### NDSU NORTH DAKOTA STATE UNIVERSITY

#### **Certification Year 2025**

Dear North Dakota Reciprocal Pesticide Certificate Holder:

You are an out-of-state applicator/dealer who has been granted reciprocal certification from our state.

To renew your reciprocal certification, you must:

- 1. Complete and submit the enclosed Reciprocal Certification Request Form.
- 2 Submit a photocopy of a valid pesticide certificate/license from the state in which youtested. The certificate/license must have an expiration date of Dec. 31, 2025, or later.
- 3. Submit a photocopy of a government-issued picture ID (for example, driver's license, passport).
- 4. Complete the Applicant Acknowledgment of Proof of Financial Responsibility Form (on back side of Reciprocal Certification Request form).

5. Pay your North Dakota certification fee.

Be prepared to submit a letter of authorization to the state where you trained and tested for certification that grants authority to the NDSU Extension Pesticide Program to access your complaint or violation history.

Attention Aerial Applicators: Your aircraft must be registered and licensed in North Dakota. For further information, contact the North Dakota Aeronautics Commission, 701-328-9650.

If you have further questions on the following, call the number listed:

- Pesticide certification NDSU Extension Pesticide Program, 701-231-4127 or 701-231-7180
- North Dakota pesticide laws/regulations Pesticide Division, North Dakota Department of Agriculture, 701-328-4922
- Business registration North Dakota secretary of state, 701-328-2900
- North Dakota aeronautics regulations North Dakota Aeronautics Commission, 701-328-9650

Sincerely,

Madeleine Smith

Madeleine Smith Extension Pesticide Program Specialist

Enclosed: Reciprocal Request Form Applicant Acknowledgment of Proof of Financial Responsibility Form

Allow two to three weeks for this request to be processed.

## Return the following originals. Please note we are <u>unable to accept faxed or emailed copies.</u>

- Completed Request for Reciprocal Certification Form Photocopy of pesticide certificate/license
- Applicant Acknowledgment of Proof of Financial Responsibility Form (on back side of Reciprocal Certification Request form)
  - Photocopy of picture ID
  - Certification Fee

Due to data security concerns,  $\underline{\text{DO NOT}}$  send these forms via email.

# 2025 Reciprocal Certification Request

### State of North Dakota

Personal Information	Business Information			
Name	Name of Business			
Address	Address			
City, State, ZIP	City, State, ZIP			
Phone	Phone			
Date of Birth	Business Email			
State of Residence	N.D. Pesticide Certification ID#			
Personal Email				
Which address should we use for correspondence?  Personal  Employer				
Core status 🛛 Ground 🖓 Aerial				
Certification status 🛛 Applicator 🖓 Dealer 🖓 Consultant				
Do you work for a government agency?  Ves  No				
Is this certification for research and demonstration purposes?				
<ul> <li>Non-Soil Fumigation</li> <li>Ornamental &amp; Turf</li> <li>Seed Treatment</li> <li>Wood Preservatives</li> </ul> Certification Fees:           Base fee (Ground or Aerial)         \$75           Number of categories				
Method of Payment (payment must be included)				
To pay by credit card, go to: https://tinyurl.com/NDRECIPROCI Proof of payment confirmation order # Check # (payable to NDSU Extension Pestici	Please note that if you pay online, you still need to submit these			
09/2021				
County Commissions, North Dakta State University and U.S. Department of Agriculture Cooperating. NDSU is an equal E0/AA university.       NDSU Extension Pesticide P         NDSU Dept 7060 • PO Box 6050 58108-6050 Phone 701-231-4127 http://ndsupesticide.org	• Fargo ND will not be accepted.			



Mail completed form to: NDSU Extension Pesticide Program Dept 7060 PO Box 6050 Fargo ND 58108

## Applicant Acknowledgment of Proof of Financial Responsibility

NDCC 4.1-33-10 requires an applicant for a **commercial applicator certificate**, in the State of North Dakota, to provide proof of financial responsibility. NDCC 4.1-33-10 further requires that a commercial applicator must maintain financial responsibility in the amount of at least one hundred thousand dollars (\$100,000.00).

Financial responsibility may be demonstrated by a notarized letter from an officer of a financial institution or from a certified public accountant attesting to the existence of net assets equal to at least one hundred thousand dollars (\$100,000.00), a performance bond, or a general liability insurance policy.

I, the undersigned applicant, in lieu of providing proof of the above, attest and certify:

- That I maintain financial responsibility in an amount of at least one hundred thousand dollars (\$100,000.00). More specifically, I possess net assets equal to at least one hundred thousand dollars, a performance bond, or a general liability insurance policy;
- (2) Agree, upon request by the North Dakota Agriculture Commissioner, to immediately provide further proof of compliance with NDCC 4.1-33-10 satisfactory to the Agriculture Commissioner; and,
- (3) Understand that civil and/or criminal sanctions may be imposed, if I fail to abide by the pesticide control laws and regulations of the State of North Dakota (NDCC 4.1-33-20).

Please check all that apply:	Applicator	Dealer	Consultant
	I ONLY hold Ground Core and Right of Way		
	I work for a city/state/government agency		

Signature of Applicant

Date

Printed Name

Employer's Name (if employer is providing insurance)

County Commissions, NDSU and U.S. Department of Agriculture Cooperating. NDSU is an equal opportunity institution.