

## Registration Instructions

Persons must apply for registration at least fifteen days prior to the expiration of the current permit to avoid a \$100.00 late penalty fee.

- The application form is available on this website, [www.wvagriculture.org](http://www.wvagriculture.org), or by calling 304-558-2227. It should be completed in its entirety. A label for each product must accompany the application. The application cannot be processed until the labels are received. If labels do not accompany the registration application, it will be returned and then become subject to a late penalty fee.
- List the complete name of each product being registered. A computer printout or other document of registered products will be accepted, please attach to application.
- Please number the labels submitted with the registration application to correspond to the numbers on the registration form or on your sheet to avoid confusion. This will be greatly appreciated.
- Return completed application form and labels with a check or money order made payable to the **West Virginia Department of Agriculture**, Administrative Services Division, 1900 Kanawha Blvd. East, Charleston, WV 25305 or if sending via UPS/Fed Ex, 217 Gus R Douglass Lane. Charleston WV 25312.
- If you have questions, please contact Registration Specialists, April Wilcox [awilcox@wvda.us](mailto:awilcox@wvda.us) or Cama Coffman [camacoffman@wvda.us](mailto:camacoffman@wvda.us) 304-558-2227.

## Notice on Behalf of State Treasurer's Office

All fees must be paid in US funds drawn from a US Bank, unless the registrant includes an additional \$35.00 to cover the WV Treasurer Office handling cost for processing a foreign check.

All returned checks will be subject to a \$15.00 banking service fee.