, click "Edit Information".



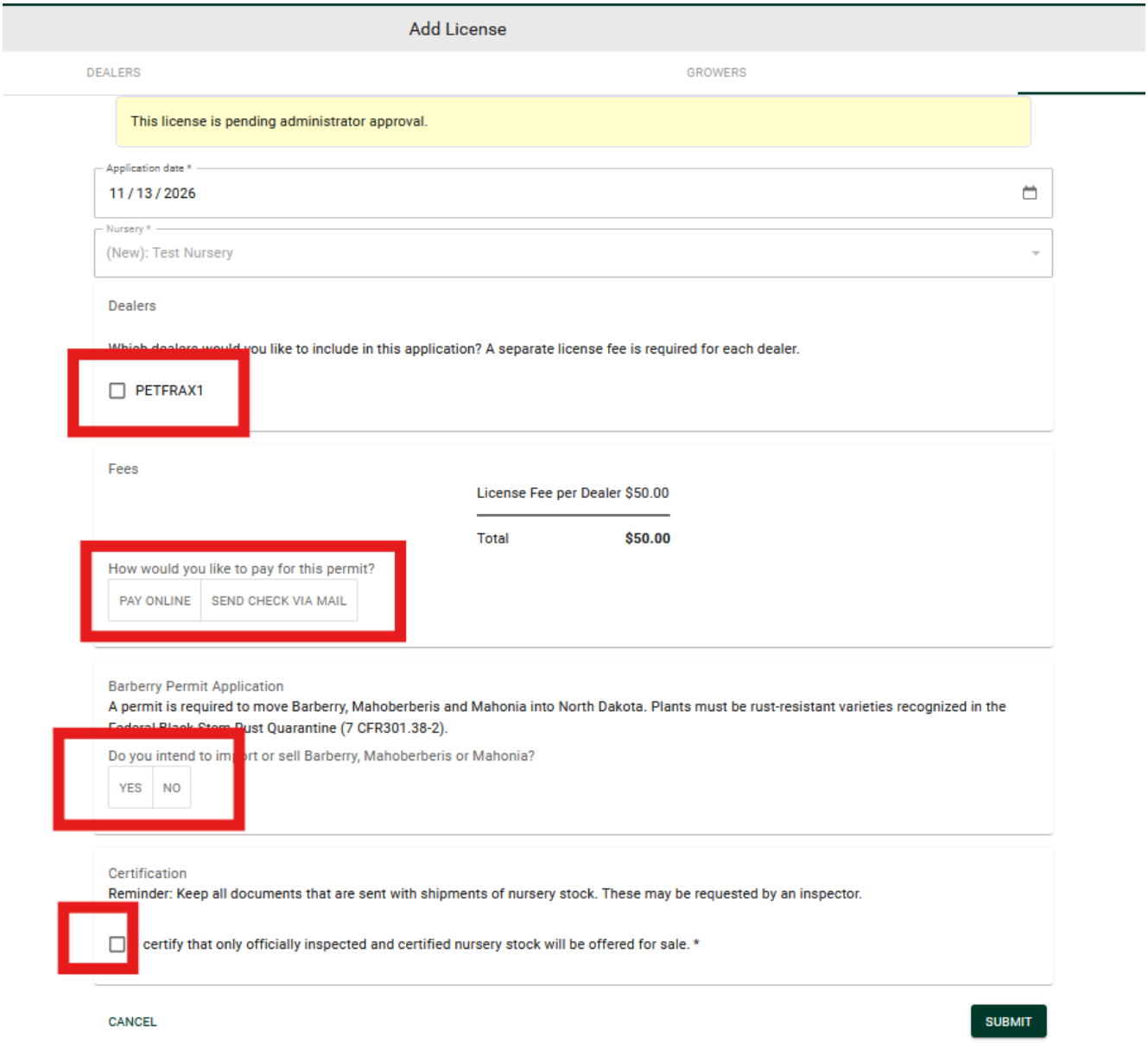
2. Once you've verified Nursery Info, you must click the "Dealer" tab and verify accuracy before the system will allow you to proceed with a new nursery license application. If applicable, also click the "Grower" tab to verify your grower information. Then you may click the "License" tab to proceed with your license request.



3. Click on the "License" tab and click + Add License.



4. Check the box(es) next to the dealer(s) you wish to license. Choose your method of payment, either Pay Online or Send Check via Mail. Online including processing fees will be $51.50. Click Yes or No for barberry sales. Barberry is specially regulated, so you will be sent a free permit to grow or sell barberry. Click that you agree to only sell approved barberry varieties. Agree to the certification notice. Click Submit.



5. To make payment, click “Mail in Payment” or “Pay Online” to finish your nursery application. Your nursery license will be mailed to you, or once approved, you can log back into OLE and print a copy from the License tab. You have now successfully submitted your nursery license.

You have successfully completed your nursery license application. If you have any questions, please visit https://www.ndda.nd.gov/divisions/plant-industries/nursery-program or contact us at 701-328-2391 or reportapest@nd.gov.