

**INSTRUCTIONS FOR COMPLETION IN HARD COPY (PAPER) OF THE KENTUCKY PRODUCT REGISTRATION
RENEWAL FORM**

1. Check all company information and make any necessary corrections on the renewal form.
2. Check all product information and make any necessary corrections on the renewal form. Please submit a pdf to Tammy.Robinson@ky.gov of any product information such as labels, **ONLY** if there have been changes/revisions made since registration last renewal year.
3. Product Renewal: The renewal form projects the status of each product for the new registration year. (For example: If our records indicated that a product was in D1 status for 2012, then it would reflect a D2 status for 2013). If you need to change the status of any particular product, then you may do so on the renewal form; **however, you may not cancel a product if it is in D1 or Renewal status without submitting the proper documentation as to why you are doing so.**
4. Product Discontinuation: (Note – products are required to be discontinued for two years before cancellation to allow time to be completely out of the channels of trade.)

Two-Year Discontinuation Exception: Products not sold in Kentucky for at least two years may be cancelled **if** a written statement verifying that they are out of the channels of trade accompanies the registration form. No fees are due for cancelled products.

5. Payment: “RE,” “D1,” and “D2” products’ fees are \$250.00 each when renewed by January 14. Beginning January 15, a \$10.00 late fee is added per product. The renewal form calculates the amount due according to our records, assuming that nothing has changed. If you change the status of a product on the renewal form, or if the renewal is late, then please be sure to adjust the “amount enclosed” accordingly.
6. Please do not add new products to the renewal form. An application must be completed for each and every new product and submitted with necessary documentation. **Note:** (see webpage <http://www.kyagr.com> for a new product application form).

Note: KRS 217.570(3) states “...each and every brand or grade to be offered for sale in this state.” Please register products with this in mind.

Make Checks Payable to: “Kentucky State Treasurer”

Return Renewal Form and fee to:

Kentucky Department of Agriculture
Division of Environmental Services
Pesticide Regulation
107 Corporate Drive
Frankfort, KY 40601