

# ANIMAL CARE PROGRAM

## GUIDANCE: DISTRIBUTOR REGISTRATION

This guidance explains the process of how a *distributor* registers with the California Department of Food and Agriculture (CDFA). Distributor registration is required of *distributors* who engage in a *commercial sale* or the distribution of *covered product* to an *end-user* in California.

Distributor registration is a requirement of the [Animal Confinement regulations](#), which are the regulations implementing Proposition 12 (2018) ([Health and Safety Codes sections 25990-25994](#)).

Terms italicized in this document are described in the [Key Terms for Stakeholders](#) guidance document.

### Who must register?

- *Distributors*: Any person or facility engaged in the business of a *commercial sale* or distribution of *covered product* to an *end-user* into or within California must register with CDFA.
- CDFA updates a list of currently Registered Distributors online in a [PDF document](#) or an [Excel file](#).

### Registration Process (New and Renewals)

1. Review *distributor* guidance documents to familiarize yourself with *distributor* requirements.
  - [Shipping Document Requirements](#), [Eggs Covered Under Animal Confinement](#), [Pork and Veal Covered Under Animal Confinement](#), [Distributor On-Site Inspection for Certification](#), and [Audit Trail Requirements](#)
2. **New registration applicants:** Apply for *distributor certification* with a *certifying agent* to obtain the required Certificate of Compliance which is needed when applying for registration with CDFA.
  - Link to [list of Certifying Agents](#) who can provide the Certificate of Compliance.
  - The *certifying agent* who the *distributor* selects to provide certification services for their Certificate of Compliance handles the entire *certification* process.
3. **Renewal registration applicants:** Ensure *certification* by *distributor's certifying agent* has been renewed and is current.
  - *Certification* under Animal Confinement regulations is renewed annually.
4. CDFA requires **New and Renewal** *distributor* registration applicants to submit the following **two (2)** documents:
  - Certificate of Compliance
    - This is only issued by a *certifying agent* and requires an on-site inspection of the *distributor* location by the *certifying agent* to verify compliance with applicable requirements of Animal Confinement regulations. [List of Certifying Agents](#)
    - Refer to [Distributor On-Site Inspection Certification](#) guidance document.
    - Submit one Certificate of Compliance for each *distributor* facility location applying for registration.
    - Ensure the business name and facility address listed on the Certificate of Compliance match the *distributor* name and facility address listed on the Distributor Registration Application.
  - Distributor Registration Application [form](#)
    - Submit one Distributor Registration Application for each *distributor* facility location.
    - Ensure the business name and facility address listed on the Certificate of Compliance match the *distributor* name and facility address listed on the Distributor Registration Application.

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- Submit both documents via email to [AnimalCare@cdfa.ca.gov](mailto:AnimalCare@cdfa.ca.gov), or via US Postal mail or by hand delivery at the address provided at bottom of this page.
- 5. CDFA will review the submitted Distributor Registration Application [form](#) and Certificate of Compliance for completeness and accuracy.
- 6. CDFA will notify *distributors* of the registration decision via email and will issue a Distributor Registration certificate to approved applicants.
- 7. CDFA updates Registered Distributors list weekly online as a [PDF Document](#) or an [Excel File](#).

### **Terms of Registration:**

- Registration expires 12 months from the effective date.
- Any change in ownership, change of business name, change in business location, closure of business, or change of name, address, phone number or email of person authorized to act on behalf of the registered *distributor* must be reported to CDFA within 30 calendar days of such change by submitting an updated Distributor Registration Application.
- A *distributor* registration is not transferable to another *person* or facility location.

## **DISTRIBUTOR REGISTRATION OVERVIEW**



**Step 1: Obtain a valid Certificate of Compliance from certifying agent.**



**Step 2: Submit to CDFA 1) Distributor Registration Application 2) valid Certificate of Compliance.**



**Step 3: CDFA processes and sends Distributor Registration certificate via email to applicant.**



**Step 4: Review CDFA's Registered Distributor list to ensure your business is listed.**

