



## INSTRUCTIONS

1. **Submit the application**, signed by the Pesticide Dealer Representative of each location.
2. A **Pesticide Dealer Representative** is any person who passes a written examination based on the Hawaii Pesticides Law and requirements relating to the use and safe handling of pesticides. Permits issued to a pesticide dealer representative are valid for five (5) years and renewal is by examination.
3. An **out-of-state** manufacturer, distributor or registrant who has no local sales outlet and ships directly to the ultimate user shall obtain a Hawaii Restricted Use Pesticide Dealer Permit.
4. **Branch sales outlets** - Submit the firm name (if different from the main office), location and name of the Pesticide Dealer Representative of each branch sales outlet.
5. If a Pesticide Dealer Representative leaves the firm or any branch sales outlet, the replacement must be a Pesticide Dealer Representative.
6. **Records and reports** - Every Pesticide Dealer Representative must keep a record of each sale, distribution, delivery, theft, spill, or any other activity affecting the amount of **restricted use pesticides** at each sales outlet as prescribed in electronic format as an Excel spreadsheet or equivalent. The electronic spreadsheet format of the records shall be submitted via email **within fifteen (15) days after the end of each calendar month** to the Pesticides Program and a copy shall be kept at the sales outlet for no less than one year.
7. Permit fees shall be submitted as follows: \$500.00 for the principal sales outlet, \$200.00 for each branch sales outlet. Checks should be made payable to the **Hawaii Department of Agriculture**. All dealer sales permits expire on December 31<sup>st</sup> and must be renewed annually on or before that date.
8. Mail completed applications and applicable permit fees to:

PESTICIDES BRANCH  
Hawaii Department of Agriculture  
1428 South King Street  
Honolulu, HI 96814-2512

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