



New Hampshire Department of Agriculture, Markets & Food  
Division of Pesticide Control  
25 Capitol Street PO Box 2042  
Concord, New Hampshire 03302-2042

**INSTRUCTIONS FOR COMPLETING PESTICIDE REGISTRATION APPLICATIONS**

Please read the following directions carefully before completing registration applications. Applications not completed according to the following guidelines may be subject to return or delay.

Applications consist of three (3) elements: the Registration Application Form, Pesticide Product Labels and the Registration Fee.

Registration Application Form

1. Send only **one copy of the application form** which **must be submitted as a hard copy**.
2. Insert the Company Name, Address, and EPA Company Number or “NFR” for Not Federally Registered. Include the name, phone number and **e-mail address** for the authorizing agent.
3. Insert the Pesticide Product Name(s), and EPA Registration Number(s) or “NFR” for Not Federally Registered on the application.
4. Please indicate each product as Restricted Use (R), General Use (G), or Specialty/Household (S). For the definition of R, G and S products please see attached *Notice Registration of Economic Poisons*.
5. Multiple brand names, colors, finishes, scents, and fertilizer analyses for pesticide products must be registered separately with registration fees submitted for each. Include these on the application and provide the appropriate labels. Registration of varying container sizes for pesticides is not required.
6. Each application must be limited to the pesticides offered for sale under the name of a single manufacturer or distributor. If a registrant applies on behalf of more than one manufacturer or distributor, separate applications must be submitted for each company.
7. A photocopy of the application form will be accepted, however, an original signature is required.

Pesticide Product Labels

8. Hard copies of Pesticide Product Labels, Supplemental Labels, notification letters and other correspondence are always accepted.
9. Electronic copies, via E-mail or CD submission, of Pesticide Product Labels, Label Revisions, Supplemental Labels, notification letters and other correspondence are also acceptable and generally more convenient.
10. E-mail correspondence with \*.pdf attachment(s) can be sent to [ecopoisons@agr.nh.gov](mailto:ecopoisons@agr.nh.gov). Larger files (generally those over 10mb) may require multiple e-mails due to mailbox capacity limits.

Registration Fee

11. The non-refundable registration fee is **\$160.00** per pesticide product with only checks or money orders made payable to *The Treasurer, State of New Hampshire* being acceptable forms of payment. Registration applications submitted without the required fee will result in processing delays or will be returned to sender.

Please remit registration fees, completed applications, and any additional required documents to:

**New Hampshire Department of Agriculture, Markets & Food  
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Concord, New Hampshire 03302-2042**

Pesticide registrations **expire on December 31<sup>st</sup>** and must be renewed annually.

For more information please visit <http://agriculture.nh.gov/divisions/pesticide-control/registration.htm> or contact the New Hampshire Division of Pesticide Control at (603) 271-3550 or [ecopoisons@agr.nh.gov](mailto:ecopoisons@agr.nh.gov).

***Thank you for your cooperation!***