

REQUEST FOR REISSUE OF CERTIFICATION TAGS

Provisions and Procedures

A request for reissue of certification tags must be made to the Oregon Seed Certification Service (OSCS) when new certification or OECD tags are needed. Reasons for a reissue may include a sack/container change, a seed treatment, or a revision to the tag type or generation. Certification tags that have been removed from bags may not be reattached under any circumstances.

Procedures

1. Login to eCertification Online Services, and submit a request for reissue using "[Request Approval for Processed Lots](#)." These must be approved by the OSCS office prior to ordering tags.
 - a. All components must have a viability test completed within the past 18 months. Upload an updated viability test from an outside lab if needed. Please note that OECD tags on Oregon lots must have all testing from the same OSU sample.
 - b. You may request up to 5% more pounds/tags to cover expected gains from the repackaging process.
2. Destroy all certification tags that were removed from the original bags.
3. Upload the following to the eCertification portal within **10 days** of completing the packaging and tagging process:
 - a. Signed copy of the approval form (Reissue, Mixture/Blend, Augmented, Coated or Amended Seed Lot), with the final lot weight and sack/container count listed.
 - o By signing the approval form, you agree to destroy the original tags, if any, that were attached to the components, and any extra certification tags issued by OSCS that are not needed to cover the expected gain.
 - b. Copy of the analysis label for mixtures/blends. It is acceptable to include this on the approval form as long as no information from the form is obscured.

General Provisions

1. Refer to these documents as applicable: [Interagency Certification Provisions and Procedures](#), [Certified Mixtures or Blends Provisions and Procedures](#), [Certified Augmented Seed Lots Provisions and Procedures](#), and [What Component Lots Are Allowed in a Processed Lot?](#) (available on the OSCS website).
2. A reissue of a mixture/blend or a coated lot is not possible. Email seedcertrequests@oregonstate.edu and ask that the previously approved processed lot be withdrawn, then recreate the mixture/blend/coated lot.
3. The information provided for the application must accurately represent the conditioned lot. If a revision is needed, please make the change on the form by hand, and scan it to seedcertrequests@oregonstate.edu.
4. Permission to use proprietary varieties must be supported by proper documentation.
5. Complete records must be maintained by the requesting company or its agent, and be presented to OSCS upon request. This includes all records pertaining to the acquisition of seed lots, and the conditioning and distribution of this conditioned lot.

Fees apply for reissued tags and process review. Please refer to our website for current fees.