



# Kansas Department of Agriculture Certificates of Free Sale

June 2018

**Listed below are commonly asked questions regarding certificates of free sale issued by the Kansas Department of Agriculture (KDA).**

## **What are certificates of free sale?**

Certificates of free sale verify that products manufactured in Kansas being exported are freely sold or marketed in Kansas and in the United States.

## **Who is eligible to request certificates of free sale?**

Certificates of free sale issued by the KDA are for facilities involved in the foreign export of products that are regulated by the department and that are manufactured in the state of Kansas.

## **How long does it take for certificates of free sale to be issued?**

Certificates of free sale will be processed on a first-in, first-out basis, provided the request is complete and accurate. Before certificates of free sale are issued, the KDA verifies that the business is licensed, registered or permitted by the agency, that the facility has been inspected in the past year, and that the facility is in compliance with the applicable Kansas laws.

## **Could my request be denied?**

Yes. Your request can be denied if payment for previous certificates of free sale has not been received, if the product is not manufactured in Kansas, or if the facility is out of compliance. If the facility has not been inspected recently, a certificate of free sale may not be issued until an inspection is conducted.

## **How much do certificates of free sale cost?**

There is a nonrefundable fee of \$25 (U.S.) per certificate. The requestor is responsible for delivery costs if a method of delivery other than first class U.S. mail is requested.

## **Can KDA provide additional copies of a certificate of free sale?**

If copies are needed, the receiving company may make them with a notary present to notarize the copy. Additional originals may be purchased for \$3 each.

## **Can I get certificates of free sale issued in a language other than English?**

No. Kansas Statutes Annotated 73-2801 specifies that English is the official language of any official public document or record. This does not prohibit a requestor from translating the document if the importing country requires the certificate in a language other than English.

## **How will I be billed for my certificate?**

KDA will bill requesting entities on a monthly basis.

## **What information do I have to provide to KDA to request a certificate of free sale?**

The following information is needed to successfully complete your request:

1. The name, address and telephone number of the person requesting the certificate;
2. The name of the licensed, registered, or permitted establishment where the product was manufactured;
3. The name and type of product for which each certificate is requested;
4. An original product label, or an exact photo copy, in English;
5. The country or countries to which the product is to be shipped;
6. The number of certificates requested;
7. If more than one product is included in the request, a complete list of products to be listed on each certificate; and
8. The address to which each certificate is to be sent.

## **How will I get my certificates?**

The KDA will mail the certificates to the requestor by first class U.S. mail to addresses in the United States. If you want the certificates mailed to another address outside the continental United States, or you want them sent by express mail, you will be responsible for actual costs. You may provide a stamped, pre-addressed return envelope, a completed express label, or your express mail account number.

## **Who can I call if I have more questions?**

If you have questions, please contact the appropriate program within the Kansas Department of Agriculture.

### ***Dairy / Meat and Poultry***

Krista Moore  
Krista.Moore@ks.gov  
(785) 564-6776

### ***ACAP (Feed)***

Judy Liu  
Judy.Liu@ks.gov  
(785) 564-6686

### ***Food Safety***

Lisa Tillotson  
Lisa.Tillotson@ks.gov  
(785) 564-6770

For additional details regarding international marketing assistance and export programs offered by KDA, contact the Agricultural Advocacy, Marketing and Outreach Team.

### ***Agricultural Advocacy, Marketing and Outreach Team***

Suzanne Ryan-Numrich  
Suzanne.Numrich@ks.gov  
(785) 564-6704