

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF PLANT INDUSTRY SERVICES

Phone: 804-371-2667 Fax: 804-371-7793 www.vdacs.virginia.gov

Revised November 2024

Who needs a Commercial Feed license?

Any person who manufactures a commercial feed or whose name appears on the label as the guarantor is required to obtain a commercial feed license before distributing, selling, offering or exposing for sale in Virginia any commercial feed or supplying feed to a contract feeder. Any person with multiple manufacturing facilities is required to obtain a license for each facility. The license year is January 1 through December 31.

Any new applicant who fails to obtain a license within fifteen working days of notification or any licensee who fails to comply with the license renewal shall pay a fifty-dollar late fee in addition to the license fee. The license fee is fifty dollars.

What Commercial Feed products need to be registered?

All medicated feed, commercial feed (small package/canned), and specialty pet food is required to be registered before being distributed in Virginia. The registration year is January 1 through December 31. Any person who fails to comply with the registration renewal requirements shall pay a fifty-dollar late fee in addition to the registration fee. A label must be submitted on each product for review. When unregistered commercial feed is identified in commerce in Virginia, the guarantor is given a grace period of fifteen working days from notification of non-registration to register the product. Any person who fails to register the product within the grace period shall pay a fifty-dollar late fee in addition to the registration fee.

Product Category	Description	Fees
Commercial Feed- Small package feed distributed in packages of 10 lbs. or less, including canned pet food	Commercial feed is any materials which are intended for use as feed for animals including cats & dogs	\$50.00 per product
Medicated Feed	Commercial feed obtained by mixing a commercial feed and a drug	\$50.00 per product
Specialty Pet Food	Commercial feed prepared and distributed for consumption by specialty pets. Specialty pet means any domesticated animal normally maintained in a cage or tank. (Exempted: dogs, cats, horses, rabbits & wild birds)	\$35.00 per product-specialty pet food distributed in packages of 1 lb. or less up to a maximum of \$700 (20 products)

Who pays Commercial Feed Inspection Fees?

The Virginia Commercial Feed Law requires the manufacturer or guarantor to report commercial feed tonnage on any commercial feed sold or distributed to a non-licensee during the reporting period. The reporting period for regulated products is from January 1 through December 31 with the fee due by February 1 of the following year. The inspection fee is thirty-five dollars or seven cents a ton, whichever is greater.

Filing Instructions for Feed Licenses and Products

The following documents are **required** for Feed Licensing and Product Registration (a feed license is required before any products can be registered for distribution/sale in Virginia):

1. Completed Feed License Application
2. \$50 fee for Feed License Application
3. Completed Feed Product Registration Application
4. Fees (as indicated above) for each product to be registered
5. Labels for each product to be registered



Office of Plant Industry Services
102 Governor Street
Richmond, VA 23219
Phone: 804-371-2667

Finance Use Only

OPIS Use Only

Checked By: _____

Entered By: _____

VIRGINIA FEED LICENSE APPLICATION

REGISTRATION YEAR _____

APPLICANT (Contact information for the entity that is completing this application)					
Company Name			Representative Name		
Mailing Address			Email *REQUIRED*		
City	State	Zip	Phone		
Physical Address (if different from mailing)			Fax		
City	State	Zip	Tax ID (of paying party)		
GUARANTOR (Name/address is listed on the product label) Check if same as applicant <input type="checkbox"/>			MANUFACTURER (Responsible party for formulation of product) Check if same as: Applicant <input type="checkbox"/> Guarantor <input type="checkbox"/>		
Company Name			Company Name		
Address			Address		
City	State	Zip	City	State	Zip
Type of Feed Intended for Distribution Under this License in Virginia					
Check all applicable	Category	Description			
	Medicated Feed	For all products that contain approved medication for livestock, companion animals or specialty pets packaged in all sizes. INDIVIDUAL REGISTRATION REQUIRED			
	BULK COMMERCIAL or Non-Medicated Feed	Materials or combination of materials distributed or intended for distribution as feed for animals or for mixing in feed packaged over 10 pounds, distributed in bulk or loose.			
	Small Package Feed	For all small package products, including but not limited to, dogs, cats, horses, rabbits & wild birds, packaged 10 pounds and under. INDIVIDUAL REGISTRATION REQUIRED.			
	Canned Animal Feed	For all canned products for all species of livestock, companion animals and specialty pets packaged in all sizes. INDIVIDUAL REGISTRATION REQUIRED.			
	Specialty Feed <=1lb	For all products for specialty pets normally maintained in a cage or tank, including, but not limited to, hamsters, gerbils, mice, aquarium fish, reptiles, etc. packaged 1 pound or less. INDIVIDUAL REGISTRATION REQUIRED.			
	Specialty Feed >1lb	For all products for specialty pets normally maintained in a cage or tank, including, but not limited to, hamsters, gerbils, mice, aquarium fish, reptiles, etc. packaged over 1 pound. INDIVIDUAL REGISTRATION REQUIRED.			
OFFICE USE: 885-02202		FEE FOR LICENSE REGISTRATION		Amount Due <input type="checkbox"/> \$50 (per year)	

Paperwork Checklist

- ☐ For (new) bulk commercial/non medicated feed only license, just the license application is required. No product registration sheet required.
- ☐ For all other (new) license types, license application must accompany product registration page 1&2, and labels for all products being submitted.
- ☐ License application not required for animal remedies, only product registration page 1&2.
- ☐ Renewals are generated annually by VDACS and will be mailed to license holders.



Office of Plant Industry Services
102 Governor Street
Richmond, VA 23219
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Labels Checked

By: _____

Entered By: _____

APPLICATION FOR NEW PRODUCT REGISTRATION- FEED AND ANIMAL REMEDY – PAGE 1

Do you have a VA feed license? ☐ YES current or previous # _____ ☐ NO

If you do not have a current license, license application must accompany product registration. If only Animal Remedy products are being submitted, a license application is not required.

APPLICANT (Contact information for the entity that is completing this application)

Company Name			Representative Name		
Mailing Address			Email *REQUIRED*		
City	State	Zip	Phone		
Physical Address (if different from mailing)			Fax		
City	State	Zip	Tax ID (of paying party)		

GUARANTOR (Individual whose name/address is listed on the product label)

Check if same as applicant ☐

Company Name			Representative Name		
Address			Phone		
City	State	Zip	Email		

MANUFACTURER (Responsible party for safety and formulation of product)

Check if same as:
Applicant ☐ Guarantor ☐

Company Name			Representative		
Address			Phone		
City	State	Zip	Email		

***Each manufacturer and/or guarantor must have their own license.

REGISTRATION FEES (Refer to instructions for category details)

REGISTRATION YEAR:

Category- Code	No. of products	Fee per product	Office use	Total fee per category
Medicated Feed - MED		\$50	885-02201	
Small Package - SMPKG		\$50		
Canned Food- CAF		\$50		
Specialty Pet (<=1 lb)- SPC<=1		\$35 (max \$700)		
Specialty Pet (>1lb)- SPC>1		\$50		
Animal Remedy- AR		\$25	885-02212	

TOTAL NEW PRODUCT FEES DUE

Mail checks, full labels, and completed application to:
Virginia Department of Agriculture and Consumer Services
P.O. Box 526
Richmond, VA 23218

Make checks payable to: **Treasurer of Virginia**

If you wish to overnight submissions- packets should be mailed to the physical address listed at the top of the application.



NEW PRODUCT LIST -PAGE 2

- In No. column (beginning with 1) enter a number followed by the following categories for each product.
- Each label should be submitted via paper, CD, or drive and numbered according to the following naming convention: No. - Product Name.

Example: Label submitted on CD; the CD would contain file labeled: 1- Fluffy Buns Liver Flavor Dog Treats which would correspond to new product page item No. 1 Fluffy Buns Liver Flavor Dog Treats.

[illegible]

- ☐ Registration will NOT be considered without COMPLETE ORIGINAL or LEGIBLE COPY of all product labels; proposed final or final print copy.
- ☐ Revised (already registered product) labels being submitted with new labels should be clearly marked REVISED LABEL in the file name and product list.
- ☐ Page 2 MUST accompany page 1 of the new product registration application.