

**ED KING**  
Agricultural Commissioner  
Sealer of Weights and Measures

**AGRICULTURAL COMMISSIONER  
SEALER OF WEIGHTS AND MEASURES**

**OFFICE LOCATION:**  
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**Certified Producers Certificate Application/Renewal Checklist**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
CPC#: \_\_\_\_\_ Date: \_\_\_\_\_

New and renewing applicants must complete the following questions and provide the specified documents in accordance with Title 3 of the California Code of Regulations (3 CCR) Sections 1392.1, 1392.2, 1392.4, 1392.9.1, and 1392.9.2.

1) Do you have Authorized Representatives, i.e. employees, family members, or others who are authorized to conduct business on your behalf at Certified Farmers' Markets?

Yes \_\_\_ No \_\_\_

If yes, the Agricultural Commissioner must have a list of your Authorized Representatives on file. If you filled one out last year and there are no changes, no further action is required.

2) Are you the owner of the property on which the certified agricultural products are produced?

Yes \_\_\_ No \_\_\_

If no, a copy of the current written lease agreement must be provided to the Agricultural Commissioner at the time of application, with the following details:

\_\_\_ A clear description of the size and location of the property.

\_\_\_ The cost of the lease.

\_\_\_ The date of the agreement.

\_\_\_ NOTARIZED signatures of all parties executing the agreement.\*

**LEASE CHANGES MUST BE REPORTED IMMEDIATELY. Any change invalidates your certificate.**

3) Are you applying for a certified producer's certificate based on being in a farming partnership, sharecropping agreement, or similar contractual agreement?

Yes \_\_\_ No \_\_\_

If yes, proof of partnership or a copy of the current written agreement must be provided to the Agricultural Commissioner at the time of the application. The information must contain all of the following details:

\_\_\_ A clear description of the property location and size.

\_\_\_ The degree of financial and material involvement by each party.

\_\_\_ The date of the agreement.

\_\_\_ NOTARIZED signatures of all parties executing the agreement.\*

\_\_\_ A statement of verification that the property or properties to be farmed by the partnership or producers cooperating under a similar contractual agreement are under the exclusive control of the partnership as a separate entity from its individual members

\*If yes, a statement "valid until revoked" may be added to the contractual agreement by the farming partnership or landowner to alleviate an annual renewal and notarization of the agreement to this office.

4) Are you authorized to sell for any other certified producers?

Yes\_\_\_\_ No\_\_\_\_\_

If yes, the Agricultural Commissioner must receive written authorization, signed by both parties, before we can add the names of the certified producers you represent to your certificate. Please request a copy of the Second Certificate Agreement if needed. You may sell for no more than 2 other certified producers in a 12-month period.

5) Do you authorize any certified producers to sell for you?

Yes\_\_\_\_ No\_\_\_\_\_

If yes, the Agricultural Commissioner must receive written authorization, signed by both parties, before we can add the names of the certified producers who represent you to your certificate. Please request a copy of the Second Certificate Agreement if needed. No more than 2 certified producers may sell on your behalf in a 12-month period.

6) Will you be selling cut flowers or other nursery stock (any plant for planting, propagation or ornamentation)?

Yes\_\_\_\_ No\_\_\_\_\_

If yes, you are required to obtain a valid License to Sell Nursery Stock from the California Department of Food and Agriculture (CDFA). Licensing information can be found at <https://www.cdfa.ca.gov/plant/pe/nsc/nursery/>.

7) Will you be selling/advertising your product as organic? If yes, you must register as an organic producer with CDFA.

Yes\_\_\_\_ No\_\_\_\_\_

8) Do you produce citrus commodities?

Yes\_\_\_\_ No\_\_\_\_\_

If yes, a copy of a current Asian Citrus Psyllid (ACP) Compliance Agreement must be on file with the Agricultural Commissioner at the time of application. Please contact our office if you have not completed an agreement.

9) Do you sell commodities by weight?

Yes\_\_\_\_ No\_\_\_\_\_

If yes, your scale must be sealed for the current year. If it is not sealed, contact our office to arrange inspection.

10) Are you a veteran of the United States Military? *Fee Exempt. Provide DD 214 Form for honorable release/discharge.*

Yes\_\_\_\_ No\_\_\_\_\_ *Ref: BPC 16102.*

11) I have reviewed, and intend to produce in accordance with, good agricultural practices as outlined in the Small Farm Food Safety Guidelines published by CDFA. [http://www.cdfa.ca.gov/is/i\\_&c/sffsg.html](http://www.cdfa.ca.gov/is/i_&c/sffsg.html)

Yes\_\_\_\_ Initial\_\_\_\_\_