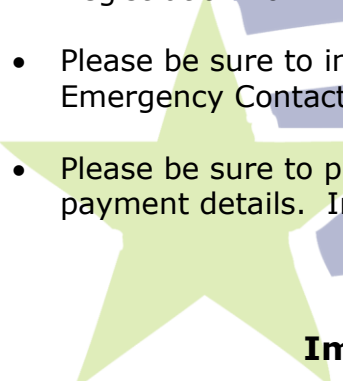


Instructions for Completing the Facility Registration Form

- Each facility requires a separate Facility Registration Form. However, only one Application and Agreement is required per company.
- All items must be completed unless they are marked "optional."
- The annual Registration Fee is \$550.00 (U.S.) for the first registered facility. Additional facilities registered by the same company require an annual fee of \$165.00 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 Application and Agreement, 2) Completed Facility Registration Form for **each** Facility, and 3) Payment Information.
- Please be sure to include at least one 24-hour phone number under "Facility Emergency Contact."
- Please be sure to provide complete and accurate information as well as payment details. Incomplete applications can delay your registration.



Important Things to Remember

- 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.
- A change in ownership will also require a new registration. The former owner must cancel their registration, and the new owner must complete a new registration form.
- Please call ++ 202-293-5800 or email registrations@vertosolutions.net with any questions.