New Fertilizer Registration Instructions

PLEASE READ BEFORE COMPLETEING THE REGISTRATION FORM
Please use the fillable PDF feature and type your information, do not hand write

All registrations expire January 31st of the current registration year. No matter when registration was approved.

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.

Registrant Information

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

Tonnage Information

- Person/outside party responsible for tonnage reporting. If this is left blank the information will go to the registrant or firm whichever is completed.

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
- Net Weight(s): list all available weights per product (example: 4 oz, 5, 7, 10, 15 lbs, etc.)
- **If the excel file will not open please email *registration.statechemist@maryland.gov* to receive the Excel file.**
- No other format will be accepted. Attach a copy of the Excel file to the application.

Registration Fees

Is per product and the fee is based upon product weight.

- Product available 10lbs & Under only: $30.00 (example: 1, 5, & 10 lbs.)
- Product available over 10lbs only: $15.00 (example: 11 & 50 lbs.)
- Product available both under & over 10lbs: $30.00 (example: 1, 5, & 20 lbs.)
- Product available in bulk: $15.00 (example: bulk truck, etc.)

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 e-mailed to labels.statechemist@maryland.gov
- Labels must be compliant with the requirements for lawn/turf fertilizers in Maryland.
- 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 the following address:**
  - 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 order.

Registration of New Commercial Fertilizers

MARYLAND DEPARTMENT OF AGRICULTURE

Application for registration is hereby made for the year ending **January 31st** of the current registgration year.
An electronic copy of the product labels must be submitted.

Firm Information: (Information of the product manufacturer)

Firm Name On Label: _____

Address On Label: _____

Mailing Address: _____

Contact: _____ Phone: _____

Email: _____ Fax No: _____

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

Company Name: _____

Mailing Address: _____

Contact: _____ Phone: _____

Email: _____ Fax no.: _____

Tonnage: (company/person responsible for reporting tonnage. All tonnage correspondence will be sent here)

Company Name: _____

Mailing Address: _____

Contact: _____ Phone: _____

Email: _____

Correspondence Delivery Method
Please check one

☐ **Electronic** to email address above

☐ **Mail** to the address above

Product List

Double click the paper clip and complete the excel spreadsheet. **Attach a copy of the Excel spreadsheet.** Do not use google chrome. If excel doesn't open please email *registration.statechemist@marylnad.gov*

Registration Fees

Products Available	Quantity	Fee	Total
10lbs & under only:		x $ 30.00 =	$ 0.00
Over 10lbs only &/or Bulk:		x $ 15.00 =	$ 0.00
Under & Over 10lbs:		x $ 30.00 =	$ 0.00
Total Products	0	**Total Due:**	$ 0.00

Please make checks payable to:
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 begining with the actual date of approval and **ending January 31** of the current registration year unless canceled .

Approved By: _____

Registrant #:_____

Company #:_____

Date: _____

Check #:_____ **Amount**:$_____