



Fertilizer & Soil Conditioners 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 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.

- Product available 10lbs & Under only: \$28.75 (example: 1, 5, & 10 lbs.)
- Product available over 10lbs only: \$1.15 (example: 11 & 50 lbs. BULK)
- Product available both under & over 10lbs: \$28.75 (example: 1, 5, & 20 lbs.)

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: Fertilizer Registration
2320 S. DuPont Highway
Dover, DE 19901

Registration Questions

Jennifer Marsh

302-698-4524

Jennifer.Marsh@state.de.us

If the instructions are not followed the registration will be sent back denied.
Your company could face
a Stop Sale and/or fines.



2016 Registration of Commercial Fertilizers and Soil Conditioners

DELAWARE DEPARTMENT OF AGRICULTURE



Application for registration is hereby made for the year ending December 31, 2016, for the Commercial Fertilizers and Soil Conditioners. 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:

Tonnage: (company/person responsible for reporting tonnage. All tonnage correspondence will be sent here)

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

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

Table with 4 columns: Products Available, Quantity, Fee, Total. Includes rows for 10lbs & under only, Over 10lbs only, Under & Over 10lbs, and Total Products. Total Due: [blank].

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:
Check#: Amount:\$

Approved By: