



## 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  
P.O. Box 30776  
Lansing, MI 48909
  - b. Fax to: 517-335-4540  
Attn: April Hunt  
Certificate of Free Sale Request
  - c. E-mail to: [HuntA9@michigan.gov](mailto: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, 517-284-5644, [HuntA9@michigan.gov](mailto:HuntA9@michigan.gov) or  
Heather Trentadue, 517-284-5643, [TrentadueH@michigan.gov](mailto:TrentadueH@michigan.gov)