



STATE OF DELAWARE
DEPARTMENT OF AGRICULTURE
2320 SOUTH DUPONT HIGHWAY
DOVER, DELAWARE 19901

W. EDWIN KEE, JR.
SECRETARY

TELEPHONE (302) 698-4500
DE ONLY (800) 262-8685
FAX (302) 697-6287

MEMORANDUM

TO: Persons Wishing to Apply for a Permit to manufacture, process, pack or hold for introduction into commerce "on-farm home processed" food.

FROM: Delaware Department of Agriculture

DATE: March 28, 2012

SUBJECT: Notice of availability of Permit in accordance to State Regulations for On-Farm Home Processing of Non-Potentially Hazardous Foods.

This memorandum serves as a notice to all farm owners wishing to manufacture, process, pack or hold for introduction into commerce "on-farm home processed" food.

Enclosed you will find an application in compliance with Delaware Code Title, 3, Chapter 1 and 3 and Sections 101 and 302. Please complete the application and return it to the address listed on the top of the application. The **annual fee** is \$25.00, payable to the Delaware Department of Agriculture.

If you should have any questions pertaining to the above permit, please feel free to contact the Delaware Department of Agriculture, Food Products Safety Administrator at (302) 698-4545 or andrea.jackson@state.de.us.

Upon receipt of this application, you will be contacted to schedule a facilities inspection. A permit will be issued provided all necessary documentation of training and facility related permits are submitted.

CH:dlw

Enclosure



State of Delaware
Food Products Inspection
Delaware Department of Agriculture
 2320 S. DuPont Highway
 Dover, Delaware 19901

Telephone (302) 698-4545
 DE Only (800) 282-8685
 Fax (302) 697-6287

Application for On-Farm Home Processing of Non-Potentially Hazardous Foods

Application for a permit to manufacture, process, pack or hold for introduction into commerce "on-farm home processed" food. The Delaware Department of Agriculture may issue an on-farm home food processing operation permit to an individual who owns a farm, to process non-potentially hazardous food in a home or domestic kitchen located on the individual's farm as set forth by regulation. (In compliance with Delaware Code Title, 3, Chapter 1 and 3 and Sections 101 and 302).

Please complete the following information (print or type):

Farm Name (if named) _____

Farm Owner _____

Mailing address _____

City _____ **State** _____ **Zip** _____ **Phone** _____

Geo-reference coordinates (latitude/longitude, state plane coordinates NAD83) (DDA can provide)

Type of Non-potentially hazardous foods being processed: _____

Owner's signature _____

"This is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, sex, age, religion or handicap, write immediately to the Secretary of Agriculture."

The annual fee for a permit is \$25.00 and is payable to the Delaware Department of Agriculture.

CHECK/MONEY ORDER

Fee - \$25.00

Make Check or Money Order
 Payable to:

**Delaware Department of
 Agriculture**

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CREDIT CARD

Fee - \$25.00

Visa

MasterCard

Discover

Billing Name: _____

Billing Address: _____

City/State/Zip: _____

Credit Card

Number: _____

Expiration Date: _____ / _____

Month Year

Authorization: _____