



# pennsylvania

DEPARTMENT OF AGRICULTURE

Bureau of Food Safety and Laboratory Services

## APPLICATION FOR DAIRY PLANT MANUFACTURER CERTIFICATE OF FREESALE

### PART I

<b>1.Applicant Contact Information(Required):</b>			
Contact Name	Company Name	Telephone Number	Email Address
Address (number, street)	City	State	ZIP Code
<b>2.Pennsylvania Manufacturer's Information(Required):</b>			
PA Dept. of Agriculture Milk Permit/Facility ID Number		Manufacturer name and FIPS/Plant Number	
Address (number, street)	City	State PA	ZIP code
<b>3. Issue Certificate in the name of(Requestor/Company):</b>			
<b>4. Certificate Title (Required):</b> <input type="checkbox"/> CFS <input type="checkbox"/> LOC <input type="checkbox"/> COFS,S,P <input type="checkbox"/> COFS,S,P,O <input type="checkbox"/> OTHER_____			
<b>Certificate Title</b>	<b>English or Spanish</b>	<b>No. of Certificates</b>	<b>Destination Country(ies)</b>
<b>5. If not requesting the standard online sample, please attach a sample for review. (Approval is required by Chief, Division of Food Safety Policy &amp; Programs)</b>			
<b>6. Please list a maximum of 10 product names per Certificate. For products in excess of 10, a separate application and fee is required.</b>			
<b>6. Are separate Certificates required for each product?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>7. Send Certificate to:</b> <input type="checkbox"/> Applicant <input type="checkbox"/> Other (Note name and address) _____			
<b>Mailing Instructions:</b> <input type="checkbox"/> UPS <input type="checkbox"/> U.S. Mail			
<i>Unless otherwise indicated, Certificates will be mailed via U.S. Mail. For UPS, provide a prepaid printed shipping label.</i>			



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## PART II

8. This portion of your application will serve as an Official Invoice upon receipt of your Certificates. If any changes were made please see the applicant comments section.

**Processing time is 6-14 business days and Rush service is 2-5 business days**

<u>Certificates Requested</u>	<u>Number of Certificate</u>	<u>Fee (per Certificate)</u>	<u>TOTAL</u>		
Certificate of Free Sale, Letter of Certification, Certificate of Free Sale, Sanitary, Purity, Certificate of Free Sale, Sanitary, Purity, Origin	X	\$50.00	=		
Additional Flat Rush Fee (please check) <b>Must attach shipping label</b>		\$30.00			
<b>TOTAL FEE</b>					
<b>Signature</b>	<b>Title</b>	<b>Date</b>			
<i>APPLICANT COMMENTS:</i>					
<i>ADMINISTRATIVE SECTION ONLY PLEASE DO NOT WRITE BELOW THISLINE</i>					
<i>COMMENTS:</i>					
<b>Date Received</b>	<b>Payment Number</b>	<b>Invoice Amount</b>	<b>Reviewer</b>	<b>Mailed Date</b>	<b>Date Denied</b>

Please include your payment for the **Invoice Amount** above, along with this form. Note the **Invoice Number** on your method of payment. Payments not received within 30 days of the **Mailed Date** above will result in non-processing of future Certificates. All fees are non-refundable.

Make Check or Money order Payable to;  
**"Commonwealth of Pa"**  
*PLEASE RETURN COMPLETD FORM TO:*  
Bureau of Food Safety & Laboratory Services  
2301 N Cameron St., Room112  
Harrisburg, PA 17110