

VAAFM PESTICIDE LICENSE - Renewal via MAIL

IMPORTANT! If a renewal packet is incomplete, it will be mailed back to you. Please do NOT EMAIL part of the renewal packet and mail the rest!!

IMPORTANT!! Renewals received after Jan 31st will be considered late and assessed a \$27 late fee (private, commercial, and non-commercial applicators will be assessed the late fee beginning with the 2026 renewal season).

CREDITS – You can lookup how many credits you need to recertify. Click [here](#) and enter your license number (ie, if your license number is 123-4567 or P-4567, enter 4576) and last name.

If you do not have enough credits to recertify, please send credit slips or quizzes **BEFORE** the end of the year. You can email them (scans or photos) to agr.pest@vermont.gov or mail them to VAAFM – C&T, 116 State St. Montpelier, VT 05620. We accept credit slips from all New England and NY states.

Commercial pesticide companies and applicators

Commercial certifications that are not renewed within **one year** from the date of expiration are considered lapsed and you will need to **retest**.

Commercial pesticide companies and your applicators can be renewed together and can be mailed together in one renewal packet.

When mailing the packet, please be sure the packet contains:

- Payment for correct total amount due. Checks can be made out to VAAFM.
- All renewal paperwork signed and initialed, for *all* applicators that you are renewing.
- The Annual Use Report, **filled out completely** for all applicators who used pesticides in the previous year. Please list all applicators who used pesticides on the Annual Use Report Paperwork, even if they do not work for you anymore. This must be sent in **EVEN IF THERE WAS NO USE**.
- For applicators renewing via **reciprocity**, please include a copy of your current pesticide applicators license.

Prior to mailing the packet, please review your information on the forms. Cross out any information that is incorrect and write in the correct information.

Instructions on how to complete the Annual Use Report form are printed on one side of the Annual Use Report form. If you would like a form fillable version of the Annual Use Report, please email agr.pest@vermont.gov.

Commercial Applicators if your renewal was NOT renewed with the pesticide company license renewal, send in your renewal packet on your own. Check with your company if they have already reported your Annual Use. Please do not double report. If they have already reported your annual use, please mail an Annual Use Report with the 'No Use' box checked.

Non-commercial/government Applicators

Non-commercial, includes government, certifications that are not renewed within **one year** from the date of expiration are considered lapsed and you will need to **retest**.

Non-commercial applicators are responsible for submitting their renewal paperwork *on their own*.

Non-commercial applicators working at the same location can combine their use report. If you combine the use report, mail all renewal paperwork and the payment together in one envelope.

GOLF COURSE APPLICATORS! Your applicator renewal is separate from your golf course permit renewal. Do NOT send your golf course permit renewal and your applicator renewal together! While they are similar, they are not the same.

Non-commercial applicators:

When mailing your applicator renewal packet, please be sure the packet contains:

- Payment for correct total amount due. Checks can be made out to VAAFM.
- All renewal paperwork signed and initialed.
- The Annual Use Report, **filled out completely** for all pesticides used in the previous year. This must be sent in EVEN IF THERE WAS NO USE.
- For applicators renewing via **reciprocity**, please include a copy of your current pesticide applicators license.

Prior to mailing the packet, please review your information on the forms. Cross out any information that is incorrect and write in what it should be.

Instructions on how to complete the Annual Use Report form are printed on one side of the Annual Use Report form. If you would like a form fillable version of the Annual Use Report, please email agr.pest@vermont.gov.

Vermont State and Federal Government applicators

When mailing the packet, please be sure the packet contains:

- All renewal paperwork signed and initialed.
- The Annual Use Report, **filled out completely** for all pesticides used in the previous year. This must be sent in EVEN IF THERE WAS NO USE.

- For applicators renewing via reciprocity, please include a copy of your current pesticide applicators license.
- PAYMENT – for VT STATE employees, we realize that payment will be made via an interagency transfer and will arrive separately from your paperwork. Renewing online may be an easier option (must have access to a p-card). For FEDERAL employees, there is no fee due.

Prior to mailing the packet, please review your information on the forms. Cross out any information that is incorrect and write in the correct information.

Instructions on how to complete the Annual Use Report form are printed on one side of the Annual Use Report form. If you would like a form fillable version of the Annual Use Report, please email agr.pest@vermont.gov.

Private Applicators and Dealers

Private applicator renewals that are not renewed by **April 1st** of the year following the expiration of the certificate are considered lapsed and you will need to **retest**.

Dealers that are not renewed within **one year** from the date of expiration are considered lapsed and you will need to **retest**.

When mailing the packet, please be sure the packet contains:

- Payment for correct amount due. Checks can be made out to VAAFM
- All renewal paperwork signed and initialed.

Prior to mailing the packet, please review your information on the forms. Cross out any information that is incorrect and write in the correct information.