



Wisconsin Department of Agriculture, Trade and Consumer  
 Protection Division of Agricultural Development  
 2811 Agriculture Drive, P O Box 8911  
 Madison, Wisconsin 53708-8911  
 phone 608-224-5116 fax 608-224-5111  
 http://www.datcp.state.wi.us

<b>FOR OFFICE USE ONLY</b>
Date Received:
Registration Number:

## 2016 Cultivated Ginseng Grower Registration and Shipment Certificate Application

### Section 1 Business Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

BUSINESS OPERATED BY (check one)

Individual /Sole Proprietor  Partnership  Corporation  Cooperative  LLC  Trust  Other

State of formation: \_\_\_\_\_  
 (If corporation or LLC)

### Section 2 Cultivated Ginseng Shipment Certificates

Fill in the number of shipment certificates you are requesting: \_\_\_\_\_ x \$15.00 = \$ \_\_\_\_\_

Check the type of shipment certificate you are requesting:

Cultivated Dry Root (includes woods-grown)  Root Fiber  Seed  Live Root/Tissue Culture

**NOTE: If no boxes are checked, you will receive a Cultivated Dry Root Certificate.**

### Section 3 Annual Ginseng Grower Registration

Yes, please register me. I have updated all of my information on this form. \$0.00-No Fee

**Growers: One shipment certificate is required for each sale or shipment of ginseng. Shipment certificates are valid during the year in which you are registered. There is no annual registration fee due for growers; however, all growers must return a completed registration form annually to be listed as a registered ginseng grower with the Department . Incomplete applications will be returned. All applicants must sign and date below.**

### Section 4 Property Information- Use back or attach additional sheets if needed

Please list locations of all ginseng gardens below. Use back, or attach additional sheets if necessary. Provide landowner's name and address for each property if you are not the owner. Make corrections to the pre-printed information if available. Pre-printed information is only available to renewal applicants. First time applicants must complete all sections.

1	County Name:	Town or Municipality:	Township #:	Range#/Dir:	Section#:	Acres :

Road directions to ginseng gardens: \_\_\_\_\_ Landowner's name and address for this parcel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2	County Name:	Town or Municipality:	Township #:	Range#/Dir:	Section#:	Acres :

Road directions to ginseng gardens: \_\_\_\_\_ Landowner's name and address for this parcel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I will comply with all State and Federal laws pertaining to the harvest, purchase, sale, transfer and export of ginseng out of the state of Wisconsin.

Date	Type/Print Applicant's Name and Title	Signature of Applicant
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**Mail Check and application to: DATCP, BOX 93193, MILWAUKEE WI 53293-0193**



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## **Cultivated Ginseng Grower Registration and Shipment Certificate Application Instructions**

For January 1st to December 31st, 2016 (Section 94.50, Wis. Stats.)

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### **GINSENG SHIPMENT CERTIFICATES AND REPORT FORMS**

Ginseng Shipment Certificates are required to accompany all ginseng shipments that are sold to a ginseng dealer in Wisconsin, or anytime that cultivated ginseng is shipped out of the state of Wisconsin. One certificate is required for each sale or shipment. There is no limitation to the total dry weight poundage applied to each certificate. The certificates are only valid when issued to registered ginseng growers or dealers. The shipping certificate is valid for the year in which the grower or dealer is registered. Growers and dealers may register in advance.

The bottom portion of the Ginseng Shipment Certificate is the Report Form. This form is used to report the ginseng sale and shipment information back to the Department. The person selling or shipping the ginseng **MUST**, by law, return the Report Form to the Department within 30 days after the date of the sale or shipment.

### **INSTRUCTIONS FOR COMPLETING GINSENG SHIPMENT CERTIFICATE APPLICATION**

**Section 1-** Complete the name, mailing address, city, state, and zip code for the applicant. The applicant is the registered ginseng grower or dealer who is requesting the certificate. Only registered growers and dealers may apply for the certificates. The same application form used for requesting shipment certificates may be used to register. (See instructions for registration below.) Each time you apply for a Shipment Certificate, you will automatically receive a new application for that year.

List the email address, contact person, phone, and fax. Check the appropriate box that describes the kind of ginseng business you operate. If your business is a legally formed business, like an LLC or corporation, please list the state in which it was formed. If you are applying as an individual or sole proprietor, please complete and return the Social Security Request Form. Once this information is on file, you do not need to submit it for each application.

**Section 2-** In this section, indicate the number of shipment certificates you are requesting. Shipment certificates are \$15.00 each. Multiply the number of certificates you would like times \$15.00 each, then total the amount. Check the box next to the type of certificate(s) which you are requesting. If no certificate type indication is made, we will assume that you are requesting a cultivated dry root certificate.

### **INSTRUCTIONS FOR COMPLETING ANNUAL REGISTRATION**

All ginseng growers and dealers who complete a registration for the current registration period will automatically receive an application to register for the following registration period. The form and cover letter will usually arrive sometime in November. Ginseng growers must register each year by either completing Section 3 (described below), or by default when Ginseng Shipment Certificates are requested.

**Section 3-** To register as a grower, simply check the box that says "Yes. Please register me. I have updated all of my information on this form." Please be sure to verify that all of your information on the form is accurate and up-to-date. There is no fee required for registration for ginseng growers. If you are requesting Ginseng Shipment Certificates on the same application, ginseng growers should enclose payment for the requested certificates only.

**Growers-- It is important to note that you will not be officially registered with the Department until the registration application is returned to the Department, or until such time as you request Ginseng Shipment Certificates for that registration period.**

**Section 4-** List all ginseng field information here. Complete the county, township or municipality, the town, range and section numbers of the property location. Town, range and section are listed on such things as plat maps, and land titles or deeds. An example of the town, range and section would be T16N, R10E, 25. If unknown, please write "unknown" on the form. Next, write the number of acres for that field, the directions to the field, and the landowner's name and address. Be sure to provide information for any and all ginseng growing locations in Wisconsin. You may use the back of the form or attach additional sheets if necessary. **IF ALL OR PART GARDEN WAS DUG - NOTE "DUG", ACREAGE DUG AND YEAR ON THE**

Lastly, print the date of application, applicant name, applicant title, and sign the form. Please be sure to verify that all of your information on the form is accurate and up-to-date. Make checks payable to: **DATCP**. Mail the application, with payment, to: **DATCP, BOX 93193, MILWAUKEE WI 53293-0193**. Sorry, we are unable to process credit card payments at this time. Please allow 10-12 business days for processing and shipment. Along with your requested documents, you will receive a new Ginseng Shipment Certificate application and a return envelope. You may submit payments, applications and Report Forms in the return envelope provided.

If you have questions or concerns not addressed here, please feel free to reach our Ginseng Program staff at 608-224-5116.