



STATE OF DELAWARE
DEPARTMENT OF AGRICULTURE

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SECRETARY
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Commercial Fertilizers and Soil Conditioners 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
Fertilizers & Soil Conditioners Registration
2320 S. DuPont Highway
Dover, DE 19901**
- **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
- **Contact Person:** Person to contact in regards to the Registration
- **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

- Packages weighing 10 pounds or less \$28.75 per product
- Packages weighing over 10 pounds (including Bulk) \$1.15 per product
- Packages weighing under 10 pounds and over 10 pounds \$28.75 per product
- If there are different package sizes for the same product. There is only one (1) registration fee.
- 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.

Fertilizer, Fertilizer Materials, Soil Conditioners
Product List

"Intsert Firm Name Here"							
Product Name On Label	N-P-K	Package Size(s)	Fee				

If labels and/or the Excel File are not supplied for large number of products being registered, it will delay the approval processes or may be returned.

Registration & Application Questions:
Jennifer Marsh
Compliance Section
Phone: 302-698-4524
Email: Jennifer.Marsh@state.de.us

