



STATE OF DELAWARE  
DEPARTMENT OF AGRICULTURE

2320 SOUTH DUPONT HIGHWAY  
DOVER, DELAWARE 19901  
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**Feeds and Pet Foods Registration Instructions**

Effective May 23, 2014

**Registration Application**

- Registration Application must be completed entirely and correctly or it will be returned to sender
- Mail registration fee and **two (2) copies** of the application along with required materials to:
  - **Delaware Department of Agriculture  
Feeds & Pet Foods Registration  
2320 S. DuPont Highway  
Dover, DE 19901**

**Information Section**

- **Firm:** Name of the Manufacturer or Distributor that is listed on the label
- **Date:** The day the application is completed by distributor, manufacturer, or registration consultant.
- **Address On Label:** Office address of the manufacturer or distributor that is on the label
- **Mailing Address:** Address that all correspondence will be mailed to. (P.O. Box, Registration Consultants)
- **Contact Person:** Person to contact in regards to the Registration for the Manufacturer or Distributor
- **Title:** Title of the Contact Person. (Also name of Registration Consulting Firm if applicable)
- **Phone #:** Contact Persons phone number
- **Email:** Contact Persons email (must be supplied)

**Listing Products**

- When listing products, make sure the product name is **exactly** as it appears on the label. All spaces must be completed that pertain to the product including package size(s). If the products can fit on the registration form, please add them there and not on a separate piece of paper. If the products do not fit on the registration form then a list may be attached to the form.

**Registration Fees**

- Fee is \$23.00 per product for the period beginning with the actual date of approval and **ending December 31, 2014.**
- If there are multiple package sizes you only need to pay one (1) registration fee per product NOT per package size
- On the application please fill out the registration fee section as the example below
  - Registration fee of \$23.00 per product X **10** products = \$ **230.00** check enclosed
- Please make checks payable to: **Delaware Department of Agriculture**

**Labels and Products**

- Copies of labels should be no more than a standard piece of paper ( 8.5” x 11”) please do not send the actual bag as a label copy.
- If you are registering over 15 products please place your scanned labels on a flash drive or disk.
- Along with the labels also include an Excel file with the products listed. The Excel file should look like the registration form where you list your products. Example below.

Commerical Feeds and Pet Foods  
Product List

"Insert Firm Name Here"	
Product Name On Label	Package Size(s)

**Registration & Application Questions:**  
Jennifer Marsh  
Compliance Section  
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Email: [Jennifer.Marsh@state.de.us](mailto:Jennifer.Marsh@state.de.us)

