The agriculture exemption application on OkTAP allows you to apply for a new exemption permit, renew an expiring or already expired permit, update information for your already existing permit, or cease an exemption permit which is no longer required.

To begin an agriculture exemption application:

1. Click the **Apply for Agriculture Exemption** link on the OkTAP home page.
2. Click the **To Begin, Click Here to Select Your County** link (A).
3. Select the county to send your application to from the drop-down menu (B). If you are an out of state applicant, select the **Out Of State** check box (C).

4. If the county you select is not participating in the OkTAP application process at this time, you will be shown the following screen and will not be able to submit an application via OkTAP.
Step 1: Request Type Information

1. If your county is participating in our online process, begin the application process by clicking the **Select Request Type** link.

2. Select one of the four requests types.
3. Select if you are applying as an individual or a business (A).
4. Enter the identification and application information (B).
5. Select the OK button (C) once all required information is completed.

Step 2: Address Information

1. Click the Enter Address Information link.
2. Enter your mailing address and click the **Click here to verify your mailing address** link to check the address you entered with USPS information.

3. The address you entered will be verified. Click the **Select** link for the “Verified” address that most closely matches your address. If none of the “Verified” results match your address, click the **Select** link for the “As Entered” address.
4. Repeat the validation process for your location (farm) address.
   a. If your location address is the same as your mailing address, select the **Same As Mailing** check box.

   ![Address Information]

   b. If your farm does not have a physical location address, select the **No Location Address** check box and enter the legal description of your farm’s location.
5. Click the **OK** button once all fields are completed and no fields are in error.

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**Step 3: Agriculture Information**

1. Click the **Enter Agriculture Information** link.
2. If you enrolled in FSA, select the **Enrolled in FSA** check box (A). Enter your FSA number, if you have it available (B).

3. Enter the number of acres your farm consists of (A) and the principle product you produce (B).
4. If you have livestock, enter the number (A) and enter the type of livestock you have (B).

5. Click the **Click to add/remove machinery** link to enter any machinery you own.

6. Enter the machines you want to claim in the table (A). When you are finished, click the **OK** button (B).
7. Click the **OK** button once all the information is entered correctly and no fields are in error.

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**Step 4: Electronic Signature**

1. Click the **Electronic Signature** link.
2. Enter your first and last name (A) and select the Digital Signature check box (B).
3. Click the OK button (C) once all the information is entered correctly and no fields are in error.

Step 5: Submit and Confirmation

1. Your application is completed and signed. Click the Submit button at the top of the window to send your application to the appropriate county for review.
2. Once you have submitted your application, you will see this confirmation screen. Make a note of your confirmation number for future reference. Click the OK button to return to the OkTAP home page.