

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> :				
<input type="checkbox"/> First Class USPS Mail <i>(no charge)</i>				
<input type="checkbox"/> Completed Express Label		Carrier:	Account Number:	
Delivery address: <i>(if different than Kansas business address)</i>			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. <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

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Judy.Liu@ks.gov
785-564-6686 (phone)
785-564-6779 (fax)

Food Safety

Lisa Tillotson
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Meat & Poultry

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