

Pesticide Broker License Packet

Contains the following documents:

- Licensing Requirements
- Application and Instructions
- Licensing Visa/MasterCard Transaction Form

Do you need this license?

Unless you are a pesticide registrant or pest control dealer, you must possess a pesticide broker license if you are a person or business (inside or outside of California) who first sells or distributes pesticides into or within California. However, this license does not authorize the sale of agricultural use or restricted use pesticides to end users.

Basic licensing requirements

You can obtain a pesticide broker license by submitting an application. A branch location includes a broker's distribution center(s), not individual retail outlets.

Other requirements

Once you obtain your license, you must do all of the following:

- Maintain records of your purchases, first sales, and distributions of pesticides into or within the state for four years at your principle place of business
- Report to the Director the total dollars of sales (including zero sales) and the total pounds of pesticides sold into or within California on a quarterly basis (FAC section 12406[a][b])
- Pay the mill assessment fee if you are the first seller*

*California assesses a "mill assessment" fee on all pesticide sales. The first seller is responsible for payment of the mill assessment. This is usually the pesticide registrant. Registrants are responsible for reporting the amount of pesticides they distribute or sell for use in California, and for paying the mill assessment. If the first sale is made not by the registrant but by another party (a pesticide broker or pest control dealer), then they must report and pay the mill assessment. (FAC section 12406[b])

License duration

A new license may be issued for up to two years, depending on when you apply and your license cycle. Each renewed license is valid for two years unless you renew late.

Continued on next page.

Application fee

The application fees are \$20 (main) and \$20 (branch) **per calendar year**, which are based on the following 2-year cycles:

If your business name begins with...	Then your license will...
A through L	Expire on December 31 of even-numbered years (e.g. 2024, 2026, 2028, etc.)
M through Z (including business starting with "The")	Expire on December 31 of odd-numbered years (e.g., 2023, 2025, 2027, etc.)

For example, if you applied for a license under the name "Pest Control Dealer Corporation" in January 2023, then your license would expire December 31, 2023 and the fee would be \$20. If you applied for a license under the name "Best Pest Control Dealers" in January 2023, then your license would expire on December 31, 2024 and the fee would be \$40.

Renewal fee

The renew fee is \$40 (main) and \$40 (branch) for the 2-year cycle. We do not prorate your renewal fee if you renew your license late.

Late renewal fee

A late fee of 50 percent of the total renewal fee will be assessed for each license postmarked after December 31 of the expiration year.

Continued on next page.

Fees

The following chart lists the miscellaneous fees for this license. We charge a maximum of \$20 for **all** changes/requests that are submitted on a single application form.

Type	Amount	Details
Name change	\$20	<ul style="list-style-type: none">• You must immediately notify the Licensing and Certification Office in writing (3CCR section 6508).• You must submit legal documents certifying the name change.• A new license will be automatically issued for all name changes.• The Address and/or Name Change Form is available on our Web site.
Address change	\$20	<ul style="list-style-type: none">• You must immediately notify the Licensing and Certification Office in writing (3 CCR section 6508).• This fee is only required if you request a new license.• The Address and/or Name Change Form is available on our Web site.
Duplicate	\$20	This fee applies to requests for a duplicate or replacement license.

**Our mailing
address**

Department of Pesticide Regulation
Attn: Cashier MS-4A
PO Box 4015
Sacramento, CA 95812-4015

**For more
information**

Please email us at LicenseMail@cdpr.ca.gov.
Note: Your application and materials must be mailed to DPR. We cannot accept electronic submittals.

Pesticide Broker License Application

For complete instructions, see page 3.

A. Application Type. Check the appropriate box(es).

<input type="checkbox"/> New Application	<input type="checkbox"/> Name / Address Change	<input type="checkbox"/> Add Branch Location
<input type="checkbox"/> Duplicate / Replacement License		Broker License # _____

B. Business Information (Main Location).

Business Name _____

E-Mail Address _____	Phone Number _____
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Business Mailing Address (Number and Street or PO Box) _____	(City) _____	(County) _____	(State) _____	(ZIP Code) _____
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Business Location Address (Number and Street) _____	(City) _____	(County) _____	(State) _____	(ZIP Code) _____
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Business Type (Check only one box.) See instructions for documentation requirements.

<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Non-Profit Association	<input type="checkbox"/> Limited Liability Partnership

C. Former Business Name. Enter former business name and license number below.

Former Business Name _____	License Number (optional) _____
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D. Business Officers or Owners. Attach additional sheet if necessary.

1) Name _____	Title _____		
Mailing Address (Number and Street or PO Box) _____	(City) _____	(State) _____	(ZIP Code) _____

2) Name _____	Title _____		
Mailing Address (Number and Street or PO Box) _____	(City) _____	(State) _____	(ZIP Code) _____

3) Name _____	Title _____		
Mailing Address (Number and Street or PO Box) _____	(City) _____	(State) _____	(ZIP Code) _____

E. Branch Locations. Attach additional sheet if necessary.

1) Location Address (Number and Street or PO Box Number) _____	(City) _____	(State) _____	(ZIP Code) _____
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2) Location Address (Number and Street or PO Box Number) _____	(City) _____	(State) _____	(ZIP Code) _____
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3) Location Address (Number and Street or PO Box Number) _____	(City) _____	(State) _____	(ZIP Code) _____
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4) Location Address (Number and Street or PO Box Number) _____	(City) _____	(State) _____	(ZIP Code) _____
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5) Location Address (Number and Street or PO Box Number) _____	(City) _____	(State) _____	(ZIP Code) _____
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Pesticide Broker License Application

F. Pesticide Broker Business Type. Indicate the type(s) of pesticides your business will be selling by checking the appropriate box(es) below.

- | | |
|---|---|
| <input type="checkbox"/> Agricultural Use Pesticides | <input type="checkbox"/> Livestock / Poultry Pesticides |
| <input type="checkbox"/> Non-Agricultural Use Pesticides | <input type="checkbox"/> Biological Control Agents |
| <input type="checkbox"/> Restricted Use Pesticides (Either California or Federal) | <input type="checkbox"/> Other _____ |

G. Fees & Mailing. All fees are non-transferable and non-refundable. (See "New License Fee Examples" in the instructions on page 3)

	1-Year		2-Year		# Branches		Total Fees
Main Location	\$20	or	\$40		--	=	\$ _____
Branch Location	\$20	or	\$40	X	_____	=	\$ _____
Name / Address Change, Duplicate / Replacement Fee	\$20		--	X	_____	=	\$ _____
Total Fee(s) Due =							\$ _____

Enclose a check, money order, or credit card information. Make payable to: "DPR Cashier."

Mailing Instructions: Mail your completed application, required documentation, and fees to:

Department of Pesticide Regulation
 Attn: Cashier MS-4A
 PO Box 4015
 Sacramento, CA 95812-4015

H. Read Before Signing. During the last three years, have you had any administrative, civil, or criminal action taken against you for violation of any State or federal laws or regulations relating to the application or use of pesticides that resulted in disciplinary actions or in which any disciplinary action is pending?

- Yes (Attach explanation on separate page) No

I. I declare under penalty of perjury, under laws of the State of California, that the above information is true and correct.

Applicant Signature

Date Signed

Pesticide Broker License Application Instructions

Failure to complete or provide the requested information may delay the processing of your application.

A. Application Type:

New Application: If you are applying for a Pesticide Broker License for the first time.

Add Branch Location: Adding a pesticide broker branch location to your license.

Duplicate / Replacement License: Requesting a duplicate or replacement license.

Name / Address Change: Requesting name / address changes. Submit a copy of the legal document substantiating the name change. Address changes may be made directly on the application form. A new license will only be mailed if you submit a \$20 fee.

B. Business Information (Main Location): If you are changing your business name, enter your former business name, and license number (optional), in Section "C". You must immediately notify DPR, in writing, of any change in the business name. Submit the following information according to your business type below:

Partnership: Submit a "Fictitious Business Name Statement" which may be obtained from the county clerk's office.

Individual: If the business name is different than your surname (last name), submit a "Fictitious Business Name Statement" which may be obtained from the county clerk's office.

Corporation, Limited Liability Company, or Limited Liability Partnership: Submit a current copy of the "Certificate of Good Standing" which may be obtained from the Secretary of State, Certificate Department.

Non-Profit Association: If the business is a corporation, submit a current copy of the "Certificate of Good Standing" which may be obtained from the Secretary of State, Certificate Department, 1500 11th Street, Sacramento, California 95814. If the business name is different than your surname (last name), submit a "Fictitious Business Name Statement" which may be obtained from the county clerk's office.

C. Former Business Name: If your business name has changed, enter the former name and license number (optional) in this section of the application.

D. Business Officers or Owners: List the name, title, and mailing address of the business officers and / or owner(s). If necessary, use an additional sheet of paper. Notify DPR immediately if there is a change in the business ownership or organization. A new application and fee must be immediately submitted for this change.

E. Branch Locations: Complete this section to add a branch location to your business. Enter the business location address for each branch location added. If the branch name is different from the main business name, indicate the branch name and submit a "Fictitious Business Name Statement" which may be obtained from the county clerk's office.

F. Pesticide Broker Business Type: Indicate the type of pesticides the business will be selling. Check all that apply.

G. Fees: All fees are non-transferable and non-refundable.

*Your license fee is based on whether you are applying for a license for a Main or Branch Location, whether you are applying in an 'even' or 'odd' calendar year, and whether your business name begins with the letters 'A-L' or 'M-Z.' This is because DPR has a set two-year renewal cycle based on the business' name. See the following to help determine the appropriate fee.

New License Fee Examples

New Application – Even Year (i.e., 2024, 2026...)

Business Name Starts With...	You Pay...	Main Fee Amount	Branch Fee Amount
A-L	One-year Fee	\$20	\$20
M-Z	Two-year Fee	\$40	\$40

New Application – Odd Year (i.e., 2025, 2027...)

Business Name Starts With...	You Pay...	Main Fee Amount	Branch Fee Amount
A-L	One-year Fee	\$20	\$20
M-Z	Two-year Fee	\$40	\$40

Name / Address Change or Duplicate / Replacement Fee: \$20

H. Read Before Signing: Check appropriate box and provide explanation, if necessary.

I. Declaration / Signature Block: Sign and date your application.

Mailing Instructions: Mail your completed application and enclose a check, money order, or credit card information payable to "DPR Cashier" to:

Department of Pesticide Regulation
 Attn: Cashier MS-4A
 PO Box 4015
 Sacramento, CA 95812-4015

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Licensing Visa / Mastercard Transaction Form



Complete this payment form and mail with completed application form(s) to:

ATTN: Cashier
 Department of Pesticide Regulation
 PO Box 4015
 Sacramento, CA 95812-4015

All sections must be completed. Do not e-mail or fax this form. Electronically received forms will not be accepted.

Failure to complete all sections of this form will result in your application and payment being delayed or rejected.

Cardholder Information.

Name (as it appears on the card)	Telephone Number ()
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Card Information. (Visa and Mastercard only. No other cards are accepted)

Card Type (check one): <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard															
Card Number (16 digits):															
Expiration Date:															
Total Amount of Payment: \$															

Signature of Cardholder

Billing Address (Street or PO Box Number)

City	State	ZIP Code
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If the cardholder is not the licensee, or if the cardholder is paying for multiple licensees, indicate who the payment is for below. Please attach an additional sheet if needed.

1) Licensee Name	4) Licensee Name
License Number (if applicable):	License Number (if applicable):
2) Licensee Name	5) Licensee Name
License Number (if applicable):	License Number (if applicable):
3) Licensee Name	6) Licensee Name
License Number (if applicable):	License Number (if applicable):

(Department Use Only) – Entered on POS by:	Date Entered:	Date Mailed:	Mailed By:
Notes:			