

CHECKLIST FOR COMPLETING CITRUS FRUIT DEALER APPLICATION

Contact Information:

Citrus Fruit Dealer Application/Bond questions: (Bella) **BJones@citrus.myflorida.com** or **863/537-3956**

Assessments or Assessment Bond questions: (Lana) **LShulnes@citrus.myflorida.com** or **863/537-3956**

Citrus Fruit Dealer Bonds, Inspection Fee Bonds, Packinghouse or Processor Registrations, Agent Registrations: **Jessica.Benitez@fdacs.gov** or **863/578-1914**



☐	Renewal Application	Complete pages 1-3 of the application, answering all questions and ensuring appropriate signatures.
☐	License Fee	\$25 fee, check or money order, made payable to Florida Department of Agriculture.
☐	Citrus Fruit Dealer Bond	Required if buying fruit directly from growers and/or for Processors, Packinghouses, Gift Fruit Shippers/Order Takers. Bond form enclosed to be completed by your insurance company. Please verify that business name, amount and season is correct, and it is signed by an officer/owner of the business. Send with the application.
☐	Assessment Fee Bond	Required for any grower, processor, or packinghouse required to pay assessments pursuant to Ch. 20-9, F.A.C., and will be mailed to dealers when the rates are set by the Florida Citrus Commission at the October meeting, along with an Assessment Surety Calculation form to verify the amount of bond needed. Once completed by insurance company, verify all information is correct and send both the signed bond and the Calculation form with the application.
☐	Inspection Fee Bond	Required for all processors and packinghouses required to have fruit or processed products inspected by Division of Fruit & Vegetables Inspection Service or USDA. Bond is mailed out by Department of Agriculture, Office of License and Bond on or before June 1 of each citrus season. Once completed by insurance company, verify all information is correct and send the signed bond with the application.
☐	Certificate of Deposit	A CD can be posted in lieu of a citrus fruit dealer bond, assessment fee bond or inspection fee bond. An assignment form must be completed by the dealer and accompany the CD, as well as a Bank Letter verifying the CD and assignment to the State. **NOTE: If posting a CD in lieu of a Citrus Fruit Dealer Bond, it is necessary to post a separate CD for two consecutive citrus seasons, which can then be alternated every season thereafter.

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☐	Cash Bond	A cash bond can be posted in lieu of a citrus fruit dealer bond, assessment fee bond or inspection fee bond. **NOTE: If posting a cash bond in lieu of a Citrus Fruit Dealer Bond, it is necessary to post a separate cash bond for two consecutive citrus seasons, which can then be alternated every season thereafter.
☐	Letter of Credit	A Letter of Credit can be posted in lieu of an assessment fee bond only.
☐	New Application	Along with the above requirements, pages 4 & 5 of the application must be completed.
☐	Background Check	The Department of Citrus is required to perform a background check on any new applicants. This is done through the FDLE website. Item 16 lists the required information needed. The birthdate must be provided, as that is now the basis for the background check.
☐	References	At least three (3) business references of at least one year are required, pursuant to Ch. 20-108.006, F.A.C. These can be grower/dealer references or business references and are listed on Item 17 (a) and (b). Our office sends out the reference letters, but emails or fax numbers speed up the process. **NOTE: Banks & credit card companies will not respond to our inquiries; we will accept a reference letter from your bank's local branch office, on their letterhead, stating how long the account has been opened and that it is in good standing.
☐	Corporation LLC Ptnrship	The Department of Citrus uses www.sunbiz.org to check corporate status and officers on new applications. Please complete all the necessary information on Items 4. and 12 and doublecheck the website to ensure the information matches. If changes have been made that are not yet on the website, include a copy of the CAR or minutes from the corporate business meeting making the change(s) as proof.
☐	Work History	This information is also required for each of the persons listed on Item 4. Copies can be made, if necessary.

Forms can be downloaded from www.FDOCgrower.com/forms for the application and checklist, assessment fee bonds, Surety Calculation Sheet, Assignment Form (for CD), and Assessment forms (for paying assessments to the Department of Citrus). You can also utilize the contacts listed above.

FDACS forms can be downloaded from <http://www.freshfromflorida.com/Forms-Publications/Forms>. These forms include the bond forms for Inspection Fees and the Citrus Fruit Dealer bond, Agent Registration and Scale Operator Registrations. You can also contact Jenni Brooke listed above.