



# New Feed & Pet Food Registration Instructions

## PLEASE READ BEFORE COMPLETEING THE REGISTRATION FORM.

Please use the fillable PDF feature and type your information, do not hand write.

## Firm Information

**Do not enter outside registrant information in this section.**

- Exact information that is on the product label.
- If you do not use an outside registration company, please put all contact and mailing information in this section.
- If you are a registrant company do not place your info here

This form is to be used for all new commercial feed products.

All registrations expire April 30<sup>th</sup> of current registration year. No matter when the registration was approved.

## Registrant Information

- Company/Person other than the company listed on the product label (firm) that is responsible for registration.
- If this section is filled out all of the corresponding documents will go to this company/contact.

## Manufacture Information

- Company responsible for making the product. This section needs to be completed. No correspondence will be delivered to the manufacturer.

## Correspondence Delivery Method

Please check either Electronic or Mail for how you would like your correspondence delivered.

- We prefer that you check electronic that way your registrations will get to you faster.
- If nothing is checked everything will be delivered electronically.

## Product List

- Only list the products you want to register for the new registration year.
- **Do not use Google Chrome**, please use another browser to open the excel file.
- Product name **MUST** match the product name on the package/label.
- **If the Excel file will not open please email [amy.eichelman@maryland.gov](mailto:amy.eichelman@maryland.gov) to receive the Excel file.**
- **No other format will be accepted.** Excel file with products listed must be placed on the disk or flash drive

## Registration Fees

Is per product/brand name not per product weight.

- \$50.00 per product

## Submitted By & Signature

- The person responsible for the Registration Form. **PLEASE SIGN THE REGISTRATION FORM**
- You may digitally sign or print once completed and then sign.

## Product Labels (submitted every year)

- **ALL** product labels and supporting data must be submitted electronically to [labels.statechemist@maryland.gov](mailto:labels.statechemist@maryland.gov).
- **No paper labels will be accepted.**
- Labels must reflect exactly what the consumer will see in the store graphics, wording, etc.
- **PDF format only** – the file name **must** match the product name exactly as it is listed on the product list.
  - Labels must be completely legible once opened. Best file to send is your label proof (High Resolution).

## Submitting The Registration

- Print the registration form
- **Include the disk or flash drive containing**
  - Excel file containing product list
- **Check for registration fee made out to**
  - Maryland Department of Agriculture
- **Mail to:**
  - Maryland Department of Agriculture  
P.O. Box 17304  
Baltimore MD 21297-1304

## Registration Questions

Philip Davidson  
410-841-2721  
[philip.davidson@maryland.gov](mailto:philip.davidson@maryland.gov)

If the instructions are not followed the registration will be sent back denied.

Your company could face  
a Stop Sale.



## Registration of New Commercial Feeds and Pet Foods

### MARYLAND DEPARTMENT OF AGRICULTURE



Application for registration is hereby made for the current registration year ending **April 30** for Commercial Feeds and Pet Foods. An electronic copy of the product labels must be submitted.

#### Firm Information: (exact information of the company listed on the product label)

Firm Name: \_\_\_\_\_

Address On Label: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

#### Registrant Information: (outside party submitting/completing this registration. All correspondence will be sent here if completed)

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

#### Manufacture Information: (location of where product(s) are made)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Correspondence Delivery Method

Please check one

Electronic to email address above

Mail to address above

#### Product List

Double click the paper clip and complete the Excel spreadsheet. Add a copy to the disk or flash drive as an Excel file. Do not use google chrome. If Excel doesn't open please e-mail amy.eichelman@maryland.gov



#### Registration Fees

Products:	Quantity	Fee	Total Due	Please make checks payable to:
		x \$50.00 =		Maryland Department of Agriculture

I hereby certify that all information on this form, accompanying documents, and product labels submitted are true, correct, and in compliance with applicable federal and state requirements in every respect.

Authorized Representative (please print)

Signature

Date

#### Office Use Only

This certifies that the annual registration fees have been paid on the above products and the registrant is entitled to sell these for a period beginning with the actual date of approval and **ending April 30** of the current registration year unless canceled.

Approved By: \_\_\_\_\_

Registrant #: \_\_\_\_\_

Company #: \_\_\_\_\_

Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Amount:\$ \_\_\_\_\_