

## SPECIALTY CROPS INSPECTION DIVISION VENDOR FORM

TO BE FILLED OUT BY THE ORIGINATING OFFICE / APPLICANT			
CHECK ONE: ☐ NEW APPLICANT ☐ UPDATING EXISTING APPLICANT INFORMATION			
DATE:	PACA LICENSE NUMBER:		
ORIGINATING OFFICE (include office # and state):	APPLICANT NUMBER (IF NEW LEAVE BLANK):		
APPLICANT NAME:	CONTACTS:		
ADDRESS (STREET ADDRESS REQUIRED):	CITY:	STATE:	ZIP:
BILLING ADDRESS (IF DIFFERENT THAN STREET ADDRESS):	CITY:	STATE:	ZIP:
DOING BUSINESS AS (Use this section if certificate recipient is different to the person above):			
PHONE:	FAX:		
EMAIL:	TAX ID NUMBER (REQUIRED):		
<ul> <li>□ SCENARIO A: AN APPLICANT THAT IS NOT LISTED IN THE FEIRS/BIIS GLOBAL LIST OF APPLICANTS.</li> <li>□ SCENARIO B: AN APPLICANT THAT IS LISTED IN THE GLOBAL FEIRS/BIIS DATABASE, BUT DOES NOT HAVE AN ACCOUNT NUMBER FOR THE LOCAL OFFICE.</li> </ul>			
APPLICANT WILL BE A:	DATE SENT TO SERVICE CENTER OR BILLING STAFF:		
☐ BILLING ☐ COD			
TO BE FILLED OUT BY SERVICE CENTER OR BILLING STAFF			
DATE RECEIVED:	FMMI NUMBER:		
APPLICANT NUMBER GENERATED (LIST NUMBER HERE):	NOTES:		
DATE ENTERED INTO FEIRS/BIIS & FMMI:	1		
DATE ORIGINATING OFFICE NOTIFIED APP. IS IN FEIRS/BIIS & FMMI:	1		

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 is 0581-0143. The time required to complete this information collection is estimated to average 18 minutes per response, including the time for reviewing the instruction, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information.

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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.

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