



**APPLICATION FOR FOOD PROCESSING/WAREHOUSE FACILITIES  
 CERTIFICATE OF FREE SALE**

**PART I**

Remit application to: [RA-AGPACERTOFFREESAL@PA.GOV](mailto:RA-AGPACERTOFFREESAL@PA.GOV)

<b>1.Applicant Contact Information (Required):</b>			
Contact Name	Company Name	Telephone Number	Email Address
Address (number, street)	City	State	ZIP Code
<b>2.Pennsylvania Manufacturer's Information(Required):</b>			
PA Dept. of Agriculture Food License/Registration number		Manufacturer name	
Address (number, street)	City	State PA	ZIP code
<b>3. Issue Certificate in the name of (Requestor/Company):</b>			
<b>4. Certificate Title (Required):</b> <input type="checkbox"/> CFS <input type="checkbox"/> COH <input type="checkbox"/> COH&FS <input type="checkbox"/> GMP <input type="checkbox"/> COO <input type="checkbox"/> OTHER_____			
<b>Certificate Title</b>	<b>English or Spanish</b>	<b>No. of Certificates</b>	<b>Destination Country(ies)</b>
<b>5. If not requesting the standard online sample, please attach a sample for review.        (Approval is required by Chief, Division of Food Safety Policy &amp; Programs)</b>			
<b>6. Please list a maximum of 10 product names per Certificate. For products in excess of 10, a separate application and fee is required.</b>			
<b>6. Are separate Certificates required for each product?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>7. Send Certificate to:</b> <input type="checkbox"/> Applicant <input type="checkbox"/> Other (Note name and address) _____			
<b>Mailing Instructions:</b> <input type="checkbox"/> UPS <input type="checkbox"/> U.S. Mail			

*Unless otherwise indicated, Certificates will be mailed via U.S. Mail. For UPS, provide a prepaid printed shipping label.*



Pennsylvania  
Department of Agriculture

Bureau of Food Safety and Laboratory Services

**PART II**

**8. This portion of your application will serve as an Official Invoice upon receipt of your Certificates. If any changes were made please see the applicant comments section.**

**Processing time is 6-14 business days and Rush service is 2-5 business days.**

<u>Certificates Requested</u>	<u>Number of Certificate</u>	<u>Fee (per Certificate)</u>		<u>TOTAL</u>	
Certificate of Free Sale, Certificate of Health, Certificate of Good Manufacturing Practices, Certificate of Origin, Certificate of Health & Free Sale, Certificate of Sanitation		\$50.00	X =		
Additional Flat Rush Fee (please check) <b>Must attach Shipping label</b>		\$30.00			
<b>TOTAL FEE</b>					
<b>Signature</b>	<b>Title</b>	<b>Date</b>			
<i>APPLICANT COMMENTS:</i>					
<i>ADMINISTRATIVE SECTION ONLY PLEASE DO NOT WRITE BELOW THIS LINE</i>					
<i>COMMENTS:</i>					
<b>Date Received</b>	<b>Payment Number</b>	<b>Invoice Amount</b>	<b>Reviewer</b>	<b>Mailed Date</b>	<b>Date Denied</b>

Please include your payment for the **Invoice Amount** above, along with this form. Note the **Invoice Number** on your method of payment. Payments not received within 30 days of the **Mailed Date** above will result in non-processing of future Certificates. All fees are non-refundable.

Make Check or Money order Payable to:  
**Commonwealth of PA**  
PLEASE RETURN COMPLETD FORM TO:  
Bureau of Food Safety & Laboratory Services  
2301 N Cameron St., Room 112  
Harrisburg, PA 17110

[RA-AGPACERTOFFREESAL@PA.GOV](mailto:RA-AGPACERTOFFREESAL@PA.GOV)