

Florida Department of Agriculture and Consumer Services  
Web Based Fertilizer Licensing and Registration

October 30, 2014

# Initial Licensing Log in Screen

For new license applicants, click on the Fertilizer Icon.



The screenshot shows the initial login screen for the Feed/Seed/Fertilizer Program. At the top, there is a header with the Florida Department of Agriculture and Consumer Services logo on the left, the text "Florida Department of Agriculture and Consumer Services" in the center, and the "Fresh Florida" logo on the right. Below the header is a navigation bar with "Feed/Seed/Fertilizer Program" and the date "05-SEP-2014". A red notice states: "Please NOTE: This Regulatory Website requires the use of Internet Explorer 7, 8, 9 or 10. When using Internet Explorer 9 or 10 the Compatibility View [331.68 KB] must be configured. We apologize for the inconvenience." The main content area is divided into two sections. On the left, "Registered Licensees Please Login Below" includes a login form with fields for "Username" and "Password", and buttons for "Login", "Cancel", and "Reset Password". On the right, "New Registrants Click Your Program Below To Begin The Application Process" features three images labeled "FEED", "SEED", and "FERTILIZER". The "FERTILIZER" image is highlighted. At the bottom, there is a copyright notice: "© 2009-2012 Florida Department of Agriculture and Consumer Services".

2<sup>nd</sup> Screen

## Fertilizer Program Informational Page

This page provides an overview of the licensee requirements.  
Click "License Registration" to continue to the license application page.



The screenshot shows the "FERTILIZER PROGRAM" informational page. At the top, there is a header with the Florida Department of Agriculture and Consumer Services logo on the left, the text "Florida Department of Agriculture and Consumer Services" in the center, and the "Fresh Florida" logo on the right. Below the header is a navigation bar with "FERTILIZER PROGRAM" and the date "05-SEP-2014". The main content area is divided into two sections. On the left, there is a navigation menu with "License Registration", "Help", and "Logout". On the right, the main content area contains the following text: "Welcome to the Florida Department of Agriculture and Consumer Services, Fertilizer Web Registration!" followed by "Florida's Commercial Fertilizer Law, Chapter 576 FS requires a person whose name appears on a fertilizer label as guarantor, shall obtain a Fertilizer License in the amount of \$200. All Licenses expire on June 30<sup>th</sup> of each year. There are several steps in the registration process which must be completed before your company will be able to market fertilizer in Florida." Then, "To become a Fertilizer Licensee, use our easy 'Online Application Process'. Once you have been issued a license to distribute fertilizer in the State of Florida, you will be issued a user ID and password enabling you to update your registration information, and report monthly fertilizer tonnage data." Next, "Please click the License Registration menu in the navigation panel to proceed." Finally, "If you have any questions please contact the Fertilizer Section at (850)617-7860." At the bottom, there is contact information: "Bureau of Compliance Monitoring, Fertilizer Section, 3125 Conner Boulevard, Building #8, Tallahassee, Florida 32399-1650, Email: [AESComplianceFert@freshfromflorida.com](mailto:AESComplianceFert@freshfromflorida.com)". At the bottom, there is a copyright notice: "© 2009-2012 Florida Department of Agriculture and Consumer Services".

### 3<sup>rd</sup> Screen

## License Application Page

This is the license application page. Required fields are marked with a red asterisk.

Florida Department of Agriculture and Consumer Services  
FERTILIZER PROGRAM  
APPLICATION FOR FERTILIZER LICENSE  
Sections 576.021(1) & 576.045(2), F.S.

Fields marked with \* are mandatory

**Application Information**

Applicant's Business Name: John Smith \*  
Applicant's Business Address: 2547 \*  
City: Tally Town \*  
State: Florida \*  
Country: USA \*  
Postal Code: 32587 \*  
Licensee Name: Jones Fertilizer Company \*  
Name to appear on fertilizer label  
Licensee's Address: 257 \*  
Address to appear on fertilizer label  
City: Tally Town \*  
Country: \*  
State: Florida \*  
Country: USA \*  
Postal Code: 32587 \*  
Licensee Web: \*

**Contact Information**

Contact Type: Authorized Representative \*  
Title: Mr. \*  
First Name: \*  
Last Name: \*  
Address: \*  
City: \*  
State: Florida \*  
Country: USA \*  
Postal Code: \*  
Phone: \* - \* - \* \*  
Alt. Phone: \* - \* - \* \*  
Fax: \* - \* - \* \*  
Type of Dealer \*  
Email: \*  
Alt. Email: \*

Clear Contact Save Contact Add Another Contact

**Contacts Currently Added to this Application**

Title	First Name	Last Name	Phone	Email Address	Contact Type			
Mr.	John	Smith	888-888-8888	Joe.customer@freshfromflorida.com	Authorized Representative	Edit	Delete	Display

Continue Registration

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### 4<sup>th</sup> Screen

## Bond/CD Page

Disregard Options #1 or #2 on this page. The statutory requirement to file a CD or Bond as a requirement for licensing has been repealed.

If you have Select Specialty Fertilizer products you wish to register, click "Specialty Fertilizer". Otherwise click "Continue Registration" to complete the application process.

Florida Department of Agriculture and Consumer Services  
FERTILIZER PROGRAM  
05-SEP-2014

Home  
Help  
Logout

**Option #1** - An Applicant may take the Fertilizer Dealers Bond, Fertilizer Form DACS13229 to their insurance company to obtain a continuous surety bond from a corporate surety company in the amount of \$1,000.00. The original bond and power of attorney must be forwarded to our office for processing with the corporate surety seal affixed/printed/indented to the bond form.

**Option #2** - The applicant has the option of purchasing a \$1,000.00 Certificate of Deposit from a recognized financial institution within the United States. The name on the CD will be the same name of the firm/guarantor appearing on the fertilizer label and the Florida Department of Agriculture and Consumer Services. The applicant is required to complete the Assignment of Certificate of Deposit form along with their bank representative at the time the CD is purchased.

Note: The applicant retains the original Certificate of Deposit and draws the interest from the bank. Forward the original Assignment of Certificate and a copy of the Certificate of Deposit to our office for processing. Failure to provide these documents with the license fees will delay the issuance of a Fertilizer License.

Specialty Fertilizer Continue Registration

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5<sup>th</sup> Screen, tab 1

Specialty Product Registration

Required fields are indicated by a red asterisk.

“FERTILIZER” Tab is for listing primary plant Nutrients Nitrogen, Phosphorus and Potassium guarantees and source materials.

5<sup>th</sup> Screen, tab 2

“Secondary’s Tab” – Listed guarantees and source materials for Calcium, Magnesium, and Sulfur

5<sup>th</sup> Screen, tab 3

“Micronutrients Tab” – Labeled guarantees and source materials for all micronutrients.

The registration fees is \$200 for each Specialty Fertilizer product. All Specialty Fertilizer registrations expire on June 30th of each year.

Home  
Add Another Specialty Product  
Help  
Logout

Product Review	Brand Name	Grade	Estimated Fee
No Record			

Product Matrix: Dry \*      Brand Name: \*  
 Grade: - - \*      Net Weight: \*      Weight Unit: lb. \*  
 Lawn Fertilizer:       Net Contents:      Unit Measure: Gal. v

Maximum Coverage per container or bag: [ ]

FERTILIZER    SECONDARY'S    **MICRONUTRIENTS**    LIMING MATERIALS    SOIL CONDITIONERS

MICRONUTRIENTS (%)	SOURCE MATERIAL ASSIGNMENTS
Total Copper (Cu)	[ ] [ ] [ ]
Water Soluble Copper (Cu)	[ ] [ ] [ ]
Chelated Copper (Cu)	[ ] [ ] [ ]
Total Iron (Fe)	[ ] [ ] [ ]
Water Soluble Iron (Fe)	[ ] [ ] [ ]
Chelated Iron (Fe)	[ ] [ ] [ ]
Total Manganese (Mn)	[ ] [ ] [ ]
Water Soluble Manganese (Mn)	[ ] [ ] [ ]
Chelated Manganese (Mn)	[ ] [ ] [ ]
Total Zinc (Zn)	[ ] [ ] [ ]
Water Soluble Zinc (Zn)	[ ] [ ] [ ]
Chelated Zinc (Zn)	[ ] [ ] [ ]
Boron (B)	[ ] [ ] [ ]
Molybdenum (Mo)	[ ] [ ] [ ]
Cobalt (Co)	[ ] [ ] [ ]
Aluminum (Al)	[ ] [ ] [ ]

Derived From: [ ]

Save Specialty Product    Continue Registration

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5<sup>th</sup> Screen, tab 4

“Liming Material Tab” – Labeled guarantees and source materials for all specialty liming products.

The registration fees is \$200 for each Specialty Fertilizer product. All Specialty Fertilizer registrations expire on June 30th of each year.

Home  
Add Another Specialty Product  
Help  
Logout

Product Review	Brand Name	Grade	Estimated Fee
No Record			

Product Matrix: Dry \*      Brand Name: \*  
 Grade: - - \*      Net Weight: \*      Weight Unit: lb. \*  
 Lawn Fertilizer:       Net Contents:      Unit Measure: Gal. v

Maximum Coverage per container or bag: [ ]

FERTILIZER    SECONDARY'S    MICRONUTRIENTS    **LIMING MATERIALS**    SOIL CONDITIONERS

LIMING MATERIALS	SOURCE MATERIAL ASSIGNMENTS
Calcium as CaCO <sub>3</sub>	[ ] [ ] [ ]
Magnesium as MgCO <sub>3</sub>	[ ] [ ] [ ]
Calcium Carbonate Equiv.	[ ] [ ] [ ]
Lbs. = to 1 ton std. liming material	[ ] [ ] [ ]
Moisture, maximum	[ ] [ ] [ ]
Calcium Sulfate (CaSO <sub>4</sub> )	[ ] [ ] [ ]
Calcium Hydroxide (Ca(OH) <sub>2</sub> )	[ ] [ ] [ ]

Derived From: [ ]

Save Specialty Product    Continue Registration

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## 6<sup>th</sup> Screen

**Program acknowledgement page** - Applicant agrees to comply with the statutory requirements for Licensees. Click "I Agree" to proceed.



Florida Department of Agriculture and Consumer Services

**FERTILIZER PROGRAM**



05-SEP-2014

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Home

Logout

Application is hereby made to report and pay to the Commissioner of Agriculture of the State of Florida, an inspection fee of \$1.00 per ton for fertilizer, including an additional \$0.50 per ton for mixed fertilizer or fertilizer materials containing nitrogen or phosphorus and \$0.30 per ton for raw ground phosphate rock, soft phosphate, colloidal phosphate, phosphatic clay and all other untreated phosphatic materials, gypsum, hydrated lime, limestone and dolomite when sold or used for agricultural purposes, as provided in Chapter 576, Florida Statutes.

It is agreed that this licensee will keep satisfactory and necessary records to indicate the tonnage of fertilizer and fertilizer materials received and manufactured or mixed; and to indicate the tonnage of fertilizer or fertilizer material disposed of; and to indicate the tonnage of fertilizer and fertilizer materials sold in the State of Florida.

It is further agreed that this licensee does grant to the Commissioner of Agriculture, his authorized agents or representatives permission to examine any or all of our records at any time to verify our statements of tonnage of fertilizer manufactured, sold, or otherwise disposed of.

It is further agreed that this licensee will make a monthly report of the tonnage of fertilizer and pay the inspection fee by the fifteenth of the month covering fertilizers sold in the State of Florida during the preceding month and will comply with all other provisions of said law and rules adopted there under.

To guarantee the faithful performance of all conditions set forth above, there is submitted with this application a Surety Bond DACS-13229 or Certificate of Deposit, in an amount required by rule of the Department to cover fees for any reporting period. The amount shall not be less than \$1,000.


Thank you for submitting your application for license and specialty fertilizer registrations online. Upon review and acceptance of your submitted documentation, you will be e-mailed a summary of your company's information and applicable licensing and registration fees due to the department. At the bottom of this summary will be a coupon that must be included with your payment. Once payment has been received by the Department you will be issued a user ID and password to access your web account. In addition you will be issued a Fertilizer License and a Florida license number that must be listed on all product labels distributed in Florida. If you have any questions, please visit <http://www.flascs.org/complmonitring/fertilizer.html> or contact the Fertilizer section at Tel: (850) 617-7860.

I AGREE

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## 7<sup>th</sup> Screen

**Application Review Screen and estimated licensing and registration fees** - If information provided is correct, click "Submit Registration" to complete the application process. If edits are required, click "Modify Registration Information" to make corrections to the application.



Florida Department of Agriculture and Consumer Services

**FERTILIZER PROGRAM**



05-SEP-2014

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**APPLICATION FOR FERTILIZER LICENSE**  
Sections 576.021(1) & 576.045(2), F.S.

Home

Add Another Specialty Product

Help

Logout

**Application Information**

Applicant's Business Name: John Smith

Applicant's Business Address: 2547

City: Tally Town

State: FLORIDA

Country: USA

Postal Code: 32587

Licensee Name: Jones Fertilizer Company  
Name to appear on fertilizer label

Licensee's Address: 257  
Address to appear on fertilizer label

City: Tally Town

County: ...

State: FLORIDA

Country: USA

Postal Code: 32587

Licensee Web: ...

**Contact Information**

Contact Type: Authorized Representative

Title: Mr.

First Name: John

Last Name: Smith

Address: 2547

City: Tally Town

State: FLORIDA

Country: USA

Postal Code: 32587

Phone: 888-888-8888

Alt Phone: - - -

FAX: - - -

Type of Operation: Dealer

Email: Joe.customer@freshfromfroida.com

Alt. Email: ...

**Contacts Currently Added to this Application**

Title	First Name	Last Name	Phone	Email Address	ContactType
Mr.	John	Smith	888-888-8888	Joe.customer@freshfromfroida.com	Authorized Representative

**Specialty Fertilizer Summary**

Brand Name	Grade	Estimated Fee
No Records		

Estimated Application Fee : \$200

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**Congratulatory Page - Acknowledgement of application submission.**



Florida Department of Agriculture and Consumer Services



**Congratulations!**

Thank you for submitting your application and registration documents for a Fertilizer License. Your application will be reviewed, and once approved; you will receive a confirmation e-mail with a payment coupon. E-mail a copy of your fertilizer product label(s) to the Fertilizer Section at [AESComplianceFert@freshfromflorida.com](mailto:AESComplianceFert@freshfromflorida.com)

[Return to the Main Web page.](#)

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