

WASHINGTON STATE DEPARTMENT OF AGRICULTURE

# PET FOOD and/or SPECIALTY PET FOOD NEW PRODUCT REGISTRATION

## Application Packet

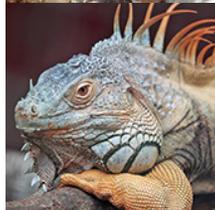
- The registration application must be submitted with payment and legible copies of the labels in order to be processed.
- PDF versions of the labels can be submitted via email (20 MB or less) or a Drop Box link to [petfood@agr.wa.gov](mailto:petfood@agr.wa.gov), or on a CD or USB drive with your application.
- Any time your labels are revised, you must send a copy of the revised label to us for review. See Instructions for the difference between a revised label and a new product label.

**Before filling out your Pet Food/Specialty Pet Food application please review the following laws, rules, and general information:**

- [Pet Food Product Registration Information](#)
- [Chapter 15.53 RCW Commercial Feed Law](#)
- [Chapter 16-252 WAC Commercial Feed Rules](#)
- [FDA – Pet Food Information](#)
- [WSDA Pet Food Labeling Guide](#)



Washington  
State Department of  
Agriculture



## Instructions

### Application for New Product Registration of Pet Food and/or Specialty Pet Food

*Please read as requirements have changed*

- ✓ Pet food and specialty pet food products must be registered by WSDA prior to being distributed into or within Washington State.
- ✓ If you are a new company, do not fill in the Registration Number box; a number will be assigned to you.
- ✓ It is the responsibility of the applicant to submit a complete application per these instructions.
- ✓ For additional information and assistance go to: [agr.wa.gov/departments/animals-livestock-and-pets/animal-feed/pet-food-registration](http://agr.wa.gov/departments/animals-livestock-and-pets/animal-feed/pet-food-registration)

The following forms, fees, and labels *must* be submitted to begin the application process. *Failure to submit any of the following will render your application incomplete and delay the processing of your application.*

#### Application for New Product Registration of Pet Food and/or Specialty Pet Food

- **Applicant:** Enter requested information for the entity submitting this application for registration.
- **Guarantor:** Enter requested information for the entity assuming legal responsibility for the safety, formulation, guarantees, and any labeling claims for the product(s) and whose name and principal mailing address appears on the product label.
  - If the information is EXACTLY the same as the Applicant section, write SAME and check the box in this section.
- **Manufacturer of the Products:** Enter the complete information for the company performing the final manufacturing process of the product(s). "Manufacture" can include grinding, mixing, blending, repacking, co-packing, or other processing steps to create a feed product for distribution.
  - Use the checkboxes to indicate if the information in this section is EXACTLY the same as the Applicant or Guarantor. If the manufacturer information is any different than the information included in the Applicant or Guarantor sections above, complete this section in its entirety.

#### New Product List

- **Applicant:** Enter the applicant name from Page 1.
- **Registration Number:** Not to be filled in by new applicants. Existing registered companies may enter the number assigned to you.
- **No.:** Number the first label you are submitting beginning with the number 1. Number additional labels being submitted in sequential order in the remaining spaces provided.
- **Brand & Product Name and Size:** Use only the names and sizes that are on each product label.
- **Package Size:** Indicate the package sizes by marking the appropriate box(s).

#### Labels

- Submit one label per each new product included on the New Product List.
- All labels must be submitted to WSDA in an electronic printer-ready format. Printer-ready format means a legible label can be printed without having to perform numerous printer formatting actions.
- Electronic labels must be saved in PDF format and submitted via email attachment (20 MB or less) or a Drop Box link to [petfood@agr.wa.gov](mailto:petfood@agr.wa.gov), or on a CD or USB mailed with your application.
- Each label must be submitted with the following naming convention: Product Number (as listed on the New Product List) & Product Name. (Example: "12-Dudley's Delicious Peanut Butter Flavored Dog Treats")
- Revised labels contain only minor artwork or font changes. Any more substantial changes to the product such as: product name changes, changes in the guaranteed analysis, or changes in the ingredients would make this a new product that must be registered separately. If you have multiple versions of a label in distribution at the same time, you must have dual registration for that product until the old version is no longer available for purchase.

#### Mail completed application & fees to

Washington State Department of Agriculture  
Animal Feed Program  
PO Box 42591  
Olympia WA 98504-2591

IF YOU HAVE ANY QUESTIONS CONCERNING PET FOOD OR SPECIALTY PET FOOD REGISTRATION, please contact the WSDA Animal Feed Program at (360) 902-1844 or [petfood@agr.wa.gov](mailto:petfood@agr.wa.gov).



**Washington**  
State Department of  
Agriculture

Animal Feed Program  
PO Box 42591  
1111 Washington Street SE  
Olympia, WA 98504-2591  
Phone: (360) 902-1844  
Fax: (360) 902-2087

DEPARTMENT USE ONLY
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## Application for New Product Registration of Pet Food and/or Specialty Pet Food

**PLEASE REFER TO INSTRUCTIONS FOR SUBMITTING A COMPLETE APPLICATION**

Registration Number: \_\_\_\_\_

<b>APPLICANT</b> (This is the contact information for the entity that is completing this application)																				
COMPANY NAME			NAME AND TITLE																	
MAILING ADDRESS			PHONE																	
CITY	STATE	ZIP CODE	EMERGENCY PHONE																	
PHYSICAL ADDRESS			EMAIL																	
CITY	STATE	ZIP CODE	WEBSITE																	
<b>GUARANTOR</b> (This is the person responsible for the guarantees, claims, and distribution of the product(s) and whose name and principal mailing address are listed on the product label)				<input type="checkbox"/> Check if same as applicant																
COMPANY NAME			NAME AND TITLE																	
ADDRESS			PHONE																	
CITY	STATE	ZIP CODE	EMERGENCY PHONE																	
WEBSITE			EMAIL																	
<b>MANUFACTURER OF THE PRODUCT(S)</b> (This is the person responsible for the safety and formulation of the product)				Check if same as: <input type="checkbox"/> Guarantor or <input type="checkbox"/> Applicant																
COMPANY NAME			NAME AND TITLE																	
ADDRESS			PHONE																	
CITY	STATE	ZIP CODE	EMERGENCY PHONE																	
WEBSITE			EMAIL																	
<b>REGISTRATION FEES</b>																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;"> <b>Small package fee: \$90</b>            For products sold in less than 10 lbs. and in both less than and more than 10 lbs. pkgs. (e.g., 5 lb. and 25 lbs. pkgs.).         </td> <td style="width: 25%;">Number of Small Packages: _____</td> <td style="width: 25%;">Products x \$90 = \$ _____</td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td>Number of Large Packages: _____</td> <td>Products x \$22 = \$ _____</td> <td></td> </tr> <tr> <td> <b>Large package fee: \$22</b>            For product sold only in 10 lbs. or more and bulk.         </td> <td colspan="2" style="text-align: center;"> <b>Make checks payable to Washington State Department of Agriculture</b> </td> <td style="text-align: right;">Total \$ _____</td> </tr> <tr> <td colspan="4" style="text-align: center;"> <i>Checks returned by the bank will be charged a handling fee of \$25.00 (RCW 62A.3.515(a) and 62A.3.250)</i> </td> </tr> </table>					<b>Small package fee: \$90</b> For products sold in less than 10 lbs. and in both less than and more than 10 lbs. pkgs. (e.g., 5 lb. and 25 lbs. pkgs.).	Number of Small Packages: _____	Products x \$90 = \$ _____			Number of Large Packages: _____	Products x \$22 = \$ _____		<b>Large package fee: \$22</b> For product sold only in 10 lbs. or more and bulk.	<b>Make checks payable to Washington State Department of Agriculture</b>		Total \$ _____	<i>Checks returned by the bank will be charged a handling fee of \$25.00 (RCW 62A.3.515(a) and 62A.3.250)</i>			
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I hereby certify that the information accompanying this application and all referenced product labels are true and correct in every respect, and that all product labels are in compliance with applicable federal and state requirements for registration.

**SIGNATURE** (Contact Name – Applicant) \_\_\_\_\_ Date \_\_\_\_\_

