



Washington State Department of Agriculture
 Office of Compliance and Outreach
 PO Box 42591
 Olympia WA 98504-2591
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Application for Registration of Pet Food and Specialty Pet Food (AGR 630-4307)
A Completed Form AGR 630-4301 Must Accompany This Form
PLEASE USE CHECKLIST ON BACK TO ENSURE A COMPLETE APPLICATION

Registration Number:

REGISTERED BY (This is the company/contact information of the person filling out the application)

COMPANY NAME			NAME AND TITLE		
MAILING ADDRESS			PHONE	FAX	
CITY	STATE	ZIP	EMERGENCY PHONE		
PHYSICAL ADDRESS			EMAIL		
CITY	STATE	ZIP	WEBSITE		

REGISTERED FOR (This is the company/contact information of the company on the label) Check here is the same 'Registered By'

COMPANY NAME			NAME AND TITLE		
ADDRESS			PHONE	FAX	
CITY	STATE	ZIP	EMERGENCY PHONE		
WEBSITE			EMAIL		

MANUFACTURER OF THE PRODUCT(S) Check here is the same 'Registered By'

COMPANY NAME			NAME AND TITLE		
MAILING ADDRESS			PHONE	FAX	
CITY	STATE	ZIP	EMERGENCY PHONE		
WEBSITE			EMAIL		

REGISTRATION FEES

- **Small package fee: \$90**, for product sold in both less than 10 lbs and greater than 10 lb package size (e.g. 5 lb and 25 lb packages)
- **Large package fee: \$22**, for product sold only in 10 lbs or more and bulk.

Number of Small Products:	Products x \$90 = \$	
Number of Large Products:	Products x \$22 = \$	
Make checks payable to Washington State Department of Agriculture.....Total	\$	7106

I hereby certify that the information accompanying this application and all referenced product labels are true and correct in every respect, and that all product labels are in compliance with applicable federal and state requirements for registration.

SIGNATURE (Contact Name – Registered By) _____ Date _____

DEPARTMENT USE ONLY

Checks returned by the bank will be charged a handling fee of \$25.00 (RCW 62A.3.515(a) and 62A.3.520)

APPLICATION FOR RE-REGISTRATION OF PET FOOD AND SPECIALTY PET FOOD

(Please read carefully before applying for registration)

All pet food and specialty pet food products must be registered by WSDA prior to distribution in Washington. The following **completed forms and fees** must be submitted in order for your application to be processed.

APPLICATION FOR REGISTRATION OF PET FOOD AND SPECIALTY PET FOOD:

Return the completed application for registration of pet food and specialty pet food product(s). **The person responsible for registration must sign the application form.** If you are a new company, do not complete the *Registration Number*; a number will be assigned to you when your products are approved. Failure to submit a complete *New Pet Food Product Addendum* form and applicable fees with your application will delay the processing of your application. Upon approval of registration, a copy of the product registration certificate will be forwarded to you. Providing an email address will allow the certificate to be forwarded electronically.

- *Registered By:* Enter the complete information for the company submitting the application for registration.
- *Registered For:* Enter the complete information for the company the new products are being registered for. If the same as the *Registered By* company, write SAME in the *Registered For* field.
- *Manufacturer of the Product(s):* Enter the complete information for the company responsible for the content of the new products (guarantees, ingredients, etc.). If the same as the *Registered For* company, write SAME in the *Entity Responsible* field.
- International companies are required to have an agent with a Washington State address and comply with Title 23 RCW as described by the Washington Secretary of State website <http://www.secstate.wa.gov/corps/faq.aspx>

NEW PET FOOD PRODUCT ADDENDUM (AGR 630-4301) Form:

Return the completed addendum form for registration of new pet food and specialty pet food product(s) with your application for registration.

1. In the 'No.' column (beginning with the number 1), enter a number and the 'Brand and Product Name' for each label.
 2. On each label write the corresponding number from this form, on the lower left portion of each label.
 3. Check whether you distribute in less than 10 lbs and/or over 10 lb package size.
 4. Check that a label is enclosed.
- *Registered For:* Enter the firm name for the company the new products are being registered for.
 - *Registration Number:* If you are a new company, do not complete the *Registration Number* field. If you are an existing company registered with the WSDA, enter the registration number that appears on your application form.

NEW LABELS:

Submit one legible label for each new product. Labels must be submitted in Printer-Ready format. Printer Ready format means the label can be printed without having to perform numerous printer formatting actions. Printer-proof marks should not be on the label.

REVISED LABELS:

1. Submit one **legible** label for each revised product.
2. Indicate on the label the WSDA product number it is replacing in the lower left hand portion of the label.
3. On a separate piece of paper, provide an explanation of the changes that are being made.

PET/SPECIALTY PET FOOD AND FEED: **Dual products require registration as both a pet/specialty pet food and a feed.** • For feed forms, go to <http://agr.wa.gov/FoodAnimal/AnimalFeed/#CommercialFeedLicensing>.

Mail registration packages to: Washington State Department of Agriculture
Office of Compliance and Outreach
PO Box 42591
Olympia WA 98504-2591

IF YOU HAVE ANY QUESTIONS CONCERNING PET FOOD OR SPECIALTY PET FOOD REGISTRATION, please contact WSDA at (360) 902-1844 or by e-mail at petfood@agr.wa.gov. Our fax number is (360) 902-2087.