



Meat & Poultry Inspection

APPLICATION FOR REGISTRATION

Kansas Department of Agriculture
 Meat & Poultry Inspection Program
 1320 Research Park Drive
 Manhattan, KS 66502
 Phone: 785-564-6776
 E-mail: KDAMeatandPoultry@ks.gov
 Website: www.agriculture.ks.gov

Calendar Year: _____

KS Establishment No.: _____

REGISTRATION FEE: \$25

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STEP 1
<u>LICENSE TYPE</u>
<input type="checkbox"/> Wholesaler * <input type="checkbox"/> Animal Food Manufacturer <input type="checkbox"/> Broker <input type="checkbox"/> Public Warehouseman

**See Supplement Pages*

STEP 2
<u>SPECIES</u>
<input type="checkbox"/> Red Meat <input type="checkbox"/> Poultry

***If poultry, move
on to step 3***

STEP 3
<u>POULTRY EXEMPTION *</u>
<input type="checkbox"/> Personal Use <input type="checkbox"/> 1,000-bird Producer, Grower <input type="checkbox"/> 20,000-bird Producer, Grower <input type="checkbox"/> 20,000-bird Producer, Grower, or Other Person <input type="checkbox"/> Custom Slaughter, Processing, or Both <input type="checkbox"/> Small Enterprise <input type="checkbox"/> Retail <input type="checkbox"/> None (Processed at Inspected Facility)

Business Name: _____ Email: _____

Business Address: _____ City: _____ Zip: _____

Mailing Address (if different from above): _____

Phone : _____ County: _____ Tax ID: _____

Business Type: Individual Partnership Corporation, Incorporated in the State of: _____

List all persons, individuals, partners, officers, holders, or owners of 10 percent or more of voting stock, and employees in a managerial or executive capacity in the business. Notify the Department of Agriculture within 30 days of any changes in the listing given. Attach a separate sheet if necessary.

Name	Title	Address, City, State, Zip Code	Holder of More than 10% of voting stock? (Check)	
			Yes	No

Name of each person listed above who has been convicted in any Federal or State court of (1) any felony based upon acquiring, handling, or distributing of unwholesome, mislabeled, or deceptively packaged food or based upon fraud in connection with transactions in food or of (2) more than one violation of any law, other than a felony, based upon acquiring, handling, or distributing of unwholesome, mislabeled, or deceptively packaged food or based upon fraud in connection with transactions in food. Include the nature of the crime, the date of conviction, and the court in which convicted. Attach a separate sheet if necessary.

AGREEMENT AND CERTIFICATION: If inspection and registration is granted under this application, I (we) expressly agree to conform strictly to the Kansas Meat and Poultry Inspection Act (K.S.A. 65-6a18 et seq. as amended) and the requirements of the regulations promulgated by the Secretary governing the Inspection of Meat and Meat Food Products or the inspection of Poultry and Poultry products, or both. I CERTIFY that all statements made herein are true to the best of my knowledge and belief.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ EMAIL: _____

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Code	Fee	Transaction No.	Check No. / CC
	\$		
MLP	\$		

This institution is an equal opportunity provider



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WHOLESALE SUPPLEMENT

Registered Wholesaler of Meat and/or Poultry Products:

As a registered wholesaler with this department, and to keep our records current, please indicate below the slaughter/processing facility that you use. If you use more than one facility, please list all. Please return this form with your Application for Registration. Thank you for your cooperation.

Establishment Number (If known)	Slaughter/Processing Facility (Establishment Name)	City, State

(Wholesale Business Name)

(Print Name)

(Signature)

Poultry Exempt Registration

(09/26/2025)

Poultry - domesticated bird: chickens, turkeys, ducks, geese, guineas, ratites, or squabs, also termed young pigeons from one to about thirty days of age.

- There are exemptions from official inspection where the inspection legend is applied to the finished product. Because these products do not bear the mark of inspection, there are some restrictions as to their production.
- Unless otherwise stated below, a person cannot operate under more than one exemption.
- If a person exceeds the bird limit or wants to do multiple operations, then official inspection is required.

Please check the box below next to the exemption you will be operating under. A compliance officer will follow up with you to confirm that you meet the requirements of the exemption and see if you have any questions. Periodic inspections are conducted to verify compliance with the exemption.

✓	Exemption	No. of birds	Requirements*
-----	Personal Use <i>Does not require registration.</i>	No limit	Slaughter, processing, transportation of poultry products is done by the owner; For the private use of the owner, owner’s household, and owner’s nonpaying guests and employees; Poultry is healthy when slaughtered and produced under sanitary conditions; Poultry cannot be sold or donated as human food; If owner transports poultry for use by owner, members of his household and non-paying guests and employees, poultry must be properly labeled.
-----	Producer, grower <i>Does not require registration.</i>	1,000	Grower only slaughters birds raised by grower; For sale <u>from the farm</u> to the end consumer only; Poultry grower does not engage in buying or selling poultry products other than those produced from poultry raised on his or her own farm; Slaughter or processing is not done at a facility used for slaughter or processing poultry by another person.
<input type="checkbox"/>	Custom Slaughter, processing, or both	No limit	Slaughter and processing done for the owner of the poultry for the private use of the owner, owner’s household, and owner’s nonpaying guests and employees; Poultry is healthy when slaughtered and produced under sanitary conditions; Poultry cannot be sold or donated as human food; If owner transports poultry for use by owner, members of his household and non-paying guests and employees, poultry must be properly labeled.
<input type="checkbox"/>	Producer, grower <i>Facility must be approved by compliance prior to approval</i>	20,000	Grower only slaughters birds raised on premises by grower; Grower sells only poultry or poultry products he or she prepares within a state approved facility; Poultry is healthy when slaughtered and produced under sanitary conditions; Poultry products are distributed solely by the grower and only within the state and grower does not buy or sell other poultry products; Poultry must be properly labeled; Poultry products may be sold within the state to other businesses for resale as meat or meals, including a distributor, hotel, restaurant, retail store, institution, or small enterprise when the product is produced under a Federal or a State exemption.
<input type="checkbox"/>	Producer, grower, or other person (PGOP)	20,000	An owner (either grower or purchaser) who slaughters poultry, and may also process that poultry; Poultry products are distributed solely by the processor and only within the state; Poultry is slaughtered and produced under sanitary conditions; Poultry must be properly labeled; Poultry may be sold to household consumers, restaurants, hotels, and boarding houses to be used in those homes and dining rooms for the preparation of meals served or sold directly to customers intrastate but <u>not</u> to retail stores or other producer growers.
<input type="checkbox"/>	Small Enterprise	20,000	Processing of Federal or State inspected or exempt poultry product is limited to the cutting up of carcasses; Facility operates and is maintained in a manner that prevents the creation of insanitary conditions and ensures that the product is not adulterated; Facility used to slaughter or process poultry is not used to slaughter or process another person’s poultry; Poultry must be properly labeled; Poultry products are distributed solely by the processor and only within the state; May slaughter or cut up poultry for sale to household consumers, HRI, and retail stores; May not cut up and distribute poultry products to businesses operating under the Producer/Grower or PGOP, Retail Dealer, or Retail exemption.
<input type="checkbox"/>	Retail Exemption	No limit	Poultry products must be produced from federal or state inspected and passed poultry; Poultry products must be properly labeled; Poultry products may be sold to household consumers, hotel, restaurant, and other institutions (HRI) provided that 75% of the total retail sales are made to household consumers, and the HRI sales do not exceed \$51,700 in one year.

*This is a brief summary of the key requirements that distinguish an exemption; there may be other requirements. Please see our related fact sheet and consult the regulations in KMPI Code 24-4.

MEAT & POULTRY INSPECTION PROGRAM WHOLESALE GUIDELINES

This information is to provide you with specific requirements to be fulfilled as a wholesaler of meat and/or poultry products.

All products must be State of Kansas or USDA inspected and passed product. Products cannot be labelled NOT FOR SALE.

- Register with the Kansas Department of Agriculture, Meat & Poultry Inspection Program as a Wholesaler. **Licenses are valid until the end of each calendar year and must be renewed by January 1st every year.**
- To obtain approval of your private label you must contact the inspector at the plant where the animals are processed. Labels will not be approved without a current registration on file. Allow plenty of time to obtain label approval. **NO RUSH** approvals.
- Boxed product cannot be opened to sell a single packaged item unless all individual product has a complete label.

The 7 Label Requirements: (1) product name, (2) official inspection legend and establishment number, (3) net weight statement, (4) ingredients statement, (5) address line, (6) handling statement and, (7) safe handling instructions. Depending on the product (6) or (7) may not be required.

- State of Kansas product must be sold for intrastate purposes only. May be sold to HRI outlets, i.e., restaurants, schools, daycare, etc.
- Maintain proper temperatures in freezers or coolers. If frozen keep product solidly frozen. If fresh keep at temperature not to exceed 37° F.
- Product being transported must be kept at freezing or below if frozen and 45° F or below if fresh.
- Any other applicable requirements by local, county or state agencies will have to be fulfilled (i.e., register with health department).
- Facilities must be kept in a sanitary manner – proper rodent or insect control program.
- Keep all records associated with the business; for example: freezer temperature logs, receipts from the slaughter/processing of animals, a duplicate receipt book is recommended with the name/address/telephone number of customers in case of a recall.

For questions and additional information please contact the Meat & Poultry Inspection Program by phone (785) 564-6776 or email KDAMeatandPoultry@ks.gov.

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Kansas Department of Agriculture
ELECTRONIC PAYMENT FORM

Kansas Department of Agriculture
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1320 Research Park Drive
Manhattan, KS 66502
Phone: 785-564-6776
Fax: 785-564-6779
E-mail: KDAMeatandPoultry@ks.gov

Acceptable methods of payment include: Visa, MasterCard, Discover, American Express, or pay by electronic check.

Please email or fax this form to the contact listed above. Thank you.

Business Name: _____

Cardholder/Name on Check (Please Print): _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (____) _____ - _____

E-Mail Address for Receipt: _____

Payment Method: Visa Master Card Discover American Express Electronic Check

Credit Card Number: _____

Credit Card Expiration Date: _____ CVV # _____

Account Number: _____

Routing Number: _____

Total Amount Charged \$ _____

Signature: _____

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Payment # _____