



# Feed & Pet Food Registration Instructions

## **PLEASE READ BEFORE COMPLETEING THE REGISTRATION FORM**

Please use the fillable PDF feature and type your information, do not hand write

### **Firm Information**

**Do not enter outside registrant information in this section.**

- Exact information that is on the product label
- If you do not use an outside registration company please put all contact and mailing information in this section.

### **Registrant Information**

- Company/Person other than the company listed on the product label that is responsible for registration
- If this section is filled out all of the corresponding documents will go to this company/contact.

### **Tonnage Information**

- Person/outside party responsible for tonnage reporting. If this is left blank the information will go to the registrant or firm whichever is completed.

### **Correspondence Delivery Method**

Please check either Electronic or Mail for how you would like your correspondence delivered

- We prefer that you check electronic that way your registrations will get to you faster
- If nothing is checked everything will be delivered electronically

### **Product List**

- Only list the products you want to register for the new registration year
- **Do not use Google Chrome**, please use another browser to open the excel file
- Product name **MUST** match the product name on the package/label
- Net Weight(s): list all available weights per product (example: 4oz, 5, 7, & 10lbs) *do not list <10 or over 10 lbs.*
- **If the excel file will not open please email [Jennifer.Marsh@state.de.us](mailto:Jennifer.Marsh@state.de.us) to receive the excel file.**
- **No other format will be accepted. Excel file with products listed must be placed on the disk or flash drive**

### **Registration Fees**

Is per product not per product weight.

- \$23.00 per product

### **Submitted By & Signature**

- The person responsible for the Registration Form. **PLEASE SIGN THE REGISTRATION FORM**
- You may digitally sign or print once completed and then sign.

### **Product Labels (submitted every year)**

- **ALL** product labels must be submitted on a disk or flash drive. **No paper labels will be accepted.**
- Labels must reflect exactly what the consumer will see in the store graphics, wording, etc.
- **PDF format only** – the file name **must** match the product name exactly as it is listed on the product list.
  - Labels must be completely legible once opened. Best file to send is your label proof (High Resolution)

### **Submitting The Registration**

- **Print the registration form**
- **Include the disk or flash drive containing**
  - Product Labels
  - Excel file containing product list
- **Check for registration fee made out to**
  - Delaware Department of Agriculture
- **Mail to:**
  - Delaware Department of Agriculture  
Attn: Feed Registration  
2320 S. DuPont Highway  
Dover, DE 19901

### **Registration Questions**

Jennifer Marsh

302-698-4524

[Jennifer.Marsh@state.de.us](mailto:Jennifer.Marsh@state.de.us)

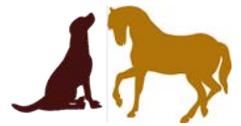
If the instructions are not followed the registration will be sent back denied.

Your company could face a Withdraw and/or fines.



2016 Registration of Commercial Feeds and Pet Foods

DELAWARE DEPARTMENT OF AGRICULTURE



Application for registration is hereby made for the year ending December 31, 2016, for Commercial Feeds and Pet Foods. An electronic copy of the product labels must be submitted.

Firm Information: (exact information of the company listed on the product label)

Firm Name:
Address On Label:
Mailing Address:
Contact: Title: Phone:
Email: Website:

Registrant Information: (outside party submitting/completing this registration. All correspondence will be sent here if completed)

Company Name:
Mailing Address:
Contact: Title: Phone:
Email: Website:

Manufacture Information: (location of where product(s) are made)

Company Name:
Address:
Country: Phone:

Correspondence Delivery Method
Please check one
Electronic to email address above
Mail to address above

Product List
Double click the paper clip and complete the excel spreadsheet. Add a copy to the disk or flash drive as an excel file. Do not use google chrome. If excel doesn't open please email Jennifer.Marsh @state.de.us

Registration Fees table with columns: Quantity, Fee, Total Due, and Please make checks payable to: Delaware Department of Agriculture

I hereby certify that all information on this form, accompanying documents, and product labels submitted are true, correct, and in compliance with applicable federal and state requirements in every respect.

Authorized Representative (please print)

Signature

Date

Office Use Only

This certifies that the annual registration fees have been paid on the above products and the registrant is entitled to sell these for a period beginning with the actual date of approval and ending December 31, 2016, unless canceled.

Registration #: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Check#: \_\_\_\_\_ Amount:\$ \_\_\_\_\_