



Milk and Dairy Food Safety Branch

1220 N Street
Sacramento, CA 95814
(916) 900-5008

Instructions for Completing the Application for Certificate of Free Sale and Sanitary Origin

- Applicants requesting a sanitary certificate must complete the Application for Certificate of Free Sale and Sanitary Origin available online at [https://www.cdfa.ca.gov/ahfss/Milk and Dairy Food Safety/pdfs/72-271Certificate.pdf](https://www.cdfa.ca.gov/ahfss/Milk_and_Dairy_Food_Safety/pdfs/72-271Certificate.pdf)
- Please allow a minimum of five (5) business days to process the request.
- Applications with incomplete, inaccurate, or illegible information will not be processed.
- No alterations may be made to the certificate after endorsement by the California Department of Food and Agriculture.
- There is a \$81.00 charge for each certificate.
- Invoices will be sent to the appropriate party indicated by the box you check in Section E on the certificate application.
- Maintain your account in good standing by remaining current on payment of invoices to avoid interruption of certification services.
- Submit the completed application by email only to: MDFScert@cdfa.ca.gov
Do not use any personal email addresses that you may have as a contact
- Please contact the Milk and Dairy Food Safety Branch by telephone (916) 900-5008 or email MDFScert@cdfa.ca.gov if you have questions regarding this process.

Section A

In this section you fill out your name and address. This is who the certificate will be sent to. We also need complete contact information and phone number (including area code and country code if applicable) so you can be reached if we have questions.

Enter the number of certificates requested in the box provided.

Section B

This section is for the shipper (entity sending the product) and consignee (entity receiving the product) information. All the information including full name and address must be completed for **both the shipper and consignee**. If you have not made arrangements for a vessel or container at the time of the submission, you do not have to complete those boxes below the shipper and consignee information unless the company at your destination requires it to be disclosed on the certificate. The shipper must be from a United States address and the consignee must be a foreign address.

Section C

This section is for the manufacturing plant and product information. Everything in this section is required except quantity. Quantity of the product being shipped is optional. You can use either the common or standardized product name box. You do not need both. Please do not put extra product information in Section F. There is sufficient space to list all the product information in Section C.

Section D

Mailing instructions – Indicate which shipping method is to be used to send the certificate back to the name/address in section A. If you wish to use Fed Ex, provide an account number. If you wish to use UPS, you must provide a prepaid printed shipping document.

Section E

Billing Information must be filled out completely. If the billing entity is not the same as the applicant in section A, complete the box in Section E including the name and address of the Shipper, Consignee, Manufacturer or Other entity receiving the billing. A confirmation is required from any outside company to bill them directly.

Section F

This section is only for any additional information needed that does not have an appropriate box in the sections above. Example: Attention to a certain person, additional billing or mailing information, or registration numbers.

Return the application by email to MDFScert@cdfa.ca.gov for processing.