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# Certificate of Free Sale Fee Schedule and Guide

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## Contents

Certificate of Free Sale.....	2
Fee Schedule .....	2
Process .....	2
Payment.....	4
Paying with Credit Card .....	5
Paying with Check .....	6
Final Steps .....	7

## Certificate of Free Sale

A certificate of free sale is required by many foreign governments to allow entry of feed or fertilizer products into their country. The California Department of Food and Agriculture (CDFA) Feed, Fertilizer and Livestock Drugs Regulatory Services (FFLDRS) can provide a Certificate of Free Sale upon request and fee payment.

## Fee Schedule

The cost for a Certificate of Free Sale and one (1) label is \$100.00.

Each additional label will require its own Certificate of Free Sale and will be charged the rate listed above for each label.

All fees are non-refundable.

## Process

For commercial feed products, applicants must have a current California Commercial Feed license and a compliant feed label to receive a certificate. For fertilizer materials, applicants must have a current Fertilizing Materials license, product registration, and compliant fertilizer label. Certificates of Free Sale will not be issued for a livestock drug.

Any Certificate of Free Sale label(s) requiring revisions must be resubmitted within 60 days from the date of the request for changes. The file will be closed if the applicant does not respond within 60 days and fees paid will not be refunded.

To apply for a Certificate of Free Sale, login to your ExtraView account at <https://inspect.cdfa.ca.gov/evj/ExtraView>, scroll down to the **CERTIFICATE OF FREE SALE** section and click "Add Certificate".



This will take you to the Certificate of Free Sale application form. All sections with red text are required and must be complete in order to submit the form.

Free Sale

License 959516-Commercial Feed-123 feed▼

Product \* None ▼

Purpose of Request

Provide Label Name (as to be displayed on certificate)

Label ☐ Electronic Copy ☐ Mail Hardcopy

Comments

You will notice “Product” is in blue. This option is only relevant to fertilizer products and is not required. For “Purpose of Request” you may include the country and any specific requests.

To upload a label, click on “Electronic Copy” and then click on the paperclip icon. A new window will open to allow the upload of the label.

Provide Label Name (as to be displayed on certificate) Feed Product

Label ☒ Electronic Copy ☐ Mail Hardcopy

Upload Electronic Copy (Click Paperclip Symbol) 

Electronic Copy Selected. Upload of electronic copy is required for application to be complete.

Comments

You may either drag and drop or select a file from your computer. Once the file is in the box, select “Click here to upload files”.



Upload Files

1. Drag files into the drop zone below, or click on **Select files from computer**

2. Enter a description for the files you are uploading

3. [Click here to upload files](#) to complete the upload

Character Encoding UTF-8 Unicode 8-bit Transfer ▼

 Select files from computer  Click here to upload files

Selected file(s)	Description

Alternatively, you may choose “Mail Hardcopy” and mail the label along with the printed confirmation page to the mailing address as noted below in the “Paying with Check” section.

You must certify the information is true and correct then hit submit. You will then return to the homepage and must go to your cart to pay.

I Certify That The Information Contained In This Free Sale Certificate Application Is True And Correct

Certify First Name	Certify Last Name	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
I Agree <input type="checkbox"/>	Email Address	<input type="text"/>

Fee Schedule

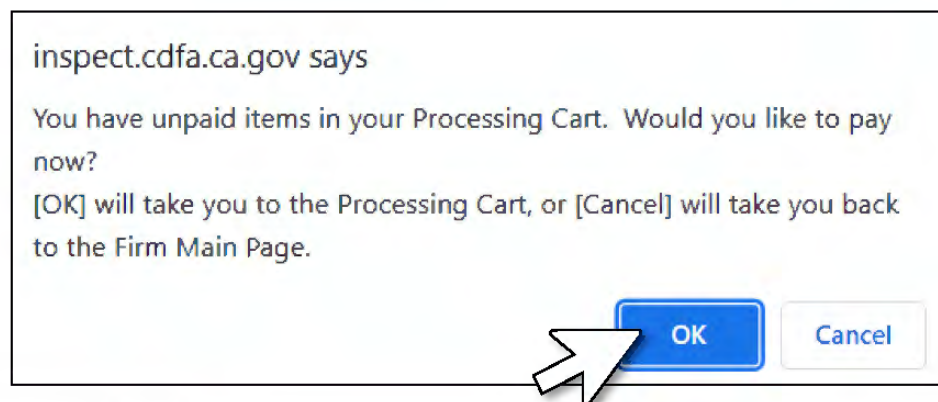
Fee/Rate	100.0000
Fee Due	\$100.00
Total Due	\$100.00

Attachments

<a href="#">Add</a>	Thumbnail	File Description	File Name	File Size
<div></div>				

## Payment

There are two ways to access your cart to pay for your certificate. You may select OK to the pop-up window shown below, or you can select the cart link found on your home landing page.



<input type="button" value="Update"/>	<input type="button" value="Update &amp; Continue"/>	<input type="button" value="Close"/>	<input type="button" value="Print"/>
---------------------------------------	--	--------------------------------------	--------------------------------------

Firm  
Firm Data  
ID 185054

Date Created Mar 30, 2012  
Originator CHRISTINA TEST

Last Modified Feb 17, 2023  
Changed by Christina Mullens  
Payment/Process 1 [Cart](#)

**FIRM**

Firm: TEST FIRM & TEST

Edit Firm? ☐

Accessing your cart will open a new window. Any items that need to be paid will be listed in this window under **ITEMS WITH FEES**. Check the box for all the items you will be paying for at the time.

Payment Information

ITEMS WITH FEES						
Select	ID	Record Type	Business Area	Status	Originator	Total Due
		Product Name, Brand or Trademark				
<input checked="" type="checkbox"/>	959517	Free Sale	Firm	New	Jane DOE	\$100.00

Select "Calculate Total Due" and ensure the amount is correct. Select payment type. You may either pay with a credit card or check, however processing payment with a credit card is the fastest method.

ITEMS WITHOUT FEES	
There are no related items	
ITEMS FOR RENEWAL	
There are no related items	

Total Due \$100.00
Payment Type \* None \*

\* None \*  
 Check  
 Credit Card

## Paying with Credit Card

If you select Credit Card, the credit card types accepted are American Express, MasterCard and VISA. Select the credit card type you are going to pay with and then hit submit at the top or bottom of the page.

Payment Type
Credit Card ▼

Credit Card Type
American Express ▼

\* None \*  
 American Express  
 MasterCard  
 VISA

A notification with instructions will appear at the top of the screen. Please follow the instructions.

**inspect.cdfa.ca.gov says**

INSTRUCTIONS: This confirmation page displays the details of your processing cart submission. Next, you must click on the Credit Card button to submit your payment. Then, you can close this browser window.

Hit the 'Go to submit Credit Card payment' button to enter your credit card information.

ID	Record Type	Business Area	Status	Originator	Total Due
959517	Free Sale	Firm	New	<a href="#">Jane DOE</a>	\$100.00

Total Due \$100.00

Payment Type Credit Card  
Credit Card Type MasterCard

[Go to submit Credit Card payment](#)

[Edit](#)

Once you have entered your credit card information, hit Submit Payment.

FFLDRS Payment Form  
California Department of Food and Agriculture

## FFLDRS Payment Form

Payment ID: 935140  
Amount: 500.00  
Name: I AM THE OWNER  
Firm Name: TEST FIRM & TEST  
Address: 1234 Street Address Way  
Sacramento, CA 95833  
Description: Payment Items: 935137-

Credit Card Number:   
Expiration Month: 01 - January ▼  
Year: 2018 ▼

[Submit Payment](#)

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## Paying with Check

Select 'Check' as **Payment Type**, and then make the check payable to CDFA and send to the address listed below.

There are no related items

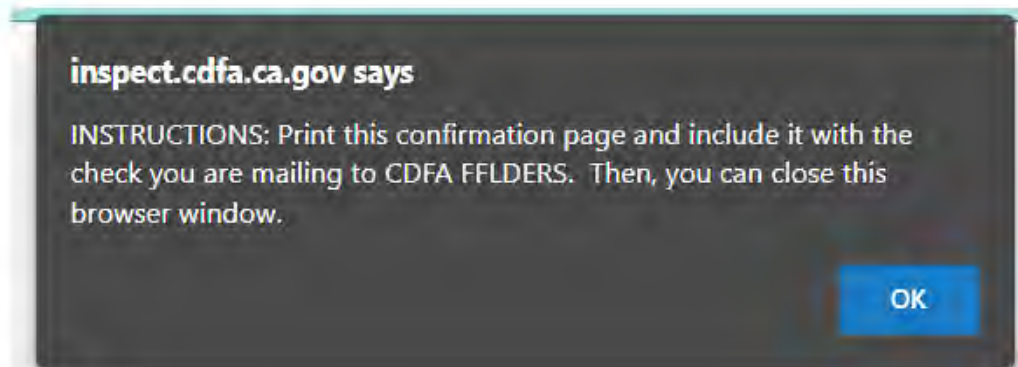
[Calculate Total Due](#) Total Due \$100.00 Payment Type **Check** ▼

CDFA Transmittal

Please Make Check Payable To: CDFA  
CDFA ISD, FFLDRS  
P.O. Box 942875  
Sacramento, CA 94271-2875

Once you submit, a notification with instructions will show at the top of your screen. Please follow the instructions by printing your confirmation page and sending with the

check to CDFA. If not uploaded electronically, be sure to mail the label as well.



## Final Steps

After payment, you will be returned to the homepage. If you paid with a credit card, the status of your Certificate of Free Sale will immediately show as "Pending Review". If mailing a check, the status will change to "Pending Payment". Expect 2-5 weeks for the payment confirmation to be received by the cashier, and then the status will change to "Pending Review".

The application and label will be reviewed by FFLDRS and if there are no revisions required, the Certificate of Free Sale will be mailed to the mailing address on the license. To request the certificate be mailed to a different address than appears on the license, note in the comments of the application where to mail the certificate.