

# **Certificate of Free Sale Fee Schedule and Guide**

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2024 CDFA COMMERCIAL FEED REGULATORY PROGRAM

### 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.

# Who is Eligible to Apply?

For commercial feed products, applicants must have a current California Commercial Feed license, submit a compliant feed label, the product must be manufactured and/or distributed from a California location where inspection and sampling can occur, and the licensee must be in compliance with all California Commercial Feed Laws and Regulations to receive a certificate.

Certificates of Free Sale will not be issued for a livestock drug.

#### 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

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 <u>https://inspect.cdfa.ca.gov/evj/ExtraView</u>, scroll down to the **CERTIFICATE OF FREE SALE** section and click "Add Certificate".

CERTIFICATE OF FREE SALE							
Add	Certificate						
ID =	Status =	Originator =	Record Type	Provide Label Name (as to be displayed on 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 F	eed-123 feed▼			
Product	* None *	•			
Purpose of Request			li li		
Provide Label Name (as to be displayed on certificate)					
Label	<ul> <li>Electronic Copy</li> </ul>	<ul> <li>Mail Hardcopy</li> </ul>			
Comments				4	

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.



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".

icter Encoding			UTF-8 Unicode 8-bit Transfer
+ Selec	t files from computer	1 Click here to upload files	

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.

ify First Name	Certify Last Name		Job Title
I Agree	Email Address		
e Schedule			
	Fee/Rate 100.0 Fee Due \$100. Total Due \$100.	000 00 00	
ttachments			
Add Thumbnail	File Description	File Name	File Size

#### 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.

	inspect.cdfa.ca.gov says You have unpaid items in your Processing Cart. Would you like to pay now? [OK] will take you to the Processing Cart, or [Cancel] will take you back to the Firm Main Page.	
Update Update	& Continue Close 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
	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.

۲	Payment Informat	lion					
	ITEMS WITH FEES	S					
	Select	ID	Record Type	Business Area	Status	Originator	Total Due
			Product Name, Brand or Trademark				
		<u>959517</u>	Free Sale	Firm	New	<u>Jane DOE</u>	\$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				
Calculate Total Due	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	V
Credit Card Type	American Express	V
	* None *	
	American Express	
	MasterCard	
	VISA	

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



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

ID	Record Type		Business Area	Status	Originator	Total Due
	Product					
959517	Free Sale		Firm	New	Jane DOE	\$100.00
		Total Due \$100.00	Paym	ent Type Credi	t Card	
			Credit Ci	Go:	ercaro to submit Credit (	ard 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:	IAM THEOWNER
Firm Name:	TEST FIRM & TEST
Address:	1234 Street Address Way Sacramento, CA 95833
Description:	Payment Items: 935137-
Credit Card	Number:
Expiration N	Ionth: 01 - January 🗸
Year:	2018 🗸
	Submit Payment
Copyright ©	2018 California Department Ard and Agriculture

#### Paying with Check

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

Calculate Total Due	Total Due \$100.00	Payment Type	Check 🔻	
CDFA Transmittal				
Please Make Check Payable T CDFA,ISD,FFLDRS P.O. Box 942875 Sacramento, CA 94271-2875	io: CDFA			

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.