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OMB Approved
0579-0130
Exp 02/2027

VERSION 4.4
January, 2026



ACCREDITATION APPLICATION FORM

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Note: Please download the application and open on your computer from Adobe Acrobat. Use arrow keys to search through drop down fields.

COMPANY / ORGANIZATION TO BE ACCREDITED

Legal Name		
<hr/>		
Street Address		
<hr/>		
City	State	Zip Code
<hr/>	<hr/>	<hr/>
Telephone Number		
<hr/>		
Email Address		
<hr/>		
Website URL		
<hr/>		

MAIN CONTACT PERSON

Full Name	Position	
<hr/>	<hr/>	
Street Address		
<hr/>		
City	State	Zip Code
<hr/>	<hr/>	<hr/>
Telephone Number	Mobile Number	
<hr/>	<hr/>	
Email Address		
<hr/>		

TYPE OF COMPANY / ORGANIZATION

- Seed Company
- Private Seed Laboratory
- Private Agricultural Consultants
- Certification Agency
- State / County Agency
- University Laboratory
- Other

ACCREDITATION OPTIONS

OPTION 1: Seed Health Testing

- Laboratory-based program to test for plant pathogens in seeds.
- Costs: \$1500 per lab site, with an additional \$200 per method.

OPTION 2: Phytosanitary Inspection

- Disease Inspection of plants grown to produce seed in the field, nursery, or greenhouse.
- Costs: \$2000 per lab site (state), with an additional \$150 per crop, with a maximum charge of 5 states and associated crops.

OPTION 3: Seed Sampling for Seed Health Testing

- Sampling seeds that require laboratory seed health tests.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

OPTION 4: Visual Inspection of Seed for Phytosanitary Certification

- Visual inspection of seed shipments at exporter's facility prior to issuance of phytosanitary certificates.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

TEST SITE LOCATIONS TO BE ACCREDITED

SITE LOCATION

Site Location Name (State)

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

Accreditation

OPTION 1

OPTION 2

OPTION 3

OPTION 4

TEST SITE LOCATIONS TO BE ACCREDITED (CONTINUED)

(PLEASE COPY AND ATTACH MORE PAGES AS NECESSARY)

SITE LOCATION

Site Location Name (State)

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

Accreditation

OPTION 1

OPTION 2

OPTION 3

OPTION 4

SITE LOCATION

Site Location Name (State)

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

Accreditation

OPTION 1

OPTION 2

OPTION 3

OPTION 4

SITE LOCATION

Site Location Name (State)

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

Accreditation

OPTION 1

OPTION 2

OPTION 3

OPTION 4

OPTION 2: Phytosanitary Inspection

- Disease Inspection of plants grown to produce seed in the field, nursery, or greenhouse.
- Costs: \$2000 per lab site (state), with an additional \$150 per crop, with a maximum charge of 5 states and associated crops.

Accreditation Fee Worksheet

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)

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OPTION 2: Phytosanitary Inspection

- Disease Inspection of plants grown to produce seed in the field, nursery, or greenhouse.
- Costs: \$2000 per lab site (state), with an additional \$150 per crop, with a maximum charge of 5 states and associated crops.

Accreditation Fee Worksheet Continued

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)
		TOTAL COST

LABORATORY PROVIDING DIAGNOSTIC SERVICES

Laboratory Name

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

OPTION 3: Seed Sampling for Seed Health Testing

- Sampling seeds that require laboratory seed health tests.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

Accreditation Fee Worksheet

State	Cost (\$1000 per state)
Site Number	Number of Inspectors
Crops Sampled at Site(s)	

State	Cost (\$1000 per state)
Site Number	Number of Inspectors
Crops Sampled at Site(s)	

State	Cost (\$1000 per state)
Site Number	Number of Inspectors
Crops Sampled at Site(s)	

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Site Number	Number of Inspectors
Crops Sampled at Site(s)	

State	Cost (\$1000 per state)
Site Number	Number of Inspectors
Crops Sampled at Site(s)	

TOTAL COST:	
--------------------	--

OPTION 4: Visual Inspection of Seed for Phytosanitary Certification

- Visual inspection of seed shipments at exporter's facility prior to issuance of phytosanitary certificates.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

Accreditation Fee Worksheet

State	Cost (\$1000 per state)
Site #s located in state	Number of Inspectors
Crops Tested at Site(s)	

State	Cost (\$1000 per state)
Site #s located in state	Number of Inspectors
Crops Tested at Site(s)	

State	Cost (\$1000 per state)
Site #s located in state	Number of Inspectors
Crops Tested at Site(s)	

State	Cost (\$1000 per state)
Site #s located in state	Number of Inspectors
Crops Tested at Site(s)	

State	Cost (\$1000 per state)
Site #s located in state	Number of Inspectors
Crops Tested at Site(s)	

TOTAL COST:	
--------------------	--

LABORATORY PROVIDING DIAGNOSTIC SERVICES

Laboratory Name		
Street Address		
City	State	Zip Code
Contact Person		Position
Telephone Number		Mobile
Email Address		

APPLICATION SUBMISSION CHECKLIST

STEP 1

Submit a non-refundable \$400 deposit check payable to USDA

- Online at pay.gov - accepts payment from bank accounts, credit card, and PayPal. Instructions available at seedhealth.org/pay-gov

OR

- Mail check payable to Iowa State University to address below.

Sign and Submit all completed Accrediation Application forms to:

Sarika Negi

Accreditation and Certification Policy Manager
Animal and Plant Health Inspection Service
5607 Sunnyside Avenue
Beltsville, MD 20705

Tele: 301.851.2349

E-mail: sarika.s.negi@usda.gov

STEP 2

Submit a non-refundable \$600 deposit check payable to Iowa State University

- By phone for credit card payment - 515.294.6493

OR

- Mail check payable to Iowa State University to address below.

Submit a copy of your Quality Manual

Submit a copy of all completed Accreditation Application forms to:

Kelly Iverson

NSHS Administrative Unit
160 Seed Science Center
Iowa State University
2115 Osborn Drive
Ames, IA 50011

Tele: 515.294.7560

E-mail: nshs@iastate.edu

Website URL: seedhealth.org

STEP 3

Upon approval of your application by USDA-APHIS, you will be contacted by the NSHS Accreditation Unit with further instructions on the accreditation process and billing for the total accreditation fee and auditor fees.

OPTION 1	Total fees from Accreditation OPTION 1: Page 5	
OPTION 2	Total fees from Accreditation OPTION 2: Page 6-7	
OPTION 3	Total fees from Accreditation OPTION 3: Page 8	
OPTION 4	Total fees from Accreditation OPTION 4: Page 9	
TOTAL FEES		

STEP 4

Company or Organization Authorized Signature

SIGNATURE: _____

Legal Name:

Title:

Date:

TEST SITE LOCATIONS TO BE ACCREDITED (CONTINUED)

(PLEASE COPY AND ATTACH MORE PAGES AS NECESSARY)

SITE LOCATION

Site Location Name (State)

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

Accreditation

OPTION 1

OPTION 2

OPTION 3

OPTION 4

SITE LOCATION

Site Location Name (State)

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

Accreditation

OPTION 1

OPTION 2

OPTION 3

OPTION 4

SITE LOCATION

Site Location Name (State)

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

Accreditation

OPTION 1

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OPTION 3

OPTION 4

OPTION 2: Phytosanitary Inspection

- Disease Inspection of plants grown to produce seed in the field, nursery, or greenhouse.
- Costs: \$2000 per lab site (state), with an additional \$150 per crop, with a maximum charge of 5 states and associated crops.

Site #	State
List of Crops	

Site #	State
List of Crops	

Site #	State
List of Crops	

Site #	State
List of Crops	

OPTION 3: Seed Sampling for Seed Health Testing

- Sampling seeds that require laboratory seed health tests.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

Accreditation Fee Worksheet *(Please Copy and Attach Pages as Necessary)*

State	Cost (\$1000 per state)
Site Number	Number of Inspectors
Crops Sampled at Site(s)	
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Site Number	Number of Inspectors
Crops Sampled at Site(s)	
State	Cost (\$1000 per state)
Site Number	Number of Inspectors
Crops Sampled at Site(s)	

OPTION 4: Visual Inspection of Seed for Phytosanitary Certification

- Visual inspection of seed shipments at exporter’s facility prior to issuance of phytosanitary certificates.
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Accreditation Fee Worksheet (Please Copy and Attach Pages as Necessary)

State	Cost (\$1000 per state)
Site #s located in state	Number of Inspectors
Crops Tested at Site(s)	
State	Cost (\$1000 per state)
Site #s located in state	Number of Inspectors
Crops Tested at Site(s)	
State	Cost (\$1000 per state)
Site #s located in state	Number of Inspectors
Crops Tested at Site(s)	
State	Cost (\$1000 per state)
Site #s located in state	Number of Inspectors
Crops Tested at Site(s)	
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