



Wisconsin Department of Agriculture, Trade and Consumer
 Protection Division of Agricultural Development
 2811 Agriculture Drive, P O Box 8911
 Madison, Wisconsin 53708-8911
 phone 608-224-5116
 http://www.datcp.state.wi.us

FOR OFFICE USE ONLY
Date Received:

2016 Cultivated Ginseng Dealer Registration and Shipment Certificate Application

Section 1 Make address corrections here:

Business Name: _____ Email: _____

Business Address: _____ Phone: _____ Fax: _____

City/State/Zip: _____ Contact Person: _____

BUSINESS OPERATED BY (check one)

- Individual
 Partnership
 Corporation
 Cooperative
 LLC
 Trust
 Other

State of formation: _____
 (If corporation or LLC)

Section 2 Cultivated Ginseng Shipment Certificates

Fill in the number of shipment certificates you are requesting:

_____ x \$15.00 = \$ _____

Check the type of shipment certificate you are requesting: NOTE: If no boxes are checked, you will receive a Cultivated Dry Root Certificate.

- Cultivated Dry Root (includes woods-grown)
 Root Fiber
 Seed
 Live Root/Tissue Culture

Section 3 Annual Ginseng Dealer Registration

Annual Registration Fee BEFORE 01/02/15	+ \$25.00
Annual Registration Fee AFTER 01/02/15	OR + \$30.00
Total from Section 2 above	+ _____
Please calculate the TOTAL from Sections 2 and 3	= \$ _____

Dealers: One shipment certificate is required for each sale or shipment of ginseng. Shipment certificates are valid during the year in which you are registered. Registration fees need only be paid once per calendar year. All applicants must sign and date below.

Section 4 **OUT OF STATE GINSENG DEALERS- Please list Wisconsin Agent(s) or Buyers employed by your firm:**

NAME			NAME		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
TELEPHONE NUMBER	FAX NUMBER		TELEPHONE NUMBER	FAX NUMBER	

By signing below, I certify that I will comply with all State and Federal laws pertaining to the harvest, purchase, sale, transfer and export of ginseng out of the state of Wisconsin.

Date	Type/Print Applicant's Name and Title	Signature of Applicant
------	---------------------------------------	------------------------

Mail Check and application to: DATCP, BOX 93193, MILWAUKEE WI 53293-0193

Personal information you provide may be used for purposes other than that for which it was originally collected (sec. 15.04(1)(m), Wis. Stats.).

This institution is an equal opportunity employer



Wisconsin Department of Agriculture, Trade and Consumer Protection
Division of Agricultural Development
2811 Agriculture Drive, P O Box 8911
Madison, Wisconsin 53708-8911
phone 608-224-5116 fax 608-224-5111
<http://www.datcp.state.wi.us>

Cultivated Ginseng Dealer Registration and Shipment Certificate Application Instructions

For January 1st to December 31st, 2016 (Section 94.50, Wis. Stats.)

GINSENG SHIPMENT CERTIFICATES AND REPORT FORMS

Ginseng Shipment Certificates are required to accompany all ginseng shipments that are sold to a ginseng dealer in Wisconsin, or anytime that cultivated ginseng is shipped out of the state of Wisconsin. One certificate is required for each sale or shipment. There is no limitation to the total dry weight poundage applied to each certificate. The certificates are only valid when issued to registered ginseng growers or dealers. The shipping certificate is valid for the year in which the grower or dealer is registered. Growers and dealers may register in advance.

The bottom portion of the Ginseng Shipment Certificate is the Report Form. This form is used to report the ginseng sale and shipment information back to the Department. The person selling or shipping the ginseng **MUST**, by law, return the Report Form to the Department within 30 days after the date of the sale or shipment.

As an operational policy, it is suggested that any unused certificates are returned to the Department at the purchaser's convenience. This is only a request. It is not a legal requirement to return the unused certificates.

INSTRUCTIONS FOR COMPLETING GINSENG SHIPMENT CERTIFICATE APPLICATION

Section 1- Complete the name, mailing address, city, state, and zip code for the applicant. The applicant is the registered ginseng grower or dealer who is requesting the certificate. Only registered growers and dealers may apply for the certificates. The same application form used for requesting shipment certificates may be used to register. (See instructions for registration below.) Each time you apply for a Shipment Certificate, you will automatically receive a new application for that year.

List the email address, contact person, phone, and fax. Check the appropriate box that describes the kind of ginseng business you operate. If your business is a legally formed business, like an LLC or corporation, please list the state in which it was formed. If you are applying as an individual or sole proprietor, please complete and return the Social Security Request Form. Once this information is on file, you do not need to submit it for each application.

Section 2- In this section, indicate the number of shipment certificates you are requesting. Shipment certificates are \$15.00 each. Multiply the number of certificates you would like times \$15.00 each, then total the amount. Check the box next to the type of certificate(s) which you are requesting. If no certificate type indication is made, we will assume that you are requesting a cultivated dry root certificate.

INSTRUCTIONS FOR COMPLETING ANNUAL REGISTRATION

Registration fees are required of ginseng dealers once per registration period. You will automatically receive a registration application each year. Only registered ginseng growers and dealers may request or obtain Ginseng Shipment Certificates. All ginseng growers and dealers who complete a registration for the current registration period will automatically receive an application to register for the following registration period. The form and cover letter will usually arrive sometime in November.

Section 3- Select the correct registration fee required for ginseng dealers, based on the date of your application. If you are requesting Ginseng Shipment Certificates on the same form used for registration, be sure to add the certificate fees to the registration fees and total it in the grey box labeled "TOTAL DUE". This is the amount that you should submit for payment. Registration fees need only to be paid **ONCE** per year.

Section 4- This section is for out of state ginseng dealers only. Ginseng dealers with business headquarters based in Wisconsin do not need to complete this section. If you have a business headquarters located outside of Wisconsin, please list all Wisconsin agent(s) employed by your company. You may use the back of the form or attach additional sheets if necessary.

Lastly, print the date of application, applicant name, applicant title, and sign the form. Please be sure to verify that all of your information on the form is accurate and up-to-date. Make checks payable to: **DATCP**. Mail the application, with payment, to: **DATCP, BOX 93193, MILWAUKEE WI 53293-0193**. Sorry, we are unable to process credit card payments at this time. Please allow 10-12 business days for processing and shipment. Along with your requested documents, you will receive a new Ginseng Shipment Certificate application and a return envelope. You may submit payments, applications and Report Forms in the return envelope provided.

If you have questions or concerns not addressed here, please feel free to reach our Ginseng Program staff at 608-224-5116.