



Washington State Department of Agriculture
 Pesticide Management Division
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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

REGISTERED BY (FIRM NAME)			PHONE ()	FAX ()	
CONTACT PERSON NAME			TITLE		
FIRM MAILING ADDRESS			PHYSICAL ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)		
CITY (MAILING)	STATE or PROVINCE	ZIP or POSTAL	CITY (PHYSICAL)	STATE or PROVINCE	ZIP or POSTAL
EMAIL			WEBSITE		

REGISTERED FOR (FIRM NAME) If same as REGISTERED BY, enter SAME.				REGISTRATION NUMBER	
CONTACT PERSON NAME			PHONE ()	FAX ()	
FIRM ADDRESS			PHYSICAL ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)		
CITY	STATE or PROVINCE	ZIP or POSTAL	CITY (PHYSICAL)	STATE or PROVINCE	ZIP or POSTAL
EMAIL			WEBSITE		

MANUFACTURER (FIRM NAME)		EMAIL	WEBSITE
CONTACT PERSON NAME		PHONE ()	FAX ()
FIRM ADDRESS			
CITY		STATE or PROVINCE	ZIP or POSTAL

FEES AND APPLICANT SIGNATURE	
Number of products sold in packages of less than 10 pounds* (small packages): _____ products X \$90.00 = \$ _____ (7106) <small>*If a product is sold in both small and large package sizes (e.g. 5 lb packages and 25 lb packages), pay only the small package registration fee (\$90)</small>	
Number of products sold only in bulk or in packages of 10 pounds or more (large packages): _____ products X \$22.00 = \$ _____ (7106)	
Make checks payable to Washington State Department of Agriculture.....Total Fees = \$ _____	
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	
AGR 630-4307 (R/04/12) Page 1 of 2	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 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. Approved registrations are valid for two years from July 1 through June 30 of any two year cycle for your company.

APPLICATION FOR REGISTRATION OF PET FOOD AND SPECIALTY PET FOOD (AGR 630-4307) Form:

Return the completed application for registration of pet food and specialty pet food product(s). **The person responsible for registration must sign the application.** 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. Must be the same name that appears on the label. If the same as the *Registered By* company, write SAME in the *Registered For* field.
- *Manufacturer:* Enter the name and address of the company that manufacturer's the product(s).
- 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. Enter the name of each NEW product on the addendum form as it appears on the product label and check the package size. Failure to submit a complete *New Pet Food Product Addendum* form for new product(s) with your application will delay the processing of your application.

- *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.

APPLICATION FEE (MAKE CHECKS PAYABLE TO WSDA):

The application fee for pet food or specialty pet food is as follows:

- \$90.00 per product if sold in small packages of less than 10 pounds and in packages of 10 lbs. or more with the same labeling.
- \$22.00 per product if sold only in bulk or in packages of 10 pounds or more.
- Registration fees must accompany your application for it to be processed.

LABELS (FOR NEW OR REVISED PRODUCTS):

Submit one legible label for each new or revised product. The label must be formatted to fit 8 ½" x 11" paper.

PET FOOD AND SPECIALTY PET FOOD/FERTILIZER: Dual products require registration as both a pet food/ specialty pet food and a fertilizer.

- For fertilizer forms, go to <http://agr.wa.gov/PestFert/Forms/default.aspx>

Mail registration packages to: Washington State Department of Agriculture
Pesticide Management Division
1111 Washington Street SE, 2nd Floor
PO Box 42591
Olympia, WA 98504-2591

If your company distributes commercial feed other than pet food and specialty pet food in the state of Washington, you must apply for a Commercial Feed License. The Commercial Feed License forms as well as the pet food forms are available on the WSDA web site at <http://agr.wa.gov/Foodanimal/AnimalFeed/default.aspx>. They can also be obtained by writing to the above address or calling (360) 902-2025.

If you have any questions concerning pet food or specialty pet food registration, please contact WSDA at (360) 902-2025 or by e-mail at feedreg@agr.wa.gov. Our fax number is (360) 902-2093.