



## CERTIFICATE OF FREE SALE REQUIREMENTS FOR FERTILIZER

You must have a current commercial fertilizer license with Michigan Department of Agriculture and Rural Development (MDARD), Pesticide and Plant Pest Management Division (PPPM).

To make a request please complete the [Certificate of Free Sale Request Form](#) and mail it along with your payment to: MDARD, PO BOX 30776, LANSING, MI. 48909.

Please make your check or money order payable to the State of Michigan. Cash will not be excepted.

- Fees - \$60.00 for original document and \$10.00 for each for additional copy.

The request form must be completed in its entirety according to the instructions below. Incomplete forms will delay the approval of your certificate(s). Turnaround time is typically 1-2 weeks, depending on workload.

Certificates expire one year from date of issuance.

### INSTRUCTIONS:

#### **Certificate Information:**

1. Certificate Type – Choose “Free Sale” from the drop-down menu.
2. Certificate Category – Choose “Fertilizer” from the drop-down menu.
3. Quantity Requested – Indicate the number of certificates you would like.
4. Ship to Country – Indicate the destination of your product.

#### **Applicant Information:**

1. Name – Name of individual making the request.
2. Date of Request – Today's date.
3. Phone – Phone number of individual making the request.
4. Email – Email address of individual making the request.
5. Company Legal Name – Name listed on your MI feed license.
6. License # - Four-digit number found on your MI feed license.
7. Physical Address – Firm's physical street address.
8. Document Mailing Information – The Attention, Mailing Address, Phone and Email fields in this section only need to be completed if different from the previously given information.
9. Shipping Method & Billing Account for Shipping – Certificates are mailed via US Postal Service unless a special mailing request is made. If you would like your certificate(s) returned via UPS, FedEx, DHL or similar **at your cost**, please provide your account billing number.

#### **Product Information:**

1. Product name(s) – All product name(s) you wish to have incorporated into the body of the certificate.
2. Certificates are mailed via US Postal Service unless a special mailing request is made. If you would like your certificate(s) returned via UPS, FedEx, DHL or similar **at your cost**, please provide your account billing number.

Please include a legible copy of each product label you wish to include on your certificate.

Questions can be sent to the following:

- Josh Grant, Departmental Technician, 517-614-6106, [grantj5@michigan.gov](mailto:grantj5@michigan.gov)
- Timothy Lyons, Feed Safety and Fertilizer Section Manager, 517-284-5644, [lyonst1@michigan.gov](mailto:lyonst1@michigan.gov)