

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: <i>(licensed establishment where products are manufactured)</i>	Business phone:			
Business address: <i>(Kansas only)</i>	City:	State:	Zip:	
Person submitting request:	Phone:			
Email:	Fax:			
Business headquarters address: <i>(if different from Kansas address)</i>	City:	State:	Zip:	
Country of destination:	Date certificate needed:			
Number of duplicates requested: <i>(if applicable)</i>				

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

Return mail method <i>(please choose one of the options below) *</i> :				
	First Class USPS Mail <i>(no charge)</i>			
Completed Express Label	Carrier:	Account Number:		
Delivery address: <i>(if different than Kansas business address)</i>	City:	State:	Zip:	
<small>*Certificates are mailed back USPS to business address provided above unless otherwise noted.</small>				
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. <u>Please do not send fees with certificate request.</u>				

Please fax or email completed request form to the appropriate contact below.

ACAP (Feed) / Dairy

Dairy & Feed
KDA.Feed@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

Allyssa Denham
KDAMeatandPoultry@ks.gov
785-564-6776 (phone)
785-564-6779 (fax)