

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 submitting in WORD format to: **MDA-FDDBusinessSectionInfo@michigan.gov**
3. Information you will need to complete the form includes:
 - Request Date
 - Name of Person Requesting Certificate
 - License Company Name
 - Physical address of facility, including city and zip code
 - Mailing Information
 - Number of Certificates Requested
 - Certificate Type
 - Name of Product(s) to be Listed on the Certificate
 - Ship To Country if the country needs to be on the Certificate
 - 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.

For questions on Certificates of Free Sale please contact William Wells at 517-284-5705 or WellsW@michigan.gov.