How Do I …? Bulletin

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How Do I Obtain A South Dakota Commercial Applicator License Through Reciprocity?

South Dakota offers a reciprocal Commercial Applicators License to commercial applicators who have tested (took the Commercial Pesticide Applicator exam) in a state that adjoins South Dakota:

South Dakota Department of Agriculture will contact your licensing state to verify the authenticity and status of your current Commercial Pesticide Applicator credential from the adjoining state.

If you did not test in an adjoining state you are not eligible for reciprocity in South Dakota.

What Documents Do I Need?

- **Your current Commercial Pesticide Applicator credential from the adjoining state; and**
- **A government issued photo ID**

Online Application Process

- Email a request for a reciprocal license to sddaagronomy@state.sd.us and attach an electronic copy of your current Commercial Pesticide Applicator credential from the adjoining state, a filled-out electronic copy of our commercial pesticide applicator application form, and a legible color image (scan or photo) of your government issued photo ID

Once we have processed your documents (verified your license with its home state) we will e-mail you back stating that you may now go online and login with your given id number and purchase your license. Or, if you do not hear back from us within 2-3 weeks,

Contact Us:

- Contact us at (605) 773-4432 **to obtain a log-in ID** to apply or pay online, then
- go to the SDDA **Commercial Applicator Registration for Recertification Classes and License Renewal** online site, complete the information;
- If you are an *aerial applicator*, make sure you complete the aerial applicator form also; and
  - pay the license fee online with Visa or MasterCard select the *"Pay with credit card"* button; or
  - pay the fee with a check using the online process, select the *"Mail in payment"* button.

Send To Us:

- A **legible** copy of your current Commercial Pesticide Applicator credential from the adjoining state;
- a **legible** color image (scan or photo) of your government issued photo ID:
  - text image to SDDA; (call 605-773-4432 for phone number) OR
  - email image to sddaagronomy@state.sd.us

If You Opt To Pay By Check:

- Immediately mail your check for the fee, your name and address, and a note that the payment is for a reciprocal license to:

  South Dakota Department of Agriculture,
  Office of Agronomy Services
  523 E Capitol Ave
  Pierre, SD 57501.

  Fees: $25 for applicator ; $50 for dealer

What Documents Do I Need?

- **Your current Commercial Pesticide Applicator credential from the adjoining state; and**
- **A government issued photo ID**

Mail In Application Process

- Mail a request for a reciprocal license and include a legible copy of your current Commercial Pesticide Applicator credential from the adjoining state. Send to: South Dakota Department of Agriculture, Office of Agronomy Services, 523 E Capitol Ave, Foss Building, Pierre, SD 5750; or

Include These Documents With your request:

- A **legible** copy of your current Commercial Pesticide Applicator credential from the adjoining state;
- A **legible** color image (scan or photo) of your government issued photo ID;

The filled-out application form

- Link to The SDDA Commercial Pesticide Applicator License Application Form
- If you are an *aerial applicator,* complete and submit the SDDA Aerial Applicator Application Form

Pay Fee By Check:

- mail your check for the fee, your name and address, and a note that the payment is for a reciprocal license to:

  South Dakota Department of Agriculture, Office of Agronomy Services
  523 E Capitol Ave
  Pierre, SD 57501.

If You Cannot Get the Application Forms From The Internet:

- Call South Dakota Department of Agriculture, Office of Agronomy Services at **605-773-4432,** request the **Commercial Pesticide Applicator License Application Form** and we will mail the documents to you.

Commercial Applicators License

General Information

Commercial applicator certification is valid for two years*. Several specific categories of commercial certification are available. Once certified in the categories you need, commercial applicators must obtain a biennial license before engaging in business. In 2009 more than 6,000 commercial applicators were licensed in South Dakota.

*The date of the initial certification plus one year.

It may take up to **14 days** from the time you submit your paperwork and/or take the exam to obtain a Commercial Applicators License. Longer times may apply if there are deficiencies in your paperwork.

- **You will need a Commercial Applicators license if:**
  - You engage in the business of applying pesticides to the lands of another;
  - You advertise as being in the business of applying pesticides to the lands of another at any time;
  - You apply pesticides while in the performance of duties as a governmental employee or;
  - You otherwise act as a commercial applicator.

For more information about SD Commercial Pesticide Applicator Program, go to the Pesticide Program, Pesticide Applicator Certification, Licensing, and Education go to our website.

SOUTH DAKOTA DEPARTMENT OF AGRICULTURE

Division of Agricultural Services
Office of Agronomy Services

523 E Capitol Ave
Pierre, SD 57501

(605) 773-4432 ph.

sdda.sd.gov/Ag_Services/