

Instructions for navigating the Online Licensing and Registration program for Apiary.

Table of contents	Page
1. Home page and website	2
2. Logging in or creating a log in for new users.....	2
3. Connecting to your profile or creating a new beekeeper profile.....	2
4. Claiming an existing beekeeper account.....	3
5. Filling out beekeeper info for new users.....	3
6. Editing beekeeper info	4
7. Viewing list of landowners	4
8. Adding new apiary locations	5
9. Editing existing locations	7
10. Changing an apiary's status	8
11. Applying for a new license or renewing a license	8
12. Edit and existing license	10
13. Getting a copy of your license	11
14. Getting a copy of your registered locations	11

If you still have questions about the online system or need additional assistance please call Samantha at 701-328-4765 or email sbrunner@nd.gov.

1. Go to <https://ole.ndda.nd.gov/>. Select "Apiary". Then click "Log In".



2. Enter your log-in credentials or create a log-in by clicking register now. (if you already have a state of North Dakota log-in, that may work here too). Once account is created, go back here and log-in.

You are entering the Online Licensing & Exchange Online Services. These services allow for management of apiary locations and pesticide application notifications.

Already Registered

Username

Password

[CANCEL](#) [LOGIN](#)

[Forgot Login](#) | [Forgot Password](#) | [Update your account](#)

New to North Dakota Online Services?

[REGISTER NOW!](#)

Benefits of North Dakota Login:

- One North Dakota Login and password to access multiple ND Online Services
- Register once for secure access to State services

Need help? [Read through the FAQ](#)

3. If you have had a beekeeping license at any time since 2020 but haven't gone online yet please contact NDDA for your claim code to link your account. Once you've claimed your account, you will now be connected to all of the registered locations, license history and your contact information that the department has. If you have a claim code, please proceed to step 4. If you do not have a claim code, you will need to click "+ New Beekeeper" and go to step 5.

If you received a Beekeeper Claim Code, enter it here to claim your existing beekeeper account.

Claim Code [CONTINUE →](#)

If not, click the button below to register a new beekeeper account.

[+ New Beekeeper](#)

4. If you claimed an account, your contact information should populate. Click “Claim this Account”. Go to step 6.

001: North Dakota Department of Agriculture

Please confirm that the following beekeeper information is yours.
You will have an opportunity to update your information in the next screen.

Name North Dakota Department of Agriculture

Project Number 001

Applicant

Name ND Beekeeper

Address

Phone (999) 999-9999

Email bees@nd.gov

Resident Agent

Name

Address

CLAIM THIS ACCOUNT

5. For new beekeepers fill out the information required. Click on each section to expand it and enter the information. If you do not have a business name, just enter your name. If you receive mail at the same address year round please leave the ‘Applicant (Winter)’ section blank. However if you travel the winter address is where we will mail your renewal packet for the following year, the summer address is where we will mail any paperwork over the summer such as inspection reports. The ‘Owner’ information only needs to be filled out if you lease any bees. The ‘Manager’ section can be left blank if the applicant and the manager are the same person. Resident agents- if you are keeping fewer than 50 colonies, the applicant can also be the resident agent. If you keep over 50 the resident agent must be a resident of ND and CANNOT be the applicant. Once finished click ‘SUBMIT’.

Business Name *

Incorp State

Notify me when pesticide applicators are operating near my apiaries via:

EMAIL ONLY BOTH EMAIL AND TEXT MESSAGE DISABLE NOTIFICATIONS

Contact Information

Applicant

Applicant (Winter)

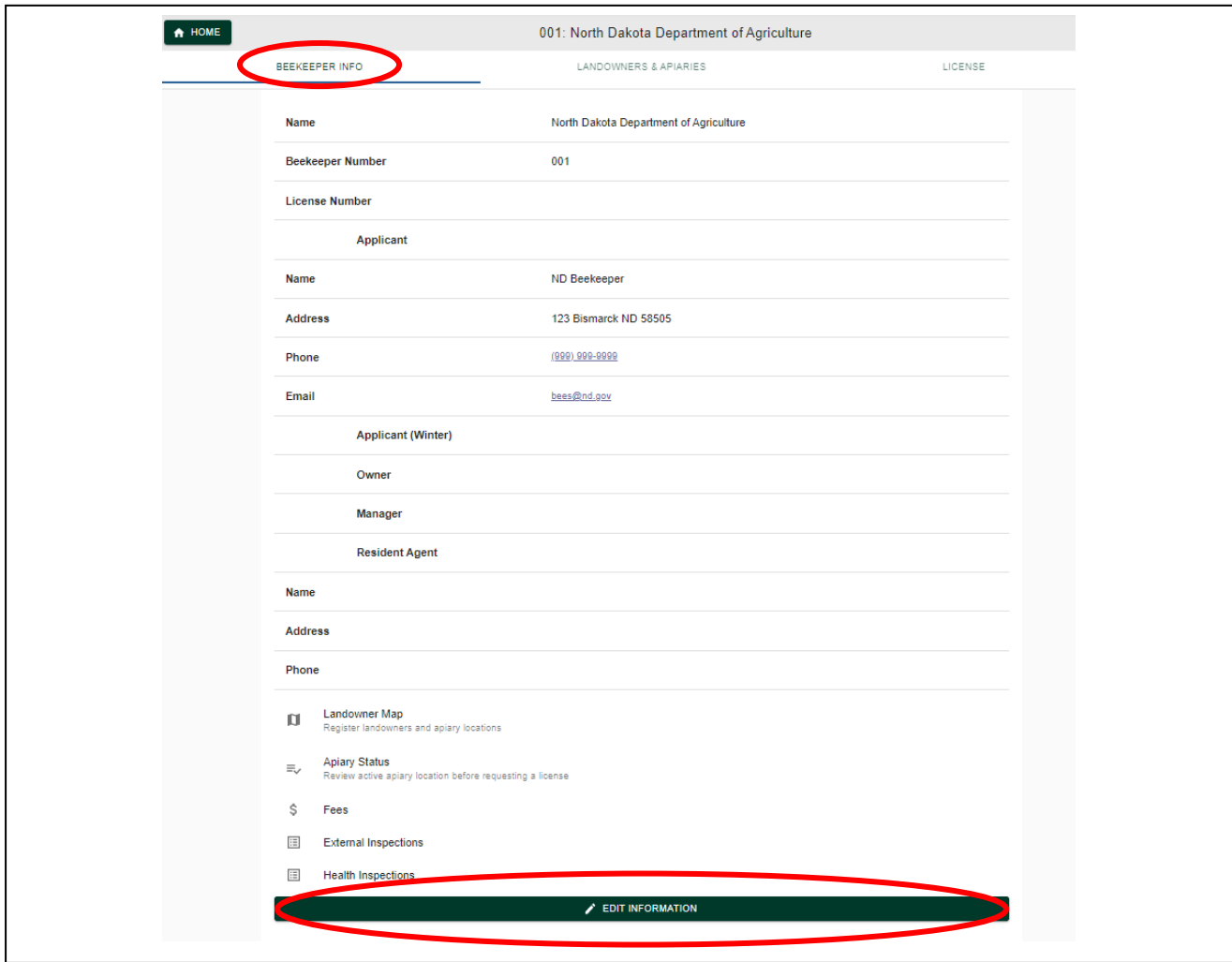
Owner

Manager

Resident Agent

CANCEL SUBMIT

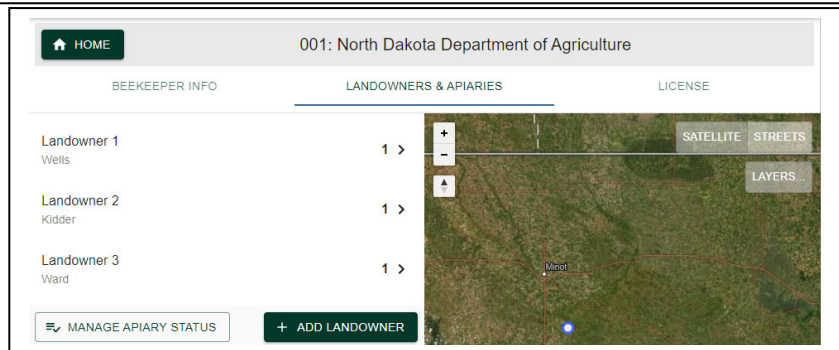
- To edit any of the “BEEKEEPER INFO” scroll to the bottom of the page and click “Edit information”, once done click ‘submit’ at the bottom of the page.



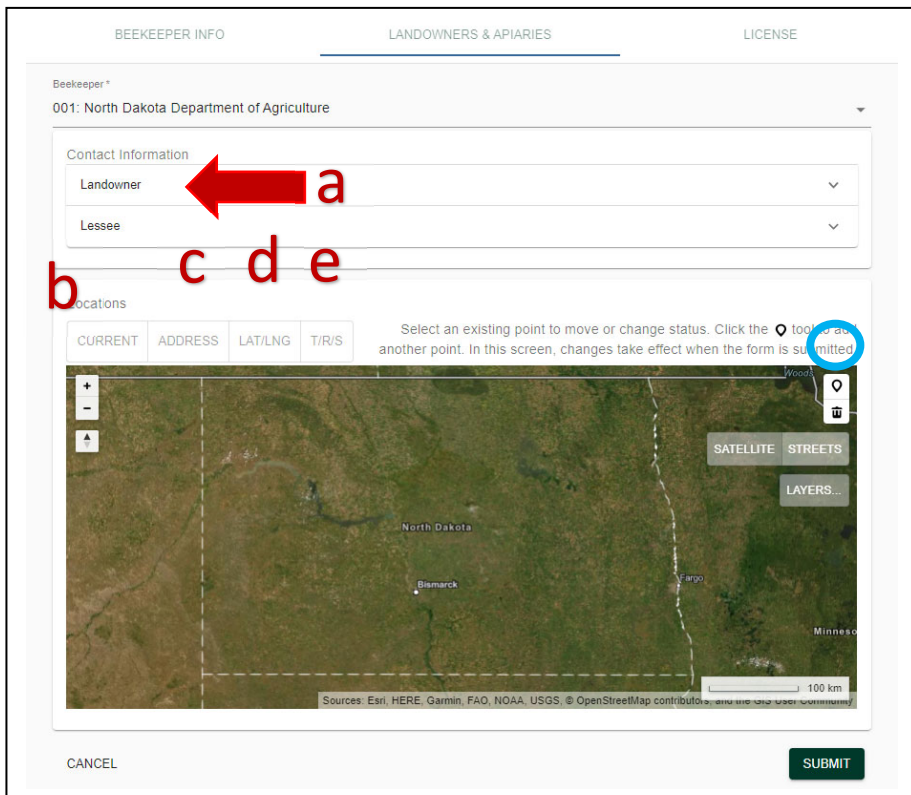
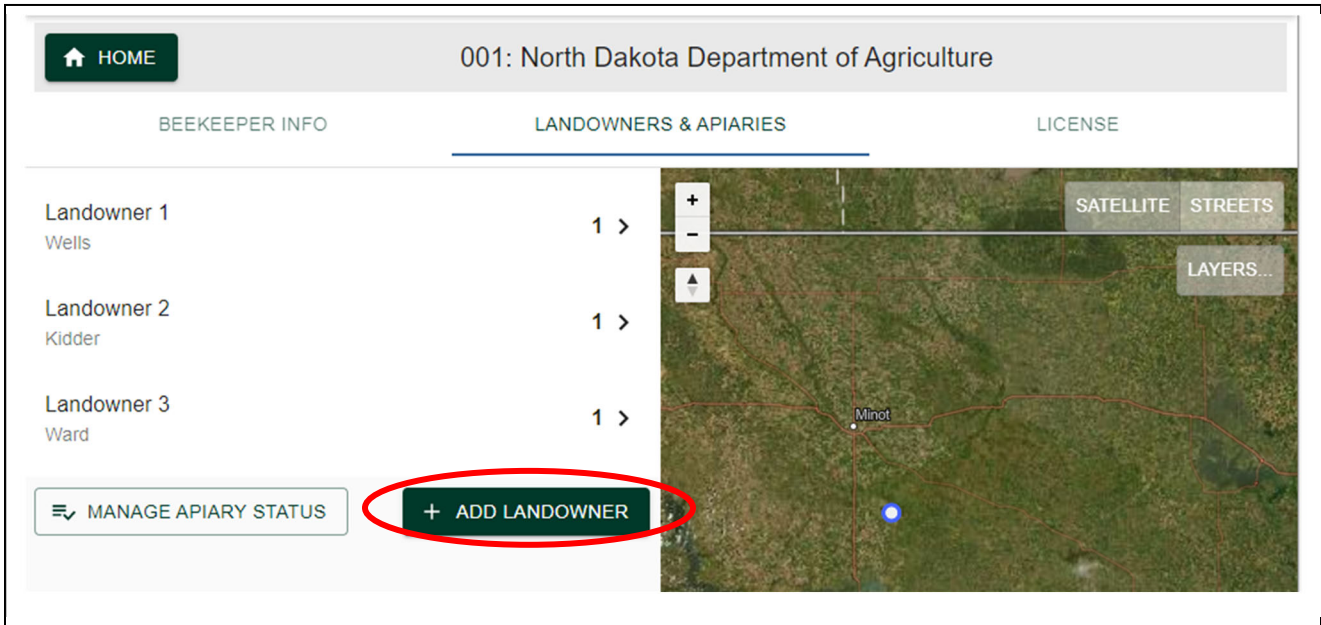
- Now you will add/edit or review your registered apiary locations. Click “LANDOWNERS & APIARIES”.



If you are an existing beekeeper all of your registered locations will populate here, to edit or view any of those locations just click on the landowner’s name.



8. To add a new registered apiary you have 2 options, you can add it to a new landowner or you can add the location to an existing landowner. To add to an existing landowner skip to step 9. Click '+ADD LANDOWNER'.



a) To expand out the sections, click 'Landowner' The landowner name and phone number are required, the lessee information is optional.

Once you have entered the contact information, scroll down to the map. The following are ways to zoom to an area of the map

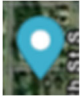
- b) Current- if using on a mobile device, and you are in the yard you want to register, this will zoom the map to your current location.
- c) Address- you can enter a city or street address in ND and it will zoom you to that location.
- d) LAT/LONG- GPS coordinates, this uses decimal degrees, make sure you are using the correct format of GPS coordinates, once entered it will place a teardrop on the location

entered, this again just zooms to that location, it is not registered yet.

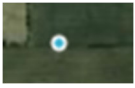
- e) T/R/S- Township, Range Section of a legal description, enter the numbers only not any directional indicators such as N or W.

Once you have zoomed into your location, click on the teardrop circled in blue on the image above. Next, click the exact location on the map that you want to register, a small blue circle will appear. If you have multiple locations to register under this landowner you can click the teardrop again and add another location.

In the image below:



This indicates the location where the entered Latitude and Longitude are at.



indicates the location that will be registered.

Once done, click on "Submit". If you have an active license the location will be immediately published the website and is registered, if you do not have an active license the location won't be published but will remain in your account. You will be taken back to the list of locations.

Locations

CURRENT	ADDRESS	LAT/LNG	T/R/S	Latitude	Longitude
				46.254	-99.56

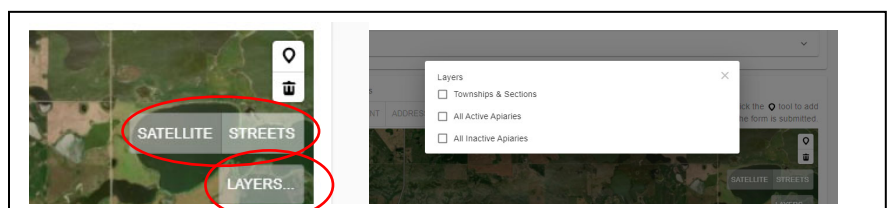
Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

CANCEL **SUBMIT**

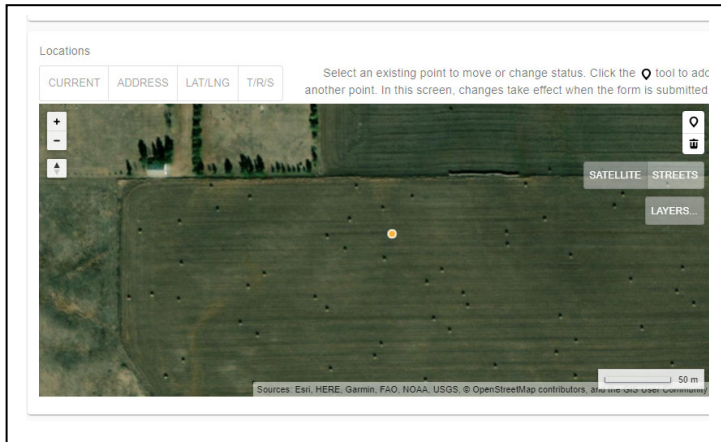
Other map view options:

To view the map with a streets view click on "STREETS" to go back to the imagery click "SATELLITE":

To view township and sections or to view other registered apiary locations click on the "Layers..." button and check the boxes for the layers you want to view.



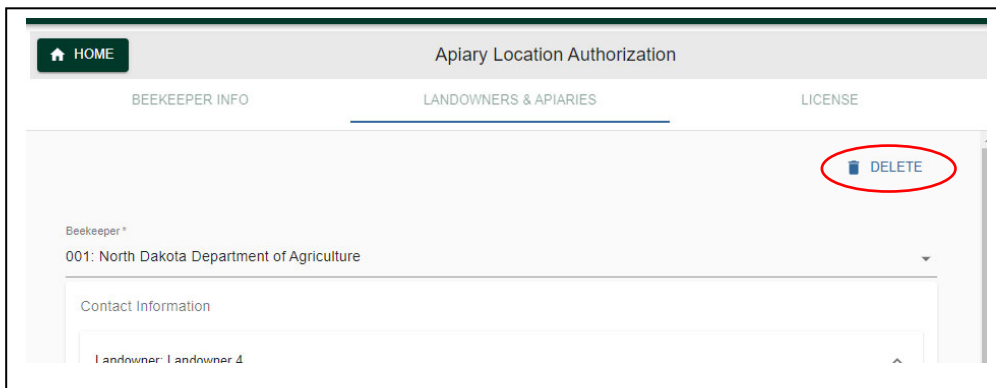
9. To edit existing locations or add new locations to an existing landowner. If you need to change the name of a landowner you can do that in this step too.
 - a) Find the landowner you want to edit. Click on the landowner name.
 - b) You can edit the landowner name or contact information in this screen. Keep in mind that if multiple locations are registered on the map below that changing the name on this screen will change it for all of the registered locations under this name. If only one of the locations is changing names then you should delete



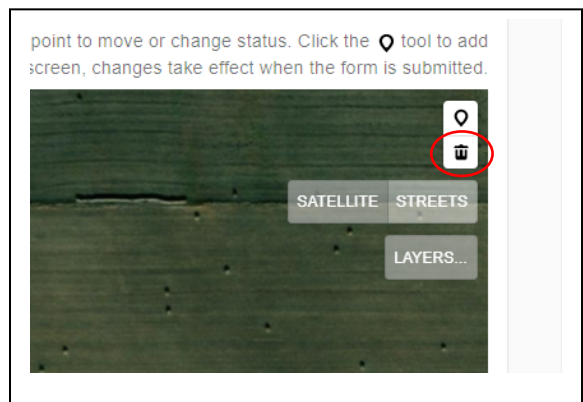
it from this landowner and create a new landowner for that location.

c) To reposition a registration, scroll down to the map, a hand appears on the map, once you hover over the dot for the location you want to move, it will turn into a pointer finger. Click on the dot. It should now turn yellow. If you hover over the location again a cross will appear, allowing you to click and drag the dot to a new location. Once done, click submit at the bottom of the screen, your changes will be saved.

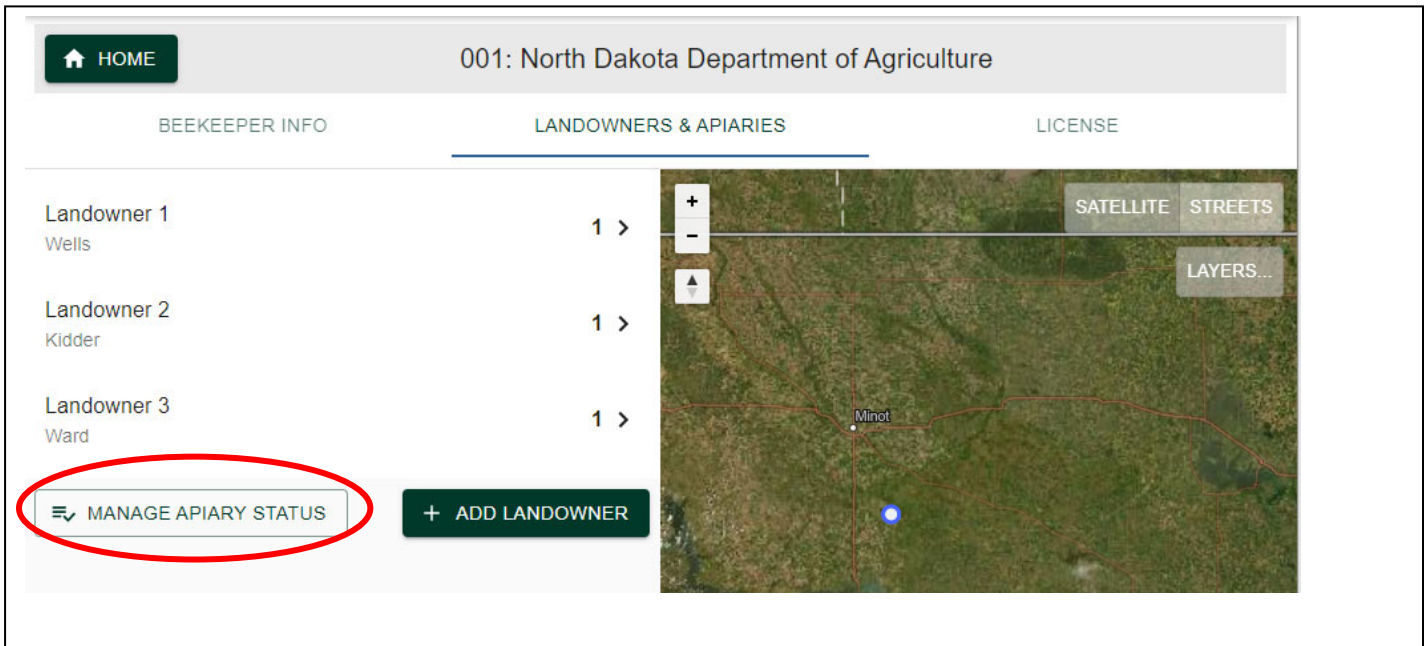
- d) To delete a location. There are a couple ways to delete locations
 1. If you want to **delete a landowner, and all the locations registered under that landowner**, there is a delete option at the top of the screen.



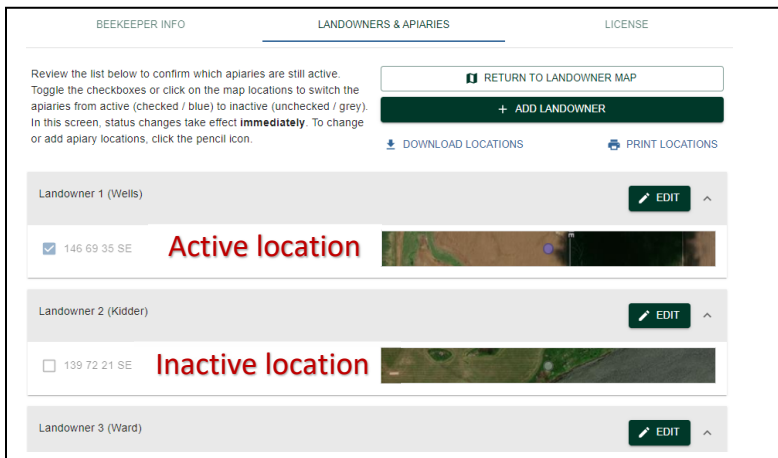
2. If you only want to delete one location and either add a new one, or just delete one of several under a landowner, use the delete button on the map. First click on the dot you want to delete, it will turn yellow, next click on the trash can. The location will be removed from the map. Click submit when done to save the changes.



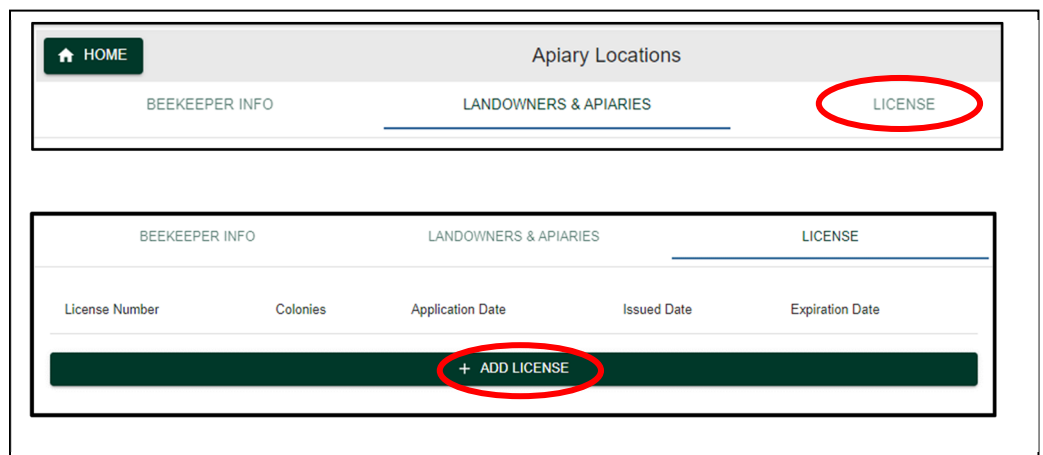
10. Apiary Status: if you have apiary locations that you do not use, but want to keep registered, you can mark them as “inactive”. To do that click on the “manage apiary status” button from the “Landowners & Apiaries’ screen.



Once on that page, to mark a location as inactive, you simply toggle the blue check mark, active is checked, inactive is unchecked. There is no ‘submit’ here, once checked or unchecked the status is immediately updated.



11. To apply for a license or to renew your license click on “LICENSE” then “+ ADD LICENSE”
If you have a previous license, they will be listed here and you will have “+ RENEW LICENSE” option



The next screen will be the rest of the information needed to fill out your license. This information is specific to the current license application.

001: North Dakota Department of Agriculture

License Fees

Colonies *

License Fee	\$5.00
Disease Prevention Fee	\$0.15/colony
Honey Promotion	\$0.10/colony (\$1.00 minimum)
Total	\$6.00

Request for Apiary Inspection

a) You must enter the number of colonies, you can increase this number later if you end up with more colonies than you originally planned. See step 12 for instructions on how to do that. Click on “Colonies *” and enter the number of colonies you are licensing. By law you must license the maximum number of colonies you will manage in the state during the license year (Jan. 1-Dec. 31) Once you enter the number it will automatically calculate the license fee.

Please note that all of the fees are required.

b) Inspections. You are not required to get an in hive inspection in North Dakota. We do offer inspection services and we encourage you to select an inspection option during licensing if you know you want one. If you select No inspection when you submit your license application and later change your mind, DO NOT go back and edit the application, we will not know that you have changed your mind, instead just give us a call.

If you select “yes” for inspections, a box will appear allowing you to select what kind of inspection you would like. You can select as many as you want.

Request for Apiary Inspection

Inspections, health certificates and entrance permits are no longer required for entry into North Dakota. Sign up for inspections when you turn in your application. If an inspection is requested after your license is issued be sure to allow enough time for an adequate inspection before leaving the state.

- Health Certificate Inspection**- This inspection is only intended for beekeepers who need a certificate of inspection to move their hives into certain states where inspections are required. If you take your bees out of North Dakota check the import requirements for the destination state before requesting an inspection. If the hives will be going to a different beekeeper at the destination please notify the department.
- Varroa Mite Check**- This inspection is for anyone interested. We will collect samples from some of your hives and report the mite levels and any other visually identifiable disease, pest or pathogen back to you. We will take multiple samples in large yards to get an estimate for the yard.
- California Pre-Inspection**- This inspection is intended for beekeepers shipping directly to California who wish to be inspected before leaving North Dakota. Our office will inspect your hives to make sure your equipment is clean of pests and foreign material. Beekeepers who get this certification do not need to be inspected when they arrive at the California border. Please select if you are interested or want to know if you qualify.

Inspection

YES NO

Inspection Options

Health Certificate Inspection

Varroa Mite Check

California Pre-Inspection

Other

Powered by wq

Statutory Requirements

NDCC 04.1-16 specifies statutory requirements for Apiaries in the State of North Dakota. NDAC 7-02-02 provides additional administrative requirements.

Of specific note, NDCC 4.1-16 identifies conditions of licensure that you must agree to before your application can be processed. Carefully read the conditions and understand that failing to agree to these conditions or violations of this chapter could result in the denial of your license.

1. An apiary will not be placed at a location without first obtaining the consent of the property owner; and
2. An apiary will be relocated at the request of the Agriculture Commissioner if:
 - a. The commissioner, after examining documentary evidence, has determined that the health or welfare of an individual is endangered as a result of the apiary's location;
 - b. The individual referenced in paragraph 1 resides on land contiguous to that on which the apiary has been placed;
 - c. The commissioner has identified another acceptable location for placement of the apiary; and
 - d. There are no other contractual or other legal impediments to the relocation.

If applicant is under 18 a parent/guardian must submit this license application.

I, the applicant understand that civil and/or criminal sanctions may be imposed if I fail to abide by the beekeeping laws and regulations of the state of North Dakota. (See NDCC 4.1-16-17)

Request Date *

The following fields are required: Colonies, Agree, Request Date

CANCEL SUBMIT

c) The last step of applying for your license is to read through some statutory requirements, check the box, and the “Request Date” is just the date you are submitting the application. Once done, hit submit.

After hitting submit on the previous page you have submitted an application however if you have not paid the fees or added any of the other required information your license will not be processed. Other required information includes applicant contact information, a proper registered agent and at least 1 registered apiary location.

On this screen you can review the application you submitted and choose how to pay for your license. If you want to mail in the payment you can click on that option and print the page provided, it will show you where to mail the check, please do not mail cash. If you choose the option to pay online it will navigate you to a secure Chase payment screen, once you have submitted your payment you can monitor the status of your application from the license tab.

BEEKEEPER INFO	LANDOWNERS & APIARIES	LICENSE
Beekeeper	001: North Dakota Department of Agriculture	
License Number	Pending	
Colonies	100	
License Fee	\$30.00	
Amount Due	\$30.00	
Inspection Requested	Yes	
Agreed to terms	Yes	
Important credit card information for North Dakota Department of Agriculture:		
<p>As of July 1, 2019, the Department of Agriculture (NDDA) will no longer pay the convenience fees associated with processing credit cards. Credit cards will still be accepted, but a convenience fee of 2.5% of the charge on the credit card will be assessed per transaction. We are now accepting E-check (ACH). A convenience fee of \$1.00 per transaction will be assessed. These fees will go directly to the credit card processing vendor, NDDA will not profit from any of these fees. The percentage amount of the fees is set by the credit card processor and not NDDA.</p> <p>Thank you for your understanding.</p>		
EDIT		MAIL IN PAYMENT
PAY ONLINE (CREDIT CARD OR ECHECK)		

- To edit a license after it has been issued. There are times when you may need to increase the number of colonies on your license. Please note that we will modify current licenses but will not go back to previous years to increase colonies. If you increase your colony count you will have to pay the added fees before we will approve the increase. If you have fewer colonies than you applied for, you will NOT get a refund.

Find the license that you want to edit, and click on the license number.

BEEKEEPER INFO	LANDOWNERS & APIARIES	LICENSE
License Number	Colonies	Application Date
Issued Date	Expiration Date	
999	100	11/16/2021
		11/16/2021
		12/31/2022
+ RENEW LICENSE		

On the next screen, click on "Edit"

You will return to the application page, simply change the colonies number to your new TOTAL colonies that you want on the license. It will recalculate your total fees and then show you how much more you will need to pay. You can do this regardless of if you submitted a paper application or online application for the initial application.

BEEKEEPER INFO	LANDOWNERS & APIARIES	LICENSE
Beekeeper	001: North Dakota Department of Agriculture	
License Number	999	
Colonies	100	
License Fee	\$30.00	
Amount Paid	\$30.00	
Inspection Requested	Yes	
Agreed to terms	Yes	

[EDIT](#)

For example. On the original license was 100 colonies, and this beekeeper leased an additional 300 colonies, so the new total is 400 colonies. You would click on the 100, change it to 400 and hit submit at the bottom. You do not need to change the application date or anything else.

Original	Updated
Beekeeper * 001: North Dakota Department of Agriculture	Beekeeper * 001: North Dakota Department of Agriculture
License Fees	License Fees
Colonies * 100	Colonies * 400
License Fee \$5.00	License Fee \$5.00
Disease Prevention Fee \$0.15/colony	Disease Prevention Fee \$0.15/colony
Honey Promotion \$0.10/colony (\$1.00 minimum)	Honey Promotion \$0.10/colony (\$1.00 minimum)
Total \$30.00	Total \$105.00

The next screen will show how much you now owe, you have the same payment options as before.

BEEKEEPER INFO	LANDOWNERS & APIARIES	LICENSE
Beekeeper	001: North Dakota Department of Agriculture	
License Number	999	
Colonies	400	
License Fee	\$105.00	
Amount Paid	\$30.00	
Amount Due	\$75.00	
Inspection Requested	Yes	
Agreed to terms	Yes	

Important credit card information for North Dakota Department of Agriculture:

As of July 1, 2019, the Department of Agriculture (NDDA) will no longer pay the convenience fees associated with processing credit cards. Credit cards will still be accepted, but a convenience fee of 2.5% of the charge on the credit card will be assessed per transaction. We are now accepting E-check (ACH). A convenience fee of \$1.00 per transaction will be assessed. These fees will go directly to the credit card processing vendor, NDDA will not profit from any of these fees. The percentage amount of the fees is set by the credit card processor and not NDDA.

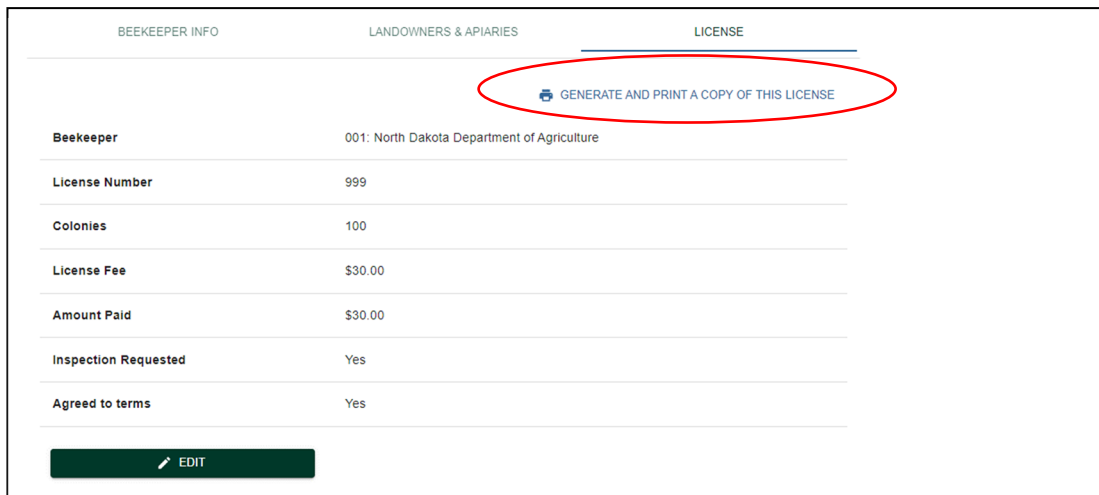
Thank you for your understanding.

[EDIT](#) [MAIL IN PAYMENT](#) [PAY ONLINE \(CREDIT CARD OR ECHECK\)](#)

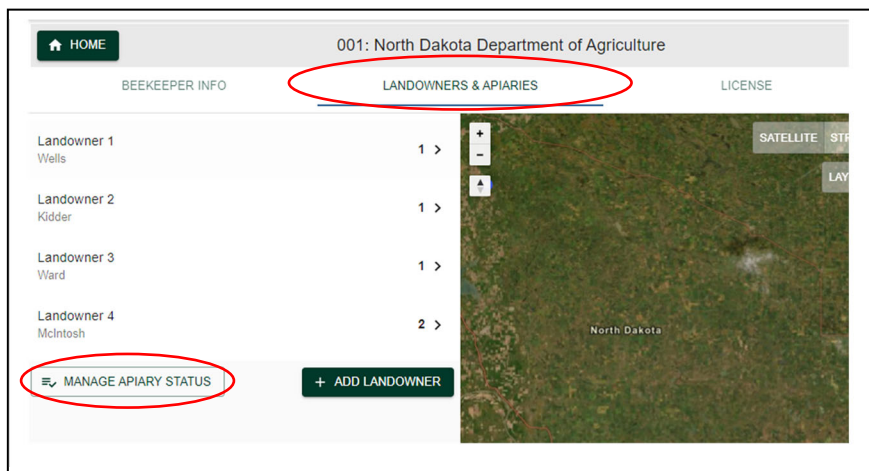
13. How to get a copy of your license. Please note that if you make any changes to an issued license, you will not be able to get a copy until we have approved the changes. If you don't have the option shown below and you believe your license has been approved or issued, please call our office at 701-328-2391.

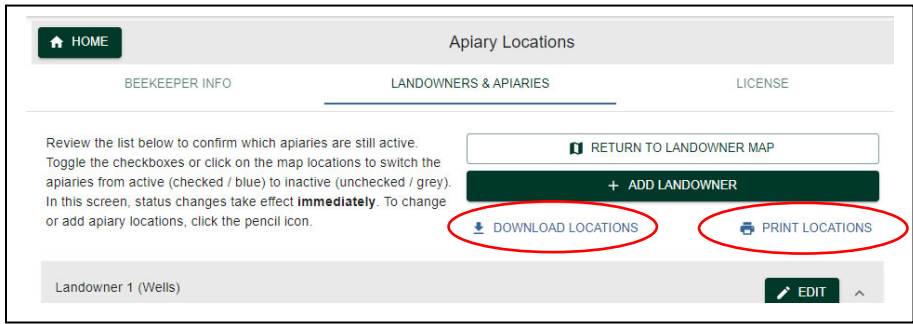
Go to the license tab and click on the license number for the license you want to view. If you have been a beekeeper for many years you can see your old licenses on this screen, if you need a past license that isn't available, please call us. Look at the license expiration date to view which license year you are selecting, the most recent should be at the top.

Once you click on the license number you will see the overview, click on the "GENERATE AND PRINT A COPY OF THIS LICENSE". A PDF will generate. If you do not see this option on this page there is something that has not been approved or something has changed since your license was first issued, please contact us if this happens.



14. How to get a copy of your registered locations. Go to the "LANDOWNERS & APIARIES" tab. And click on "MANAGE APIARY STATUS"





You have 2 different types of options to view or print your registered locations.

DOWNLOAD LOCATIONS will generate an excel spreadsheet of all your locations along with the GPS coordinates for each location.

PRINT LOCATIONS will generate a PDF list of landowner names and legal

descriptions, this is the one we typically mail out.