

# Private Applicator License (PAL) Application

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OREGON  
DEPARTMENT OF  
AGRICULTURE

Pesticides Program  
503.986.4635

## Instructions:

- Complete this form to apply for a new license, add a license category to your existing license, or renew your license. Required fields are indicated with an asterisk (\*). Electronic signatures will not be accepted (wet ink only).
- If you have been issued a Social Security Number (SSN) by the US Social Security Administration, you must provide it on this application form (ORS 25.785). If you have not been issued a Social Security Number by the US Social Security Administration, you may leave the SSN field blank. This field is indicated with a hash symbol (#). However, additional documentation is required. Please contact ODA at either of the phone numbers listed below for more information.
- Submit completed application to the secure fax or mailing address listed at the bottom of the form. To protect your information, do not submit via email.
  - » By default, applications received January 1 through November 16 will be processed for the current calendar year. License applications for the following calendar year are accepted beginning on November 17. See below if you are applying for a new Private Applicator License from November 17 through December 31.
  - » Please allow 2 to 4 weeks for processing of completed applications.

**Important:** This license application is for individuals that apply Restricted Use Pesticides (RUPs) to their own or their employer's own land or property for the purpose of producing agricultural commodities or forest crops. A different license type is needed if you apply pesticides to someone else's land or property or if you apply RUPs for a purpose other than producing an agricultural commodity.

**Questions?** Please contact the ODA Pesticides Program at 503.986.4635 or 503.986.4550 (español).

## New PAL License Applicants (Nov. 17 - Dec. 31 Only)

*Important: This section only applies to individuals who passed the private applicator exam from November 17 through December 31 of this year and who were not already certified through the end of this year. If you were licensed as a private pesticide applicator this year, please skip this section.*

*If you meet the conditions above and we receive your license application before the new year, by default your application will be held and processed in early January. This will allow you to be issued a full five-year certification period starting January 1 of next year. You may opt-out of this default procedure by checking the box below.*

- Opt-out:** I don't want to wait until January 1. Please issue my license as soon as possible. I need a license for the remainder of this year through the next four calendar years. I understand that my certification period will be shorter than five years.

## Reciprocal License Applications

*Please check the box below if you are seeking to obtain an Oregon license based wholly or in part upon your pesticide license in another state. More information about reciprocal licensing is available on the [ODA website](#).*

- I am applying for a reciprocal license in Oregon based upon an out-of-state license. I will be providing additional documentation described on the ODA website.

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## 1. Applicant Information

Legal Name (Last, First, M.I.):*			
Existing PAL license # (if renewing):			
Mailing Address:*			
City, State, ZIP Code:*			
Home Address (Physical Only)*	<input type="checkbox"/> Home address is the same as my mailing address.		
City, State, ZIP Code:*			
Personal Phone:*		Direct Email:	

*ODA performs outreach on new or proposed laws and regulations, on emergent issues, and solicits feedback over email. We strongly recommend providing your email address.*

## 2. Employer Information

Business Name:*			
Address:*			
City, State, ZIP Code:*			
Phone (Main Contact Person):*		Direct Email:*	
Employer Type:*	<i>My employer is an Indian tribe</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>or a business entity of an Indian tribe.</i>		

## 3. Signature

- I agree under penalty of perjury that the information on this application is true and correct.
- I agree to comply with all laws and regulations pertaining to this license.
- I understand that I can only make applications of restricted use pesticides as a private applicator to land or property owned or leased by me or my employer for the purposes of producing an agricultural commodity.
- I understand that I must meet additional requirements before I can use soil fumigants.
- I understand that an additional license is required to apply pesticides via aircraft.
- I will immediately notify the Oregon Department of Agriculture if any of the information on this application changes.

Signature (wet ink only):*		Date:*	
Date of Birth (MM/DD/YY):*		Social Security No.:#	

*This space intentionally left blank.*

#### 4. License Fee\*

	Situation	Total Fee
<input type="checkbox"/>	New license or license renewal	\$25.00

#### 5. Payment and Submission

Submission options depend on your method of payment. To protect your information, do not email this form to ODA. **Emailed applications and electronic signatures will not be accepted.**

**For checks or money orders, mail via U.S. Postal Service to:**  
Oregon Department of Agriculture  
PO Box 4395 Unit 17  
Portland, OR 97208-4395

**For credit card charges, complete below and mail or fax to:**  
Oregon Dept. of Agriculture  
635 Capitol St. NE  
Salem, OR 97301-2532  
Secure Fax: 1.503.986.4746  
**Visa, MasterCard, Discover, and American Express Accepted**

Make checks payable to: **Oregon Department of Agriculture**. All dishonored checks or electronic payments will incur a \$35 administrative fee per ORS 30.701.

Name of Cardholder		Phone	
Address of Cardholder			
City		ZIP Code	
Cardholder Signature			
Date (MM/DD/YYYY)		Total Charges	\$25.00
Card Number		Expiration Date	

**Receipt available for credit card payments ONLY. Print Email address or Fax #**