



STATE OF DELAWARE
DEPARTMENT OF AGRICULTURE
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DOVER, DELAWARE 19901
DDA.DELAWARE.GOV

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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: Andrea Jackson, Administrator
Food Products Inspection

DATE: April 4, 2017

SUBJECT: Notice to Renew the 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. This license will be issued for the period of April 1, 2017 through March 31, 2018. 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 .

AJ:dlw

Enclosure



Food Products Inspection

2320 S. DuPont Highway
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Telephone: (302) 698-4545

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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/Security

Code: _____

Expiration Date: _____ / _____
Month Year

Authorization: _____