

## Registration Instructions

To avoid a **\$100 late penalty fee**, applications for registration must be submitted **at least 15 days before the current permit expires**.

### How to Apply:

1. **Obtain the Application:**
  - Download the form from
  - [Regulatory and Environmental Forms : West Virginia Department of Agriculture](#)
  - [www.wvagriculture.org](http://www.wvagriculture.org) or call **304-558-2227** to request a copy.
2. **Complete the Application:**
  - Fill out the form in its entirety.
  - Include a **label for each product** being registered. The application **will not be processed** without the required labels.
  - If labels are missing, the application will be returned and may incur a late penalty fee.
3. **List Product Names:**
  - Provide the full name of each product being registered.
  - A **computer printout or additional document** listing registered products is acceptable. Attach this document to the application.
4. **Number Labels for Clarity:**
  - Number each label to match the corresponding product on the registration form or product list to prevent confusion.
5. **Submit the Application and Payment:**
  - Mail the **completed form and labels** with a check or money order payable to:  
**West Virginia Department of Agriculture**  
**Administrative Services Division**  
**1900 Kanawha Blvd. East, Charleston, WV 25305**
  - If using UPS/FedEx, send to:  
**217 Gus R. Douglass Lane, Charleston, WV 25312**

### Payment Information:

- **Online Payments:** Available at [WVPlants.wvda.us](http://WVPlants.wvda.us) for **registered users only**.
  - **Login with your existing username and password.**
  - If you forgot your password, click **“Forgot Password”** and enter your **username or WVPlants ID** to receive a reset email.
  - **New Users:** Click **“Login/Register”**, then **“Register”**. You will need your **WVPlants ID and PIN** (both found on your renewal notice).

### Important Notices:

- **Foreign Checks:** Payments must be in **U.S. funds drawn from a U.S. bank**. If using a foreign check, add **\$35** to cover handling fees by the **WV State Treasurer’s Office**.
- **Returned Checks:** A **\$15 banking service fee** will be charged for any returned check.

For assistance, contact **Registration Specialists:**

 [wvfeedreg@wvda.us](mailto:wvfeedreg@wvda.us) |  [wvfertreg@wvda.us](mailto:wvfertreg@wvda.us)