Kansas Department of Agriculture
1320 Research Park Dr., Manhattan, KS 66502

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** ☐ **Food Safety** ☐ **Meat & Poultry**			
Business name: *(licensed establishment where products are manufactured)*	**Business phone:**		
Business address: *(Kansas only)*	**City:**	**State:**	**Zip:**
Person submitting request:	**Phone:**		
Email:	**Fax:**		
Business headquarters address: *(if different from Kansas address)*	**City:**	**State:**	**Zip:**
Country of destination:	**Date certificate needed:**		
Number of duplicates requested: *(if applicable)*			

Brand name of product shipped:	**Type of product:** *(i.e. "a food ingredient")*	**Product label:**

Return mail method (please choose one of the options below) *:				
☐	**First Class USPS Mail** *(no charge)*			
☐	**Completed Express Label**	**Carrier:**	**Account Number:**	
	Delivery address: *(if different than Kansas business address*	**City:**	**State:**	**Zip:**

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

A separate form must be completed for each certificate requested. If requesting one or more duplicate certificates, indicate number of duplicates in the specified area above.

****NOTE** A $25.00 fee will be charged for each certificate requested. An additional $3.00 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 completed request form to the appropriate contact below.

ACAP (Feed) / Dairy
Judy Liu
Judy.Liu@ks.gov
785-564-6686 (phone)
785-564-6779 (fax)

Food Safety
Lisa Tillotson
Lisa.Tillotson@ks.gov
785-564-6770 (phone)
785-564-6779 (fax)

Meat & Poultry
Darci Blum
Darci.blum@ks.gov
785-564-6776 (phone)
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