

**New Applicant Checklist for Crops, Hemp, Livestock and On-Farm Processing**  
**Review before sending in your application and include all relevant forms and payment**

General:

- Practice Manual** - Read all relevant sections. These are the rules and regulations for USDA organic certification.
- Applicant Fee sheet**- Please find your income bracket for anticipated gross organic sales for the current year and pay the full fee amount with your application.
- Organic Producer Endorsement** – Name(s) and signature(s) of operators appearing on the organic certificate. If you would like more than two people on the certificate, please contact us.
- Producer information**- Basic contact information, brief history of the land, farm and your operation.

Crops and Vegetables:

- Organic Farm Plan** - Describe your land management for pasture and crops (including hemp).
- Crop List**- Indicate any crops you are certifying including crops, vegetables, herbs, hay, pasture, hemp, etc.
- Materials** - show all inputs and amendments you plan on using for your land, crops, livestock and facilities
- Field History** - Complete one field history form for each parcel of land you intend to certify, including crops, hayfields, pasture, and hemp areas. (Include Greenhouse Histories if applicable.)
- Landowner affidavit**- please have previous landowner or manager complete and sign if you haven't owned the land for three or more years, or if you're leasing the land.

Livestock (in addition to the crops forms above):

- Livestock supplement (for ruminants other than dairy animals)** – Complete this form for certifying ruminant slaughter stock including beef, sheep, or goats
- Non-ruminant livestock supplement** - Complete this form for non-ruminant livestock, i.e., swine or rabbits.
- Animal list**- complete this form for all ruminant and non-ruminant livestock you are certifying
- Poultry supplement**- please fill out one form for each species of poultry you would like to certify (animal list not required for poultry).

Hemp (in addition to the crops forms above):

- Hemp Guidance document** - Read this for specific details about hemp, and reference the Practice Manual
- Hemp Cultivation supplement**- Complete this form to certify hemp
- Hemp Compliance Affidavit**- Read and sign

On-Farm Processing (in addition to the crops forms above):

- On-farm processing supplement**- please fill out if you dry your own hemp, make any value-added product or processed product
  - Single Ingredient Product Profile/ Multi Ingredient**- if you dry your own hemp, or make any value added or processed product please fill out applicable form
- If you are uncertain whether to complete the Organic Handling Plan or the On-Farm Processing form, please contact our office.*

GD-2021-36-(Final)

MOFGA Certification Services, LLC  
PO Box 170 Unity, ME 04988  
mofgacertification.org



email: certification@mofga.org  
main: 207.568.6030  
fax: 866-344-0991