



2018-2019 Commercial Liming Materials Registration Instructions

Please Read the Instructions BEFORE Completing the 2018-2019 Registration

Company/Firm Information

Do not enter outside registrant information in this section.

- Exact information that is on the product label.
- If you do not use a **Registrant** (see definition below) please put all contact and mailing information in this section **only**.

Registrant Information

- Company/Person other than the company listed on the product label that is responsible for submitting registration
- **Proof of Registration will be mailed to the Registrant mailing address if this section is filled out.**

Tonnage Information

- Person/outside party responsible for tonnage reporting. If this is left blank the information will go to the Registrant or Company/Firm whichever is completed.

Product List

- List all product(s) to be registered for 2018-2019, along with the UPC code(s) (if applicable).
- **Product name MUST match the product name on the package/label.**
- Net Weight(s): List all available weights per product (example: 2oz, 8lbs, 50lbs & Bulk).
- **Excel Product List MUST be saved as an excel workbook (.xlsx file)**
- No other format such as a PDF or JPEG of the Excel Product List will be accepted.

Product Labels (are submitted every year)

- **No paper labels will be accepted, unless a special exemption is granted.**
- Labels must reflect exactly what the consumer will see in the store graphics, wording, etc.
- **PDF or JPEG format only** – the file name **must** match the product name exactly as it is listed on the product list.
 - Labels must be completely legible once opened. Best file to send is your label proof (High Resolution)

Registration Fees

Registration fees are per product **NOT** per product weight.

- \$11.50 per product

Submitting The Registration

Please use the fillable PDF feature and type in all needed registration information.

If the instructions are not followed the registration may be denied and sent back. Your company could

Registration Questions:

Ese Jessa
302-698-4524
Ese.Jessa@state.de.us

Option 1

- **Include on a USB flash drive (CDs will not be accepted):**
 - PDF of Registration Form
 - Excel workbook (.xlsx file) containing Product List
 - Product Labels

Payment Options

- **If paying by credit card please visit the payment link below:**
<https://www.velocitypayment.com/client/delaware/agriculture/agriculture/index.htm>
- **Please make checks payable to:**
 - Delaware Department of Agriculture
 - Include a paper copy of the registration form with the check
 - Mail USB, Registration Form and check to:
 - Delaware Department of Agriculture
Attn: Agriculture Compliance Section
2310 South DuPont Highway, Dover, DE 19901

Option 2

- **Email Files or Dropbox, OneDrive, or Google Drive Link:**
 - PDF of Registration Form
 - Excel file containing Product List
 - Product Labels
- **Email to:**
 - Ese.Jessa@state.de.us or Ellen.Grazioso@state.de.us

Payment Options

- **If paying by credit card please visit the payment link below:**
<https://www.velocitypayment.com/client/delaware/agriculture/agriculture/index.htm>
- **If paying by check, please make checks payable to:**
 - Delaware Department of Agriculture
 - Include a paper copy of the registration form with the check
 - Mail to:
 - Delaware Department of Agriculture
Attn: Agriculture Compliance Section
2310 South DuPont Highway, Dover, DE 19901

All Registrations are **due** in our office by **July 15, 2018** for the 2018-2019 registration year.
All registrations expire **June 30, 2019** for the 2018-2019 registration year. No matter when registration was approved.



STATE OF DELAWARE
DEPARTMENT OF AGRICULTURE
 AGRICULTURE COMPLIANCE SECTION
 2310 South DuPont Highway
 DOVER, DELAWARE 19901

2018-2019 Commercial Liming Materials Product Registration Application

Application for registration is hereby made for the year ending **June 30, 2019**, for Commercial Liming Materials.
An electronic copy of the product labels must be submitted.

Company/Firm Information: (Exact information of the company listed on the product label)

Company/Firm Name: _____
 Mailing Address: _____ City: _____
 State: _____ Zip Code: _____ Country: _____ Phone: _____
 Contact Name: _____ Email: _____

Registrant Information: (Company, C/O, Person submitting Registration on behalf of Company. **Proof of Registration will be delivered to this address if filled**)

Registrant/Company Name: _____
 Mailing Address: _____ City: _____
 State: _____ Zip Code: _____ Country: _____ Phone: _____
 Contact Name: _____ Email: _____

Tonnage Information: (Company/Person who will be reporting Tonnage. **Proof of submitted Tonnage will be mailed to this address**)

Company Name: _____
 Address: _____ City: _____
 State: _____ Zip Code: _____ Country: _____ Phone: _____
 Contact Name: _____ Email: _____

Proof of Registration Delivery Method

Email Mail

Registration Fees				
Products Available	Quantity	Fee	Total	Please make checks payable to: Delaware Department of Agriculture
Total Products		x \$11.50		

I hereby certify that all information on this form, accompanying documents, and product labels submitted are true, correct, and in compliance with applicable federal and state requirements in every respect.

 Authorized Representative (Please Print)

 Signature

 Date (mm/dd/yyyy)

Office Use Only

This certifies that the annual registration fees have been paid on the above products and the registrant is entitled to sell these for a period beginning with the actual date of approval and ending **June 30, 2019**, unless canceled.

Registration #: _____

Date: _____

Check 1: _____ **Check 1: \$** _____

Check 2: _____ **Check 2: \$** _____

Credit Card Payment? Yes No Payment Amt \$ _____

Credit Applied? Yes No Payment Amt \$ _____

Approved By Signature: _____