

Instructions for Completing the Certified Producer's Certificate

Please review the example certified producer's certificate to help you fill out your certificate.

NAME: Name(s) of the producer(s)

If you have entered into a farming partnership, sharecropping or similar agreement, you must provide the Agricultural Commissioner a notarized copy of the agreement. Please see "Direct Marketing Requirements for Partnerships..." for additional details.

DBA: "Doing Business As", if applicable, list the name of your business

ADDRESS: street address

CITY AND ZIP:

PHONE: (RES)

PHONE: (BUS)

PRODUCTION SITE(S):

List the street address of all sites where you are producing agricultural commodities that you would like to sell at a certified farmers' market. If you do not own the production site, you must provide the Agricultural Commissioner with a notarized copy of a lease agreement. Please see "Direct Marketing Requirements for Farm Leases" for further details.

STORAGE LOCATION

MONTHS IN STORAGE

List the street address of any facilities, which you use to store your produce, and the number of months your produce is in storage.

For each commodity, which you are listing on your certificate, please list, on a site by site basis, the following information:

SITE #: The number of the production site from the box above. List only one site number per box. If a commodity is grown on multiple sites, list each site in a separate box. Please see the example certificate, commodity, bachelor buttons, which is listed on two sites.

COMMODITY: The common name of the agricultural product.

VARIETY/TYPE: The variety or type of agricultural product. If you do not know the variety, write "unknown". If you are growing several different varieties, list each separately. Please see "Commodities That Need to be Broken Down by Variety or Type."

AMOUNT/ACREAGE: Please see the example certificate for options.

HARVEST SEASON: List the months during which the commodity will be harvested and/or available at a certified farmers' market.

EST. PRODUCTION: Please estimate the amount of production you will be selling at the market in the units in which you will be selling them at the market (i.e. 200 pounds, 50 bunches, etc.).

AUTHORIZED COUNTY(IES)

Please list the counties in which you intend to sell your agricultural commodities.

Name(s) of the Producer(s) that the Certificate Holder May Sell FOR:

As a certified producer you may sell certified agricultural products for up to two other certified producers (producers "B" & "C") during a 12 month period. You must provide the Agricultural Commissioner's Office with a letter from producers "B" and "C" authorizing you to sell their produce. Your name must also be listed on the certified producer's certificates of producers "B" & "C" as being authorized to sell for them. At the certified farmers' market, you must display certificates for producers B" and "C" as well as your own. Your produce and the produce from producers "B" & "C" must be segregated and labeled with the name of the producer.

Name(s) of the Producer(s) Authorized to SELL the Certificate Holder's Product:

Please list the names of up to two certified producers who are authorized by you to sell your produce at a certified farmers' market.
