

NEBRASKA DEPARTMENT OF AGRICULTURE

301 CENTENNIAL MALL SOUTH, LINCOLN, NE 68509-4947

CERTIFICATE OF FREE SALE REQUEST

Type of Certificate: Free Sale Inspection and Free Sale

Licensed Through: Feed Program Food Program Not Licensed

Business Name: ABC Foods Firm #: 12345

Contact Person: John Smith Phone: 402-555-5555

Address: 123 1st Street City/State/Zip: Lincoln, NE 68000

E-mail: john.smith@abcfoods.com Number of Copies: 1

Business Headquarters Location

Address: _____ City/State/Zip: _____

E-mail _____

Manufacturer Location

Address: 456 2nd Avenue City/State/Zip: St. Louis, MO 63000

Return Mail Options:

First Class USPS (free of charge)

UPS Account Number: _____

Other: (providing return packaging may be required): _____

Delivery Address: _____

Additional Requests

Apostille (\$10 due in advance payment; checks to Nebraska Secretary of State)

Rush Request (Certificate fee for rush requests increases to \$60)

Other Directions: _____

There is a \$35 fee for each certificate request. Invoice for total amount sent with completed certificate(s).

Submit a new form for each certificate requested. Multiple certificates can be processed together.

Goal is a three-business day turn-around on all requests. Completeness and accuracy of request, status of manufacturer inspection and compliance, and workload of staff may increase completion time frame.

When complete, save as Word Document and e-mail to agr.freesale@nebraska.gov

Attach inventory document (Word, PDF, etc.) containing Product Listing, PO Number, Order Number, Country of Destination, Boiler Plate Language and Signature. See Certificates of Free Sale web site for an example.

Please contact Mary Jackson (402) 471-2341 with questions.