

FAQs for Fertilizer License and Tonnage Reporting

Wisconsin Department of Agriculture, Trade and Consumer Protection



1. Why are there two license numbers? I only have one business.

One license number is your Fertilizer License number. The other is the number for your tonnage report. Our software records these documents as two individual “reports”; therefore, the result is two numbers.

2. When can I expect to receive the mailed forms?

In 2025, we did not mail prepopulated copies of the License and Tonnage Report forms if you had an email on file. If you would like to submit forms via paper, you can find the forms [here](#). If you did not have an email on file, paper forms were mailed out the week of January 13, 2025. We did send a hard copy of the expiration notice in the mail, which was also attached in the email sent to you.

3. How do I renew my license and pay tonnage online?

Customers can renew licenses and report tonnage online at <https://mydatcp3.wi.gov>.

4. What methods of payment are accepted?

Online payments can be made by the following methods: credit card or ACH. Fees for credit cards will be charged at check out. There is also the option to pay hardcopy for your online application/report.

5. Existing MyDATCP users not sent a PIN.

If your renewal notice does not have a PIN, your company should already have an account in MyDATCP v2 for another licensing program. Existing accounts in v2 should be able to log in to v3 as well. If you do not have an existing account, review the expiration notice and the corresponding attachment for the “Registration PIN.”

6. I am a regulatory consultant. How do I get access to all the accounts?

Each legal entity gets one login account or user by default. To allow one user to access licenses for multiple legal entities, or for one legal entity to allow multiple users to access it, requires the “Representative” feature to be set up by DATCP staff. Submit the following items to request this feature:

- a. Your name as the authorized agent or representative.
- b. A list of all the licenses and companies that you wish to represent.
- c. A letter from the legal entity in question authorizing you as their agent or representative for this purpose.



7. **I want to send my renewal and tonnage via mail. Where should it be mailed?**

Paper versions of the feed license and tonnage report forms are available on our website to download and submit by mail to:

DATCP
PO Box 93598
Milwaukee, WI 53293-3598

8. **I am not able to enter information into certain fields.**

To access the NEW applications, click the drop-down carrot (far right) on the license row, and then use the “Renew License” and “Submit Tonnage” buttons that display in the drop-down under that license (green arrows on below screenshot). Do not click on the application name hyperlinks (red arrows on below screenshot).

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Pepper, John Log out

Home My Services 25 Invoices 15 Messages Profile Search

Licenses, Permits, Registrations

Licenses, Permits, and Registrations are listed below. Expand each area to view your records.
Note: License Programs that have not been migrated to the new MyDATCP v3 will display; however, you will need to login to **MyDATCP v2** to view and renew those programs.

Navigation Tips:

- Select the license category below: Pending, Active, or Historical to expand and show the individual licenses within that category.
- To view a READ-ONLY version of an existing license, please click the name of the license.
- Click the license row or the down arrow to expand the license and display any available actions you may be able to complete.
- Various icons indicate the status of your license(s): In Renewal, Renewal Started, Renewal Submitted, Ceased Operation

Pending 2 pending application(s)

Active 1 active license(s)

Name	Status	Issued On	Expires On
Fertilizer License 532134 (2025) W12 N34 Cty Rd OK Somewhere, WI 50555	Full	5/9/2025	6/30/2025
<div>Submit Fertilizer Tonnage</div> <div>Renew License</div>			
Fertilizer-Additive Permit 532364 (2025) Dr. John's Fertilizer Emporium	Full	5/28/2025	

Historical 13 historical application(s)

Please note: once you've started an application (and don't cancel out), that button will disappear. If you didn't submit and need to return to complete it, you will find it listed under “Incomplete Applications” (click the “Open” button to edit and submit). If you did already submit, you will find it under “Pending Applications” to review (but will not be able to edit).

