

## ILLINOIS DEPARTMENT OF PUBLIC HEALTH

### CERTIFICATE OF FREE SALE PROGRAM

The Illinois Department of Public Health (IDPH) is authorized, upon request, to issue certificates of free sale in accordance with the Illinois Food, Drug, and Cosmetic Act (410 ILCS 620) and the Illinois Food, Drug, and Cosmetic Code (77 Ill. Adm. Code 720.35). The act and code are linked here for reference:

Illinois, Food, Drug and Cosmetic Act (410 ILCS 620):

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1577&ChapterID=35>.

Illinois Food, Drug, and Cosmetic Code (77 Ill. Code 720):

<https://www.ilga.gov/commission/jcar/admincode/077/07700720sections.html>

**IDPH will approve issuance of a certificate of free sale only for items from Illinois food and dairy manufacturers, processors, packers, warehouses, or Illinois single-service plants that manufactures single-service containers as provided in Section 720.35 of the Illinois Food, Drug, and Cosmetic Code (77 Ill. Adm. Code 720). IDPH only provides certificates of free sale to firms inspected, surveyed, permitted, or licensed by IDPH.**

**IDPH will not approve a certificate of free sale for medical equipment, devices, drugs, cosmetics, vitamins, and dietary supplements as defined the Illinois Food, Drug, and Cosmetic Act, even if manufactured, processed, packaged, or stored in Illinois. IDPH will not issue a certificate of free sale to a business, corporation, or entity that is only headquartered in Illinois but manufactures, processes, packs, or warehouses in another state.**

The certificate of free sale covers only existing conditions of the items and shall not be interpreted as a guarantee, explicit or implied, for all items of the said company at all times in the future. The issuance of a certificate of free sale does not preclude IDPH from taking regulatory action against such items in the future if action is warranted.

#### **Instructions for requesting certificate(s) of free sale from IDPH**

1. **Complete the Certificate of Free Sale Request Form.** You are only required to complete one request form per request package regardless of the number of certificates needed. This request form serves as the cover letter to IDPH. No additional letter to IDPH is needed.
2. **Complete the fillable template(s).** The most up-to-date copy of these templates are available on the IDPH website in a fillable PDF format. Fill in the designated areas with the appropriate information. Upon completion, print in color on 8.5 x 11 landscape document and submit as instructed.
  - a. Prepare the certificate wording using the attached format sample. You are allowed to change only the designated areas. The full company plant address, including street address and city, is required.
  - b. A maximum of five products may be listed on the certificate. The product should be listed by the common name only. Do not include lot numbers, expiration dates, container numbers, shipment details, etc.
  - c. Check that you have the number of certificates needed printed. IDPH does not make copies.
  - d. Save a copy of the template(s) to your computer.

**3. Submit a request form, completed template(s), appropriate required fee, and return mailing method to IDPH.**

- a. Enclose the required fee (\$10 per certificate) using a check or money order payable to the Illinois Department of Public Health.
- b. Enclose a stamped, pre-addressed return envelope or completed express label with your account number for the return of requested certificate(s).

**Certificate of Authority or Apostille**

When a Certificate of Authority or Apostille is needed, include the requirements for the Secretary of State (SOS) Index Department along with your certificate of free sale request. Provide a forwarding mail method so IDPH may forward all completed documents to the SOS Index Department. The SOS Index Department will forward all documents back to you. Go to <https://www.ilsos.gov/departments/index/apostilles.html> for more information about the SOS Index Department guidelines and request process.

**Allow a minimum of two weeks for IDPH to process requests.**

**FAQs about IDPH certificates of free sale are available on the IDPH website:**

**<https://dph.illinois.gov/topics-services/food-safety/certificate-free-sale.html>.**

**Additional questions can be emailed to [DPH.Freesale@illinois.gov](mailto:DPH.Freesale@illinois.gov).**

ILLINOIS DEPARTMENT OF PUBLIC HEALTH

CERTIFICATE OF FREE SALE REQUEST FORM

**Complete the information below and submit with required materials and fee discussed below.**

Company Name:	
Illinois Address:	
IDPH Issued ID #:	
Company Contact:	
Contact Telephone:	
Contact Email:	

Total Number of Certificates Requested:	
Total Fee (\$10 per Certificate):	

**The submission must include the following:**

1. **A completed copy of this Certificate of Free Sale Request Form.** Only one form is required per submission package.
2. **Completed certificate template(s).** The certificate templates must be printed in color on 8.5 x 11 paper in the landscape format. The completed certificate template(s) must include:
  - a. The complete firm address including street address and city.
  - b. Product(s) listed by common name only. Do not include lot numbers or expiration dates. A maximum of five (5) products may be listed.
  - c. Check that you have the number of certificates needed printed. IDPH does not make copies.
3. **Include the appropriate required fee.** The fee is \$10 per requested certificate. Fee may be submitted with a check or money order payable to the Illinois Department of Public Health.
4. **Return mail method.** Please include a self-addressed, stamped envelope ore express label with company's account number.

**Mail to:** Free Sale Program  
Illinois Department of Public Health  
Food, Dairies, and Devices Section  
525 W. Jefferson St., 3<sup>rd</sup> Floor  
Springfield, IL 62761

Department Use Only	
Request Received:	Certificate Mailed: