



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

November 20, 2015

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. Confirm the Company Name, Address, and EPA Company Number. Include the name, phone number and **e-mail address** for the authorizing agent.
3. Confirm the Pesticide Product Name(s), and EPA Registration Number(s) on the renewal application.
4. To edit, draw a single line through any incorrect information and legibly print or type the correct information in spaces provided.
5. 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*.
6. Indicate under the "DISC" column if a product is to be registered as "DISCONTINUED." "Discontinued" is not "Cancelled" and any product(s) being discontinued must be registered as such for two years so that existing supplies in the channels of trade can be legally sold and used.
7. Draw a single line through any product(s) not intended for the 2016 registration. These products should have been discontinued for two years (see 6. above) and will be considered "Cancelled."
8. 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.
9. 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.
10. A photocopy of the application form will be accepted, however, an original signature is required.

Pesticide Product Labels

If you have already filed **the most current version** of a pesticide label with the NH Division of Pesticide Control, you are not required to re-submit the product label for renewal purposes.

11. Hard copies of Pesticide Product Labels, Supplemental Labels, notification letters and other correspondence are always accepted.
12. 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.
13. E-mail correspondence with *.pdf attachment(s) can be sent to ecopoisons@agr.nh.gov or robert.bruleigh@agr.nh.gov. Larger files (generally those over 10mb) may require multiple e-mails due to mailbox capacity limits.

Registration Fee

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
Division of Pesticide Control
25 Capitol Street PO Box 2042
Concord, New Hampshire 03302-2042**

Pesticide registrations are valid for one calendar year and will **expire on December 31, 2016**.

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.

Thank you for your cooperation!