

**USDA, Agricultural Marketing Service  
Science and Technology Program  
Plant Variety Protection Office  
1400 Independence Avenue, SW  
Room 4512-South Building, Mail Stop 0274  
Washington, DC 20250-0002  
(202) 260-8983**

**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0055. The time required to complete this information collection is estimated to average .5 hours 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.

**Privacy Act Advisory Statement**

The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with the request for information solicited on the Credit Card Payment Form (ST 471). Accordingly, pursuant to the requirements of the Act, please be advised that: (1) the authority for the collection of this information is 15 U.S.C. § 1113 or 35 U.S.C. § 41 and 37 CFR 1.16-1.28, 1.492, or 2.6-2.7; (2) furnishing of the information solicited is voluntary; and (3) the principal purpose for which the information is used by the PVPO to charge the appropriate fee amount to the appropriate credit card account. If you do not furnish the requested information, the PVPO may not be able to charge the fee to the credit card or the credit card institution may refuse to accept the charge, either of which will result in the fee being treated as not having been paid.

**Instructions for completing the Credit Card Payment Request Form**

- PVPO does not accept debit cards or check cards that require use of a personal identification number as a method of payment.
- Enter all credit/debit card information including the payment amount to be charged to your credit card and remember to sign the form. The Plant Variety Protection Office (PVPO) cannot process credit card payments without an authorized signature.
- Please list each service separately. Payment must be received in the PVP Office prior to performance of the service. Send your request directly to a secure fax line at 202-260-8976 or call the office at 202-260-8983. Ask to speak to the collections representative. You have the option to phone, fax, or mail your CREDIT CARD information (Visa, Master Card, Discover, and American Express).
- In order to process a credit card transaction we require that you provide us with the 3-digit code found on the back of the card. For security reasons, please include this information by either calling the office at 202-260-8983 or by sending it via email to [PVPOmail@usda.gov](mailto:PVPOmail@usda.gov).
- For a full explanation of fees, see the Regulations and Rules of Practice under the Plant Variety Protection Act, especially Section 97.175.

**Fee Schedule - The listed fees are from the fee schedule in effect on October 17, 2005.**

<b>Service</b>	<b>Cost</b>	<b>Unit</b>
1. Filing appeal to the Secretary	\$4,942.00	Per application/certificate
2. Filing a protest to the Commissioner	\$4,118.00	Per application/certificate
3. New application filing plus examination fees	\$4,382.00	Per application
4. Certificate issuance fees	\$768.00	Per application
5. Submission of new data after recommendation to issue but before issuance	\$432.00	Per application
6. Revival of abandoned application	\$518.00	Per application
7. Correcting or re-issuance of a certificate	\$518.00	Per certificate
8. Additional fee for reconsideration	\$518.00	Per application
9. Granting of extension	\$89.00	Per application/certificate
10. Recordation fee	\$41.00	Per application/certificate
11. Copies of color photographs	\$41.00	Per application/certificate
12. Late fee	\$41.00	Per application/certificate
13. Seed replenishment fee	\$38.00	Per application/certificate
14. Copies	\$1.80	Per page of material
15. Additional fee for authentication of copies	\$1.80	Per page of material
16. Field inspection or other services requiring travel	Actual costs	
17. Other services, including training classes	\$107.00	Per hour, and per examiner

# Request for Services

**Plant Variety Protection Office**  
 USDA, AMS, S&T  
 1400 Independence Avenue, SW  
 Room 4512-South Building, Mail Stop 0274  
 Washington, DC 20250-0002  
 Phone 202-260-8983 Fax 202-260-8976  
 E-mail: PVP@mail@ams.usda.gov

Date: \_\_\_\_\_  
 (Month/Day/Year (ie. 03/15/2005))

<p><b>Credit Card and/or ACH Debit Information</b> (By Phone, Fax, or Paper Mail):</p> <p>Account Holder's Name: _____                  (Please Type or Print Name as it appears on Account)</p> <p>Credit Card Type: _____ Expiration Date _____                  (Visa, Master Card, Discover, and American Express)</p> <p>Account Number: _____ 3-Digit Code: _____</p> <p>Billing Address: _____</p> <p>Address Line 2: _____</p> <p>City, State, Zip Code: _____</p> <p>Email: _____</p> <p>Account Holder's Signature: _____</p> <p><b>(ACH Debit Card) Money Transfer</b></p> <p>Account Type: _____</p> <p>Routing Number ( 9 digits): _____</p> <p>Account Number: _____</p> <p>Email: _____</p> <p>Account Holder's Signature: _____</p>	<p><b>Requested on Behalf of:</b> (skip if same as Account Holder)</p> <p>Name: _____</p> <p>Company Name: _____</p> <p>Street Address: _____</p> <p>City, State, Zip Code: _____</p> <p>Country: _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p> <div style="background-color: #cccccc; height: 150px; width: 100%; margin-top: 10px;"></div>
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Service Requested	PV Number	Crop Kind/Species	Variety name/Designation	Copies (# of Pages) \$1.80/page	Unit Price	Total
					Total:	

**For Plant Variety Protection Office Use Only:**

Date Paid: \_\_\_\_\_

Agency Tracking ID: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Confirmation No: \_\_\_\_\_

PVP Personnel: \_\_\_\_\_

## USDA's Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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