

Instructions for completing Minnesota Wild Ginseng forms



As a Minnesota licensed dealer, it is your responsibility to review and understand how to complete the required paperwork for recording ginseng transactions. The Minnesota Department of Natural Resources uses information documented by a licensed dealer to complete export certificates and to record and report annual harvest data to the United States Fish and Wildlife Service (USFWS). This information is required in order to continue to have a ginseng program in our state.

➤ Ginseng Dealer Record:

*All Fields must be fully completed. Return completed forms **by March 15** of the following calendar year to the address listed on the form.

- You must fully complete all dealer information at the top of the form.
- Type of Ginseng: Check the appropriate box for Wild, Wild Simulated or Artificially Propagated and if green or dry at the time of purchase or sale.
- Complete either Date of Purchase or Date Sold and the Time of Sale am/pm.
- Printed Name of Person from whom you purchased or sold ginseng to. Check appropriate purchased or sold box. If purchasing from or sold to a dealer, include their license number and business name.
- Complete mailing address, including No., street, Box No, City, State, Zip Code, etc.
- MN County of Harvest. What county was the ginseng harvested in? If more than one county, write down all counties. If it wasn't harvested in MN, what state is it from and what is the certificate of origin number?
- What year was the ginseng harvested in?
- MN Certificate of Origin Number if certified. If it hasn't been certified, then write N/A.
- Provide an estimated number of roots per pound when dried.
- Provide the actual weight of ginseng whether green or dried at the time of purchase or sale in pounds and ounces, to the nearest one hundredth of an ounce. Do **NOT** use fractions. I.e; **Correct 1.273 lbs** incorrect 1 ½ lbs
- If ginseng purchased or sold was green root, convert total weight to dry conversion weight using the standard three to one (3:1) ratio of green weight to dry weight. This means three (3) pounds of green ginseng would be equivalent to one (1) pound of dry ginseng. I.e; Green x .303 = estimated pounds dry weight or you can also use Green divided by 3 = estimated pounds dry weight. Below is an example using the division method:

Green	Green ÷ 3
0.56	0.19
0.83	0.28
0.26	0.09
0.19	0.06
0.31	0.1
0.44	0.15
1.00	0.33
0.27	0.09
1.07	0.36
0.83	0.28

- The person you are purchasing the ginseng from must sign below each line attesting to the information collected on the form.
- Dealer must sign and date all pages of the Dealer Record and return completed form **by March 15** of the following calendar year to the address listed. Please retain copies for your records.

➤ Ginseng Dealers Annual Report:

*All Fields must be fully completed. Return completed forms by **March 15** of the following calendar year to the address listed on the form.

- You must fully complete all dealer information at the top of the form.
- Complete all **Ginseng Purchased from Harvesters** fields (there are two sections provided to enter this information into):
 - MN County of Harvest or Other State of Harvest: enter the county in MN that the ginseng was harvested in. If harvested in two or more counties, enter all counties. If harvested in another state, enter the state it was harvested in.
 - Year of Harvest: enter the year it was harvested in.
 - Total Pounds Purchased: enter the total pounds purchased under the appropriate type of ginseng; artificially propagated, wild or wild-simulated.
 - Next, total all pounds **Purchased from Minnesota Harvesters** by each type of ginseng. Then total all pounds **Purchased from Out-of-State Harvesters** according to the appropriate type of ginseng.
- Complete all **Ginseng Purchased from Other Dealer's** fields:
 - Enter the Ginseng Dealer's License numbers you are purchasing from, along with their name, business name and address of the dealer.
 - Year of Harvest: enter the year the ginseng was harvested.
 - MN Certificate of Origin No.: enter the MN Certificate of Origin No. if applicable.

- MN County of Harvest or State of Origin: Enter the county in MN that the ginseng was harvested in. If harvested in two or more counties, enter all counties. If ginseng was harvested in another state, enter that state.
- Total Pounds Purchased: enter the total pounds purchased according to the appropriate type of ginseng.
- Next, total all pounds **Purchased from Minnesota Dealers** according to the appropriate type of ginseng. Then total all pounds **Purchased from Out-of-State Dealers** according to the appropriate type of ginseng.
- Complete all **Ginseng Sold During Reporting Period** fields:
 - Minnesota Roots: Enter total pounds of Minnesota roots sold according to each type of ginseng.
 - Roots from Out-of-State: Enter total pounds of Out-of-State roots sold according to each type of ginseng.
 - Total Sold: Total each type of ginseng and enter it in the Total Sold row. I.e; Total all Artificially Propagated roots sold from Minnesota Roots and Out-of-State Roots.
- Complete all **Wild Ginseng Certified** fields:
 - Purchased Total Certified by MN DNR Representative: enter Total Pounds Certified by each type of ginseng.
 - Purchased Total Certified by Out-of-State Dealers/Harvesters: enter Total Pounds Certified by each type of ginseng.
 - Sold Total Certified by MN DNR Representative: enter Total Pounds Certified by each type of ginseng.
 - Sold Total Certified by Out-of-State Dealers/Harvester: enter Total Pounds Certified by each type of Ginseng.
- Dealer must sign and date all pages of the Dealer's Annual Report and return completed form **by March 15** of the following calendar year to the address listed on form. Please retain copies for your records.

➤ **Ginseng Certificate of Origin:**

- This form can be obtained by contacting a local State of Minnesota Conservation Officer. If you need help finding your local officer's contact information, please contact the MN DNR Information Center at (651) 296-6157 or (888) 646-6367.

For more information about American Ginseng, visit
<https://www.dnr.state.mn.us/regulations/ginseng/index.html>
<https://www.fws.gov/international-affairs/permits/ginseng>