



APPLICATION FOR PENNSYLVANIA TOY REGISTRATION

PLEASE TYPE OR PRINT NEATLY IN INK.

ACT 24 EXEMPTION

Application Type	Manufacturer <input type="checkbox"/> Importer <input type="checkbox"/> Craftsperson <input type="checkbox"/>
Applicant Information (Importer if filing jointly; Manufacturer or Craftsperson, if filing solely)	Company Name _____ Fed ID# _____ Physical Address _____ City _____ State/Province _____ Zip Code _____ Country _____ Telephone _____ Contact Person _____ Email _____ <input type="checkbox"/> Check this box to elect to receive your License and Renewals by email instead of by mail.
Factory Information, if different from Applicant Information above (1 per application)	Factory Name _____ Physical Address _____ City _____ State/Province _____ Zip Code _____ Country _____ Telephone _____ Email _____
Alternate Mailing Address	If you would like all registration information to be sent to a <u>different mailing address than listed in Applicant Information</u> , please complete the following information: Company Name _____ Mailing Address _____ City _____ State/Province _____ Zip Code _____ Country _____ Contact Person _____ Telephone _____ Email _____ <input type="checkbox"/> Check this box to elect to receive your License and Renewals by email instead of by mail.
Product List	Type of Children's Stuffed Toys Manufactured: _____
Signature	All information provided on this application is subject to the penalties of 18 Pa. CS §4904, relating to unsworn falsification to authorities. _____ Signature/Title _____ Date _____
Filing Requirements	Each registration application must be accompanied by the Notarized Affidavit , a Completed Stuffed Toy Sample (selected at random from those being manufactured by the above listed factory) and the appropriate fee. For an up-to-date listing of fees, please see the Fee Schedule listed on our website (www.dli.pa.gov/Individuals/Labor-Management-Relations/bois) or contact our office for a copy of the Fee Schedule by email butoys@pa.gov , by telephone at 717-787-6848 or by fax at 717-787-6925. Please make all checks or money orders payable to Commonwealth of Pennsylvania . The check must be drawn off of a United States branch of a foreign/US bank (the complete name, address, and American Banking Association's 9-digit routing number for the US bank branch must be on the front of the check). Cash, credit card, electronic transfer, and foreign check payments are NOT acceptable forms of payment. A craftsperson, who makes stuffed toys as a leisure pursuit and whose gross income from the sale of stuffed toys is less than \$1,000.00 per year, is exempt from payment of the registration fee but still must obtain a Pennsylvania Toy Registration annually. Mail completed application, fee, and toy sample(s) to: PA Department of Labor and Industry BOIS-Bedding and Upholstery/Toys 651 Boas Street, Room 1606 Harrisburg, PA USA 17121
FOR L&I USE ONLY	Check #: _____ Amount \$: _____ Bates #: _____

AFFIDAVIT

All companies foreign and domestic must complete and sign this page.

Companies in countries with notaries must sign the document in the presence of the notary and have the page notarized.

In the matter of the Application of _____
(Company Name)

For Registration as a: Manufacturer Importer Craftsperson

In the State of _____, County of _____,

_____, being duly sworn, deposes and says:
(Individual's Name, Printed)

(PLEASE SELECT ONE OF THE BELOW SELECTIONS)

Corporation: He/She is the _____ of _____
(Title) (Company Name)

Partnership: He/She is the partner in the firm of _____
(Company Name)

Individual: He/She is doing business under the firm and style of _____
(Company Name)

Craftsperson: He/She is doing business under the name of _____
and makes stuffed toys as a leisure pursuit and whose gross income from the sale of these products will be less than \$1,000.00 per year.

The sample(s) submitted in connection with said application has been selected at random from the products manufactured by the factory of said applicant and contain a representative sample of all coverings, component parts, and each type of stuffing, filling or material incorporated as filling or stuffing in the stuffed toys manufactured by applicant. The applicant affirms that the submitted sample(s) is also compliant with all sections of Act 372 and its regulations.

(Signature and Title of person signing)

SEAL

Sworn to before me this _____
day of _____

Notary Public in and for said County and State

<p>Additional Information</p>	<p>The Department permits importers to hold a Stuffed Toy registration for each factory (foreign or domestic) that manufactures stuffed toys for them. However, the Department does not permit an importer to hold a single registration for importing from multiple manufacturers. Pennsylvania requires each manufacturer/factory to be separately registered with the Department, whether on their own or with a specific importer.</p> <p>The following options for registration are available for manufacturers:</p> <ol style="list-style-type: none"> 1. The manufacturer may register directly with the Department for their manufacturing facility. The manufacturer can then place this registration number on any stuffed toys, which the Department has approved, that are produced at the manufacturing facility. 2. An importer may hold a Stuffed Toy registration for each manufacturer with whom they do business. Please note that the importer is required to hold a <u>separate</u> registration for <u>each</u> manufacturer; the Department does not permit “pooling” of registrations. <p>When an importer holds the registration for the manufacturer, the Registration Certificate will show the name of both the importer and the manufacturer. The Registration number can only be placed on stuffed toys, which the Department has approved, that are produced at the manufacturing facility <u>for the importer ONLY</u>.</p> <p>After receiving a PA Stuffed Toy Registration number, you must submit within 15 days of manufacture a new toy sample(s) to this office <u>if</u> you make any changes to the stuffed toy sample(s) previously approved by this office or <u>if</u> you begin to manufacture a new stuffed toy that is comprised of different materials than the stuffed toy sample(s) previously approved by this office. The new stuffed toy sample(s) must be approved prior to the previously approved manufacturing facility placing their registration number on the new stuffed toy(s). There is no additional application nor testing fee for new sample submissions.</p>
<p>Website/ Contact Information</p>	<p>If you have any questions, please consult our Frequently Asked Questions by going to www.dli.pa.gov or contact our office by calling 717-787-6848, faxing 717-787-6925 or emailing BJTOYS@pa.gov.</p>