

Instructions for Registering a Facility

To register your facility, the following attached forms must be completed, and emailed, mailed or faxed to the address or number below. The annual fee for serving as your U.S. agent and registering your facility with the U.S. Food and Drug Administration (FDA) is \$550 US per facility. Each additional facility requires an additional annual fee of \$165 US.

Once we receive a completed Facility Registration Form, a signed copy of this Application and Agreement and your payment, we will submit your registration to the FDA. Following registration, we will contact you to confirm your registration, and provide you with your FDA registration number and certificate.

Please contact us at +1 202-293-5800 or registration@vertosolutions.net with any questions.

Important Things to Note

- Please be sure to provide complete and accurate information; all items *must* be completed unless they are marked as "optional". Incomplete applications can delay your registration.
- Please include at least one 24-hour phone number under "Facility Emergency Contact."
- Each individual facility requires a separate Food Facility Registration Form; however, only one Agent Application and Agreement is required per company.
- The annual registration fee is \$550 US for the first registered facility. Additional facilities registered by the same company require an annual fee of \$165 US per additional facility.
- We must receive all of the required documents as well as payment information to complete a registration. The required documents include: 1) Completed and signed Agent Application and Agreement, 2) Completed Facility Registration Form for **each** facility, and 3) Payment Information.
- A change in ownership requires a new registration. The former owner must cancel their registration, and the new owner must complete a new Agent Agreement and Application and a new Facility Registration Form.
- The FDA requires all facility registrations to be updated within 60 calendar days of any changes. Please notify Verto Solutions, LLC Facility Registration as soon as possible to allow time for changes to be completed.