

# Pesticide Applicator Company Renewals- A Checklist Guide for Completing Commercial and Noncommercial License Type Paper Forms

## Is this location out of business or no longer applying pesticides?

- Mark the “Delete Company License” on the form.
- Sign the form.
- Mail the form back to IDALS in the return envelope provided.

-OR-

## Do you plan to apply pesticides in 2024?

### Step 1: Complete the **Pesticide Applicator License** renewal form.

- Make corrections/updates on the form provided.
- Check Yes or No in the boxes next to each name to tell us “Yes—employed” or “No—not employed” for each applicator and handler listed on the Table.
- Sign the form.
- Write a check to IDALS for \$25
- Attach a current certificate of insurance to the company renewal form\*.

*\*Not applicable for noncommercial license.*

### Step 2: Complete the **Certified Pesticide Applicator Report** renewal form.

- If you did not receive a Certified Pesticide Applicator Report with your mailing and only have the company license renewal form – STOP. Your renewal is ready to send in. Proceed to Step 3.
- If you have a Certified Pesticide Applicator Report for applicator(s) and/or handler(s):
  - Complete the Certified Pesticide Applicator Report.
  - Indicate the method of renewal on the form
  - Are any of the applicators marked as “RECIPROCITY”?
    - If No: Continue on
    - If Yes: Attach a copy of the unexpired certification card from one of the following states-- **NE, WI, MN, SD, IL, MO**-- to the Certified Applicator Report
  - Sign the form.
  - Add up the total amount due for all applicators you’re renewing. Write a check payable to “IDALS” and put all forms, certificate of insurance and your check with the company documents you’ve assembled.

Step 3: Submit completed renewal forms with payment and attachments to IDALS. Put everything in the return envelope, apply postage and mail to be received by December 31, 2023.

*Please refer to full instructions included with mailed renewal forms for more detail regarding this checklist.*

# Pesticide Applicator Company Renewals- A Checklist Guide for Completing State Agency, Golf Course, Public Official, and Handler License Type Paper Forms

## Is this location out of business or no longer applying pesticides?

- Mark the “Delete Company License” on the form.
- Sign the form.
- Mail the form back to IDALS in the return envelope provided.

-OR-

## Do you plan to apply pesticides in 2024?

### Step 1: Complete the Pesticide Applicator License Renewal form.

- Make corrections/updates on the form provided.
- Check Yes or No in the boxes next to each name to tell us “Yes—employed” or “No— not employed” for each applicator and handler listed on the Table.
- Sign the form.

### Step 2: Complete Certified Pesticide Applicator Report Renewal form(s).

- If you did not receive a Certified Pesticide Applicator Report with your mailing, and only have the company license renewal form – STOP. Your renewal is ready to send in. Proceed to Step 3.
- If you have a Certified Pesticide Applicator Report for applicator(s) and/or handler(s):
  - Complete the Certified Pesticide Applicator Report.
  - Indicate the method of renewal on the form
  - Are any of the applicators marked as “RECIPROCITY”?
    - If No: Continue on
    - If Yes: Attach a copy of the unexpired certification card from one of the following states-- **NE, WI, MN, SD, IL, MO**-- to the Certified Applicator Report
  - Sign the form.
  - Add up the total amount due for all applicators you’re renewing. Write a check payable to “IDALS” and put all forms and your check with the company documents you’ve assembled.

**Step 3:** Submit completed renewal forms with payment to IDALS. Put everything in the return envelope, apply postage and mail to be received by December 31, 2023.

*Please refer to full instructions included with mailed renewal forms for more detail regarding this checklist.*

# Pesticide Applicator Company Renewals-

## A Checklist Guide for Completing Aerial License Type Paper Forms

### 1) Is this location out of business or no longer applying pesticides in Iowa? --- If Yes then:

- Mark "Delete License" on the license renewal form.
- Sign the renewal form.
- Mail the form back in the blue envelope provided.

### 2) Do you plan to apply pesticides in Iowa during 2024? - If Yes, complete all steps 2 through 5.

- Make any corrections or updates to the company's owner, location and/or contact info, as needed.
- Check "Yes" or "No" in the check boxes next to each name listed. Mark Yes to indicate that the person listed is a current applicator/handler or No if the person listed no longer works as an applicator/handler for your company.
- Sign the form and write the date when you signed it.

### 3) Did you receive any Applicator Report Forms in the mail?

- No – All I have are the renewal forms for my company. Skip down to section 4 of this checklist.
- Yes – I have applicator report forms for one or more applicators/handlers.
  - Complete the Certified Pesticide Applicator Report table for each applicator.
  - Be sure to include a signature and Method of Renewal on the form.
- Are any of these applicator report forms for reciprocal applicators?
  - No: Continue to next step.
  - Yes: Attach a copy of the unexpired non-Iowa certification card to the applicator report form. Iowa reciprocates with Illinois, Minnesota, Missouri, Nebraska, South Dakota and Wisconsin only. *Applicators wanting to use Missouri or South Dakota cards to certify in Iowa may be required to complete a written Iowa Reciprocal Category 11 test.*
- Be sure to all documents from section 2 & 3 and proceed to complete section 4.

### 4) Additional Documents:

- A-** Make sure that each Pilot has one of the following: a) current category 11-aerial application certification, b) completed Certified Applicator Report, or c) new certification application form. Include applicator renewal or new applications with your mailing.
- B-** The expiration date of the insurance policy that we have on file is listed on the company license renewal form (right side of first page). Is this current?
  - Yes – No further action is needed in section B. Please have your insurance agent send the Pesticide Bureau a copy of your certificate of insurance when you renew your insurance.
  - Kind of – if your insurance expires before the date of IDALS license review, a new certificate of insurance is required.
  - No – Insurance has expired. Obtain a new certificate of insurance and attach it to this application package. Declaration pages will NOT be accepted as proof of insurance, Iowa requires a certificate of insurance, including stated comprehensive chemical coverage.

*Please refer to full instructions included with mailed renewal forms for more detail regarding this checklist.*

- C – Iowa Agent Designation Form.** Use the Iowa Agent Designation Form, if not already on file for out of state companies only. To download the form visit: <https://iowaagriculture.gov/forms-and-licensing>
  
- D – Certification for Compliance with Secondary Containment.**
  - No change to secondary containment. No further action necessary.
  - New. Complete the Checklist for Aerial Applicator Secondary Containment Requirements form. Be sure to include authorized signatures from the parties allowing you to use their containment facilities and attach all information to your renewal package. To download the form visit: <https://iowaagriculture.gov/forms-and-licensing>
  
- E – Proof of IDOT aircraft registration.** All aerial applicators claiming Iowa residency and out-of-state aerial applicators subject to IDOT registration are required to provide a copy of current registration. Information about fees may be excluded (crossed out) to protect your confidentiality.
  
- F – Compliance with FAA Part 137 Certification.**
  - No change -No further action necessary
  - Change - Include any new or updated Part 137 FAA Agricultural Applicator Certification as part of your renewal package.
  
- G – Aerial Applicator Consultants:** *Consultants are responsible for notifying IDALS of any changes to the list of pilots under their direction.* For non-Iowa residents, no license will be issued if your company has no 2024 consultant(s) on file with IDALS.

**5) Complete a review.**

- Double check your fees. Include all applicator certification and company license fees due. A late penalty of \$6.25 will be added to a company license renewal received after 12/31/2023.
- Make checks payable to the Iowa Department of Agriculture & Land Stewardship. Write your company's license number on the check(s).
- Mail all documents and payment using the blue return envelope provided.

**6) Do you need more information?**

Pesticide Bureau Web Page: <http://www.iowaagriculture.gov/pesticide-bureau>

IDALS Forms & Licenses: <https://iowaagriculture.gov/forms-and-licensing>

Email: [Tammy.Green@IowaAgriculture.gov](mailto:Tammy.Green@IowaAgriculture.gov) (License and Certification Questions).

Email: [Pesticides@IowaAgriculture.gov](mailto:Pesticides@IowaAgriculture.gov) (Other Questions).

*Please refer to full instructions included with mailed renewal forms for more detail regarding this check list.*