

## REQUEST FOR CERTIFICATE OF FREE SALE

(For legible purposes, please do not hand write on this form, type is preferred)

Business licensed through:	ACAP (Feed)	Dairy	Meat and Poultry	Food Safety
<b>Business name:</b> <i>(The licensed establishment where products are manufactured)</i>	<b>Email:</b>			
<b>Phone:</b>	<b>Fax:</b>			
<b>Business address</b> <i>(Kansas only):</i>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Person submitting request:</b>	<b>Phone:</b>			
<b>Address:</b> <b>Business headquarters address</b> <i>(If different from Kansas address):</i>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Country of destination:</b>	<b>Date certificate needed:</b>			

Brand name of product shipped:	Type of product: <i>(i.e. "a food ingredient")</i>	Product Label

Return mail method (provide one)*:				
<input type="checkbox"/> <b>First Class USPS Mail</b> <i>(no charge)</i>				
<input type="checkbox"/> <b>Completed Express label</b>	<b>Carrier:</b>		<b>Account Number:</b>	
<b>Delivery address</b> <i>(if different than Kansas business address):</i>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	

\* Certificates are mailed back USPS to business address provided above unless otherwise noted.

If you need to send additional information, please email appropriate contact below.

Complete separate form for each certificate requested. If duplicate certificate requested, indicate number of duplicate requests.  
**NOTE--A \$20.00 fee will be charged for each certificate requested. An additional \$1.00 fee will be charged for each duplicate.**  
**All fees are billed to the requesting business at the end of the month. Please do NOT send fees with certificate request.**

**Please fax or email form to the appropriate contact below.**

**ACAP (Feed)**

Judy Liu  
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**Dairy / Meat and Poultry**

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**Food Safety**

Lisa Tillotson  
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