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Select an application type to get started



• Store Application

Any firm (except for a Farmers' Market) should complete this application.



• Farmers' Market Application

Farmers' markets are defined as "multi-stall markets at which farmer-producers sell food products they produced (fruits, vegetables, meat, dairy, grains, etc.) directly to the general public, at a central or fixed location."

The following application questions will be tailored towards your above selection.

Privacy Act And Paperwork Reduction Notice

Public reporting burden for this collection of information is estimated to vary from 1 to 11 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, Room 1014, 3101 Park Center Drive, Alexandria, VA 22302, ATTN: PRA (0584-0008). Do not return the completed form to this address.

To file a complaint of Discrimination, write to the USDA, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, DC 20250-9410. Do not send the completed application form to this address.

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Online Store Application (OSA)

Welcome to the home of the Supplemental Nutrition Assistance Programs (SNAP) online application for stores

Click from the list of options below to begin:

[Start New Application](#) ▶

[Continue Saved Application](#)

[Check Status of Previously Submitted Application](#)

[View/Print Cover Letter, Certification & Signature Statement and 252E Form](#)



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[Before You Begin](#)

[Acknowledgement Agreement](#)

Get Started

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Before You Begin

Carefully review the following steps to complete the application process:

Note: The online application is a two-step process. Your application is not considered complete until you finish both steps AND the Food and Nutrition Service (FNS) has received all supporting documentation from you.

Step #1:

- 1. Gather the following information and documents before you start.**
 - a. Date the store opened under the current ownership.
 - b. Corporate name and address if you are a private or public corporation.
 - c. Home address, social security number, and date of birth for all owners, partners, corporate officers, and in community property states, spouses.
 - d. Actual sales data from the store's your most recent IRS business tax return, if it has been open under current ownership longer than one year. If not, an estimate of the store's annual sales.
 - e. Percentage of the store's sales from staple foods, snack or accessory foods, and all non-food items you sell.
 - f. Store hours of operation.
 - g. Copies of Photo ID, Social Security Cards for owner(s), and, in community property states, spouses.
 - h. Business license held by the store.
- 2. Answer the online application questions.** Click the "Start Application" button below to begin.
 - a. Use the "Help" link in the upper right-hand corner of this page to get help on any page in the application.
 - b. Use the links on the left-hand side of each page to return to any section you already worked on.
- 3. Review your application for accuracy.** Correct any mistakes before you submit your application.
- 4. View and print your application.** Print an official copy of your application to keep for your records.
- 5. Submit your application online, following the instructions provided.**

Step #2:

- 1. Mail your supporting documents to FNS.** Instructions regarding your supporting documents are provided on-screen AFTER you submit your application and are specific to your application.
- After you mail your supporting documents to FNS, you can return to www.fns.usda.gov/snap to check the status of your online application.

TIP: You can save your application and return to finish it up to 30 days after you start. FNS deletes all saved applications that are not completed within 30 days.

Do not use this form if you are applying as a restaurant. Click [Contact Us](#) to request further information.

[Start Application](#)



[Home](#)

Finalize Application

[Print Page](#)

Documents to Mail

Documents to Mail to USDA's Food and Nutrition Service:

Your application was submitted and assigned **FNS Number - 0545812**. Please keep this number, as it is a permanent ID for the store.

You are NOT approved to accept SNAP benefits until FNS makes a determination regarding your eligibility.

FNS will process an application once it's complete and notify you of a decision in writing. In order to help determine your eligibility, an FNS employee or representative may visit your store.

In order to complete your application, you must mail supporting documentation as follows:

1. Print a 'Document Cover Sheet'. The cover sheet includes basic information about your store name and address. You must print and submit any documents to FNS with a cover sheet in order for us to match your documents with your application. ([Acrobat Reader](#) is required to view PDF)

[Print Cover Sheet](#)

2. Print and Sign a 'Certification and Signature Statement'. FNS does not accept electronic signatures at this time; therefore, you must provide an original written signature. ([Acrobat Reader](#) is required to view PDF)

[Print Required Certification and Signature Statement](#)

3. Submit at least one current business license in your name. [Click here](#) for examples.

4. Submit a color copy of Photo Identification for all owners, partners, corporate officers and if it is a community property state, spouses, Copy each identification card in color on a separate page. [Click here](#) for examples.

5. Submit a color copy of the Social Security Number for all owners, partners, corporate officers, and if it is a community property state, spouses, Copy each identification card in color on a separate page. [Click here](#) for examples.

You can mail the documents to:

USDA, Food and Nutrition Service
PO BOX 7228 (USPS Only)
Falls Church, VA 22040

IMPORTANT: If you mail your documents, you **MUST** use the United States Postal Service (USPS). UPS, Federal Express, and other courier services will NOT deliver to a P.O. Box. Follow instructions on Cover Sheet for how to prepare and send your documents.

If you have questions, call: **(877) 823 - 4369**

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[Submit Documents Electronically](#)

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Falls Church, VA 22040

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