Wyoming Seed Certification Service
Application for Certification Instructions

The Application for Certification has been developed as a fillable Excel form, and should be easy to use as well as save time. If you have questions while completing the form, call one of the phone numbers in the upper right hand corner of the form and we will be glad to provide assistance.

General information:
1. Open the form using Excel, and save it to your computer, or you can print it and fill it in by hand.
2. The gray boxes of the form are, in general, required information. Applications that have missing information will be returned, and may be subject to late fees. This form will work for 99% of situations, but if you are unsure as to how to complete it due to special circumstances, help is just a phone call away.
3. The blue boxes are informational.
4. Navigation through the form can be via arrow, tab, and/or enter keys as well as your mouse.
5. It is suggested that the grower or contractor complete the upper portion of the form, with grower and contractor information, and save it for use on multiple applications and for multiple years. The lower portion of the form can then be filled out for different crops, varieties, etc. and submitted as a completed form.
6. Completed forms can be emailed to wyseedcert@uwyo.edu , or they can be printed and mailed with the map and seed stock tags or bulk sales certificates.

Instructions:
1. Open the form, and save it as an Excel document.
2. **Grower and contractor information**
   a. Complete the grower and contractor information. It works well in these sections to use the enter key, as it will move down through the section for grower information. Then select the contractor portion of the form, and repeat the process.
   b. Please provide the mailing address for the grower, if it is different from the physical address.
   c. While we would like to move toward more electronic communication, we understand not everyone is ready for that. If the grower is willing to share an email address, it will be appreciated. Email addresses are held in the same confidence as all other information on the form.
   d. It is not necessary to provide both a home phone and a cell phone number for the grower. Please provide the phone number that is the best one to use to make contact.
3. **Fees paid by:** Select the box, then click on the arrow that appears on the right side of the box. Choose the appropriate response from the list.
4. **Seed stock information**
   a. **Date Planted:** Please indicate the date the field(s) were planted. If multiple fields were planted over a wide range of dates, please communicate that via a separate note or communication with the WSCS office, as this can impact inspection scheduling.
   b. **Kind**: Input the kind of crop being produced, such as pinto beans, alfalfa, barley, or western wheatgrass**.**
   c. **Total Acres:** Input the total acres for all fields on this application.
   d. **Class Planted:** Select the box, then the arrow that appears to the right. Select the class planted from the list. QA means "Quality Assurance," which is the term we use for common, non-certified seed inspections, including some phytosanitary inspections.

e. **Variety:** Input the variety name, which should be on the tag or seed container label. Please make sure to include capitalization, spaces, dashes, etc. if they are part of the variety name.
f. **# of Fields:** Input the number of fields that are part of this application. For all crops other than small grains, the number of fields per application is limited to 6. For those submitting a small grains application that has more than 6 fields, please provide information for the additional fields on a separate document that is not another Application for Certification.
g. **Class Produced:** Select the box, then the arrow that appears to the right. Select the class produced from the drop-down list. QA means "Quality Assurance", and is used for crops that are not eligible for a class of certified seed.
h. **Seed Stock Information**
    i. **Lot Number(s):** Please input the seed certification lot number in the boxes provided unless the seed stock is not certified. In that case, there is still probably an identifying number that can be put in the form. Up to 9 lot numbers can be entered in the form.
    ii. **Origin State:** This is the state where the seed stock was grown. Select the box next to the lot number that you input, and then the arrow to the right, and select the appropriate state from the list. If multiple lot numbers were used, please identify the state for each one.
    iii. **Seed Tag or Bulk Sales Certificate:** An original seed tag or bulk sales certificate must be provided to the WSCS office for each seed lot.
i. **Land History**
    i. Select the appropriate box, then the arrow that appears to the right, and select the appropriate crop from the list for each field.
    ii. The maximum number of fields that can be submitted on one application is 6 for all crops but small grains, for which there is no limit. If you are submitting a small grain application with more than 6 fields, please provide the field history for the additional fields on another document.
    iii. Land history is required for all fields on the application. Depending on the crop and the class to be produced, the land history requirement can be as few as one year or as many as four. The Grower Handbook provides those requirements, or you can call the office for assistance.
    iv. **Acres:** Please provide the number of acres for each field.
j. **Field Names:** Field names allow for clear communication between WSCS staff, growers, and contractors. If the grower has names for fields that they consistently use, please provide them here. If not, the office will assign field names.
k. **Application Due Dates:** The table with application due dates is provided for your information. If you have questions about due dates or problems meeting those dates, please contact the WSCS office.
l. **Maps:** The applicant must submit a detailed map of the field location. One road and one crossroad are required, but good landmarks are especially helpful. Google Earth maps, or other satellite based maps work well, as do maps from service providers such as Simplot. Jolene Sweet will also be glad to map fields for you at our office.

Thank you! Paperwork is a necessary evil, but hopefully this form and these instructions will make this a good experience. Do not hesitate to contact the office if you are unsure of what we are asking for or if you are having problems with the form.