

**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:** Renewal starts Nov.15th. If products are not renewed by June 1st they will be cancelled.
4. **Product Cancellation:** (We no longer have discontinuance.) If the product is out of the channels of trade you can now cancel at the time of renewal.
5. **Payment:** Fees are \$250.00 each when renewed by 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