



**Environmental Protection Agency  
Office of Pesticide Programs**

**January 2009**

**How to Obtain a Company Number and  
Register an Official Address**

**What is a company number?**

A “company number” is a unique identifier assigned to a company that wishes to register a pesticide (e.g. herbicide, rodenticide, or antimicrobial) with the U.S. Environmental Protection Agency (EPA). These companies are commonly called registrants.

A "company number" is also required for a company that plans to “produce” pesticides or devices. Such production requires the company to obtain a “Pesticide-Producing or Device-Producing Establishment Number”.

**Background**

Registrants must obtain a company number prior to registering their first product with the Agency. For subsequent products or amendment to existing registrations, the registrant must refer to this company number. (Note: registrants who plan to produce their own products will also need to obtain an [“establishment number”](#)).

Registrants or others who plan to “produce” pesticides or devices must obtain the company number *first* and then submit EPA Form 3540-8 (Application for Registering a Pesticide, Device, or Active Ingredient Establishment Number) to the Regional office where their company Headquarters office is located to obtain the establishment number. For foreign establishments, the Form should be submitted to EPA’s DC office. The Form can be obtained at

<http://www.epa.gov/compliance/monitoring/programs/fifra/establishments.html>

The Instructions for completing the Form (also found at this web site) contain the current list of Regional and Headquarter contacts to whom the Form should be mailed.

**How to request for a company number**

The registrant must submit a signed letter on company letterhead to request for a company number and establish an official address with EPA. EPA will direct all future correspondence to the official address. The registrant must keep this official address record up-to-date (see Section 3 below).

Foreign registrants must designate a U.S. agent to receive correspondence and represent the registrant in matters concerning their application. U.S. registrants may also designate an agent. (Section 2 below outlines the information needed for companies using designated agents). The letter must include a statement authorizing the agent to act in all matters concerning the registration of your product with EPA. It must also include a

statement acknowledging that all official correspondence from EPA will be directed to the agent.

**1. Information for U.S Companies (no agent designated)**

- **Company Name:** (formal name of the company)
- **Contact Name:** (name of the employee designated to interact with EPA)
- **Contact Phone Number:** (area code and phone number)
- **Contact eMail Address:**
- **Official Mailing Address:**  
for example: 123 Street Name  
Anywhere, State  
Zip: #####

**2. Information for All Foreign Companies and U.S. Companies with a Designated Agent**

- **Company Name:** (formal name of the company)
- **Company Address:**  
for example: 123 Street Name  
Anywhere, State  
Zip: #####  
Country (if non-U.S.)
- **Company Phone Number:** (phone number, include country code if non-U.S.)
- **Agent Name:** (formal name of the designated agent)
- **Contact Name:** (name of the Agent's employee authorized to interact with EPA)
- **Contact Phone Number:** (area code and phone number)
- **Contact eMail Address:**
- **Agent Mailing Address:**  
for example: 123 Street Address  
Anywhere, State  
Zip: #####

**Submit the request by one of the following methods:**

**By Fax:**

(703) 305-7670

Attention: Adrienne Turner

**By Regular Mail:**

U.S. Environmental Protection Agency  
Document Processing Desk (NEWCO)  
Office of Pesticide Programs, Mail Code 7504P  
1200 Pennsylvania Avenue, N.W.  
Washington DC 20460-0001

**By Personal (hand)/Courier Service/Overnight Delivery (Fed Ex, UPS, etc):**

U.S. Environmental Protection Agency  
Document Processing Desk (NEWCO)  
Office of Pesticide Programs  
Room S4900, One Potomac Yard  
2777 Crystal Drive  
Arlington, VA 22202

## **How to Report Changes to EPA**

Any changes to the official address, withdrawal of an existing agent, appointment of a new agent or changes to any of the contact information listed above must be reported to EPA as a separate transaction. Do not combine this request with any other application or correspondence to ensure the proper handling of this request.

All changes must be submitted to EPA in a signed letter on official company letterhead. This letter must include the registrant's company number.

Please include:

- The old information that must be changed
- The new or updated information
- The effective date of the change

Submit the request by one of the following methods:

**By Fax:**

(703) 305-7670

Attention: Kathleen O'Malley

**By Regular Mail:**

U.S. Environmental Protection Agency  
Document Processing Desk (COADR)  
Office of Pesticide Programs, Mail Code 7504P  
1200 Pennsylvania Avenue, N.W.  
Washington DC 20460-0001

**By Personal (hand)/Courier Service/Overnight Delivery (Fed Ex, UPS, etc):**

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