

Basic Requirements to obtain a Certificate of Free Sale

1. Must be currently licensed by MDARD-Food and Dairy Division as a Food Processor.
2. Requests must be made by completing the Certificate of Free Sale Request Form and submitted to MDA-FDDBusinessSectionInfo@michigan.gov
3. Information you will need to complete the form includes:
 - o Request Date
 - o Name of Person Requesting Certificate
 - o License Company Name
 - o Physical address of facility, including city and zip code
 - o Mailing Information
 - o Number of Certificates Requested
 - o Certificate Type
 - o Name of Product(s) to be Listed on the Certificate
 - o Ship To Country if the country needs to be on the Certificate
 - o Shipping Method Requested (if you choose UPS or Fed Ex please include a printable label)
4. It is possible to retitle Certificates of Free Sale to Health or similar statement.
5. Turnaround time is typically 3-5 days, depending upon workload.
6. Special mailing requests can be accommodated, i.e.: Fed Ex, DHL or similar at your cost using your account or attach a pre-printed shipping label.
7. Certificates do expire 1 year from date of issuance.

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Certificate	1	@ \$60.00 per certificate	\$ 60.00
Apostille Fee (if requested)	1	@ \$1.00 per apostille	\$ 1.00
TOTAL FEE DUE:			\$61.00

**For questions on Certificates of Free Sale please contact
Patricia Bizoukas at 517-284-5696 or bizoukasp@michigan.gov**