



## 2025 ORGANIC CERTIFICATION APPLICATION

*Not submitting all materials within **two weeks** of application may result in a noncompliance or denial of certification.*

Required Forms for Application				
Crop - New	Crop - Renewal	Handler - New	Handler - Renewal	Crop & Handler
Application form & fee \$1000	Application form & fee - \$750	Application form & fee \$1000	Application form & fee \$750	Application form & fee \$1500 Renewal (NEW fee = \$2,000)
Organic System Plan	Organic System Plan	Organic System Plan	Organic System Plan	Organic System Plan - both C & H
Site Registration(s)		Site Registration(s)		
Input Inventory	Input Inventory	Input Inventory	Input Inventory	Input Inventory
Greenhouse Addendum (if applicable)	Labels	Product Formulation	Labels	Product Formulation
Previous Land Use Declaration		Labels		Labels

*\*Application fees are non-refundable. Please contact ODA to see if other forms are needed.\**

**This form and payment information must be mailed or faxed on or before May 31, 2025. See page 3 for payment instructions.**

**Questions or comments? Call 503-986-4620 or email [certification@oda.state.or.us](mailto:certification@oda.state.or.us)**

**All other supporting application materials can be sent to:**

**Email:** [certification@oda.state.or.us](mailto:certification@oda.state.or.us)

**Fax:** (503) 986-4729

**Mail:** Oregon Department of Agriculture  
Organic Certification Program  
635 Capitol St NE  
Salem, OR 97301



**Date:**

**Legal Business Name:**

**DBA:**

**Legal Business Status:**

Trust/ non-profit	Corporation	LLC	
Legal Partnership	Sole Proprietorship	Cooperative	Other:

**Main Contact Name:**

**Phone:**

**E-mail:**

**Physical Address:**

**Mailing Address:**

**Website:**



### Organic Operator Agreement

I, \_\_\_\_\_, as an authorized representative of \_\_\_\_\_ (business name) depose and agree to:

1. Fully comply with all applicable organic production and handling regulations in accordance with Title 7 CFR Part 205 National Organic Program Rule and the program requirements of the Oregon Department of Agriculture (ODA) Organic Certification Program.
2. Establish, implement, and update annually an organic production or handling system plan that will be submitted to the ODA Organic Certification Program.
3. Supply the ODA Organic Certification Program with all information required to verify compliance with the National Organic Program Rule.
4. Allow on-site inspections with complete access to the production or handling operation, including non-certified production and handling areas, structures, and offices by the ODA Organic Certification Program staff. These inspections may be announced or unannounced at the discretion of the ODA Organic Certification Program or as required by the Administrator of the National Organic Program.
5. Maintain all records applicable to the organic operation for not less than five (5) years beyond their creation.
6. Allow authorized representatives of the ODA Organic Certification Program, or the Secretary of Agriculture access to the records under normal business hours for review and copying to determine compliance with the National Organic Program Rule.
7. Submit to the ODA Organic Certification Program the applicable fees for service as described on the most current fee schedule.
8. Immediately notify the ODA Organic Certification Program about any application, including drift, or a prohibited substance to any field, production unit, site, facility, livestock, or part of an operation.
9. Immediately notify the ODA Organic Certification Program of any change in your certified operation or portion of it that may affect its compliance with the National Organic Program Rule and submit all updates via an Organic System Plan.

Signature	Title	Date
-----------	-------	------



## Payment Instructions

☐ Checks or money orders must be mailed:

Mail ( <b>USPS only</b> )	Mail (other carriers accepted)
<i>Allows for faster processing.</i>	<i>Additional steps for checks and money orders, and may take longer.</i>
Oregon Department of Agriculture PO Box 7395 Unit 17 Portland, OR 97208-4395	Oregon Department of Agriculture Attn: Cashier 635 Capitol St NE Salem, OR 97301-2532

☐ Credit card payments must be mailed or faxed:

**Mail:**

Oregon Department of Agriculture  
Attn: Cashier  
635 Capitol St NE  
Salem, OR 97301-2532

**Secure Fax:** 503-986-4746

☐ Visa, MasterCard, Discover, or American Express charges, complete the following:

<b>Business Name:</b>		
<b>Name of Cardholder:</b>		<b>Phone:</b>
<b>Address of Cardholder:</b>	<b>City/State:</b>	<b>Zip:</b>
<b>Receipt by fax or email only. Print email address or fax #:</b>		
<b>Signature:</b>		<b>Total Charges:</b>
<b>Card Number:</b>		<b>Expiration Date:</b>