

Certificate of Free Sale Requirements for Animal Feed

1. Must have a current commercial animal feed license with Michigan Department of Agriculture and Rural Development (MDARD), Pesticide and Plant Pest Management Division.
2. Make requests in writing to any of the following:
 - a. Mail to: MDARD
Pesticide and Plant Pest Mgmt Division
Attn: April Hunt
PO Box 30017
Lansing, MI 48909
 - b. Fax to: 517-335-4540
Attn: April Hunt
Certificate of Free Sale Request
 - c. E-mail to: HuntA9@michigan.gov
Subject Line: Certificate of Free Sale Request
3. Certificate of Free sale cost:
Originals = \$25 each (includes notarization)
Duplicates = \$5 each (includes notarization)
4. Provide the following in the written correspondence:
 - a) Company name
 - b) Physical address of the facility, including city and zip code
 - c) Delivery address if different than physical address
 - d) Contact information of person requesting the certificate, including phone number and e-mail
 - e) Name of product(s) you wish to have incorporated into the body of the certificate
 - f) Copy of each product label or invoice
 - g) Location where the product is headed and quantity to be shipped
 - h) Number of certificates and duplicates requested.
 - i) Payment – send by mail. Make checks out to “**State of Michigan.**”
5. Turnaround time is typically 1 week, depending on workload.
6. Special mailing request can be accommodated, i.e. Fed Ex, DHL or similar at your cost using your account.
7. Certificates expire 1 year from date of issuance.

Questions: April Hunt, 517-241-2979, HuntA9@michigan.gov or
Carol Inman, 517-373-0946, InmanCA@michigan.gov