

Mississippi Department of Agriculture and Commerce
Bureau of Plant Industry
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Checklist for Issuance of Professional Services Company License

Please Mark With ✓
<input type="checkbox"/> I am not currently licensed in Mississippi. I am requesting my Company License. Complete steps 1 and 2.
<input type="checkbox"/> I am currently licensed in Mississippi. I am requesting changes to licensing categories, updating the company address/contact representative and/or updating company license information. Complete step 2.

STEP 1. Submit (Mail, Email, Fax, or Drop-off) the Company Name Request form and receive approval from the Bureau of Plant Industry, prior to completing the Company License application.

STEP 2. Submit (Mail, Email, Fax, or Drop-off) the Company License application and supporting documentation to receive a Company License if you are not licensed in Mississippi.

**Out-of-state companies must complete the requirements of Sections A and B.
In-state companies proceed to Section C.**

A. _____ Any nonresident commercial applicator applying for a license under Sections 69-23-101 through 69-23-135 are each authorized to appoint the Secretary of State as their resident agent for service of process. Miss. Code of 1972, §69-23-113.

Where the Secretary of State is appointed resident agent for process, the company representative should mail the Appointment of Resident Agent forms and funds in the amount of \$37.00 to the Mississippi Secretary of State, P.O. Box 136, Jackson, MS 39205-0136.

- After your filing, the Secretary of State is requested to send this form to the Bureau of Plant Industry.
- If you have obtained a certificate of authority to do business in Mississippi from the Secretary of State as a foreign corporation, limited partnership, Limited Liability Company or other legal entity, forms will already have been filled out with the Secretary of State designating a Mississippi resident as the resident agent for process.
 - If this has been done, it is not required that another form be completed. We ask that you provide the Bureau with a date-stamped copy of the certificate of authority from the Mississippi Secretary of State which would give the name and address of the resident agent.
 - **The Secretary of State should forward information to the Bureau. Requests for license cannot be processed until filed form is received from the Secretary of State. To expedite the process, it is advised to submit the complete application only after your receipt of notification from the Secretary of State that your application has been processed.**

B. _____ Out-of-State Records Access Plan. This has been added to the Company License Application.

A company representative must complete the following sections below and provide this information with the completed Company License Application.

C. _____ Submit Company License Application. Make sure to check and list out who the designated Operator License/Permit Holder will be and the categories for which the company will be performing services for hire.

D. _____ Submit bond information on Bureau form. See certificate of insurance and bond forms instruction sheet to determine if required and the amount needed. The bond must have the agent's name, signature and address, the principal's signature, the surety's signature and a power-of-attorney for the surety.

E. _____ Insurance is required for pest control categories and it must be on the Bureau provided form. Bond (if required) and insurance **must** have the exact same name for your company. See certificate of insurance and bond forms instruction sheet to determine if required and the amount needed. The insurance must have the date, the signature of authorized representative for insurer, legible name of authorized representative, address, and insurance agent license number.

F. ____ Complete Company License Notary form. Agree that bond (if required) and insurance (if required) will be maintained. Failure to maintain bond and insurance will result in automatic cancellation of your license.

G. ____ Complete the Registered Technician Identification Application for all employees who are not licensed or permitted in Mississippi.

Contracts are required for wood destroying insect control work. Copies of contracts must be maintained in licensee files and may be reviewed by the Bureau. It is the sole responsibility of the licensee to ensure that contracts meet the requirements of Section 115 of the Regulations Governing Commercial Insect, Rodent, Plant Disease and Weed Control Work. Failure to issue contracts that meet the requirements of Section 115 is a violation of the Regulations Governing Commercial Insect, Rodent, Plant Disease and Weed Control Work and will result in regulatory action by the Bureau.

INCOMPLETE SUBMISSIONS WILL BE RETURNED THUS DELAYING YOUR REQUEST

Additional forms may be obtained from:

<https://www.mdac.ms.gov/publications-forms/forms/bpi-regulation-professional-services-forms/>

Current Regulations of Professional Services may be accessed at:

<https://agnet.mdac.ms.gov/agManage/uploads/1641.pdf>