



**SPECIALTY CROPS INSPECTION DIVISION  
VENDOR FORM**

**TO BE FILLED OUT BY THE ORIGINATING OFFICE**

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):	
<input type="checkbox"/> <b>SCENARIO A:</b> AN APPLICANT THAT IS NOT LISTED IN THE FEIRS/BIIS GLOBAL LIST OF APPLICANTS. <input type="checkbox"/> <b>SCENARIO B:</b> AN APPLICANT THAT IS LISTED IN THE GLOBAL FEIRS/BIIS DATABASE, BUT DOES NOT HAVE AN ACCOUNT NUMBER FOR THE LOCAL OFFICE.			
APPLICANT WILL BE A:		DATE SENT TO SERVICE CENTER OR BILLING STAFF:	
<input type="checkbox"/> BILLING <input type="checkbox"/> 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:	
DATE ORIGINATING OFFICE NOTIFIED APP. IS IN FEIRS/BIIS & FMMI:	