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 30th 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 *registration.statechemist@maryland.gov* to receive the Excel file.**
- No other format will be accepted. Print out the spreadsheet and attach it to the application.

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.*
- **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**
- **Print the Excel file containing product list and attach it to the registration**
- **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

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. **Attach a copy to the application.** Do not use google chrome. If Excel doesn't open please e-mail *registration.statechemist@maryland.gov*

Registration Fees				
	Quantity	**Fee**	**Total Due**	**Please make checks payable to:** Maryland Department of Agriculture
Products:		x $50.00 =	$ 0.00	

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**:$_____