

**Instructions to Complete  
Application for Registration  
Form PSD 1000**

Form PSD 1000 is used by applicants to register their operation with the Packers and Stockyards Division (PSD) as a dealer buying and selling livestock for their own account or for the account of others, a market agency buying livestock on a commission basis, or a market agency selling livestock on commission. If any information is missing or incorrect, PSD will return the application form to the principal for completion or correction.

Operating without proper registration and bond may subject the principal to severe civil penalties as authorized by law for each violation, and additional penalties for each day the violation continues (7 U.S.C § 203).

Submit the completed form to the PSD regional office that covers your area. The Areas covered by each regional office are listed below the regional office's address.

<b>Regional Offices of the Packers and Stockyards Division Agricultural Marketing Service, Fair Trade Practices Program</b>		
<b>Eastern Regional Office</b> 75 Ted Turner Drive SW, Ste 230 Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 E-mail: <a href="mailto:PSDAtlantaGA@ams.usda.gov">PSDAtlantaGA@ams.usda.gov</a>	<b>Midwestern Regional Office</b> 210 Walnut Street, Room 317 Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 E-mail: <a href="mailto:PSDDesMoinesIA@ams.usda.gov">PSDDesMoinesIA@ams.usda.gov</a>	<b>Western Regional Office</b> 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 E-mail: <a href="mailto:PSDDenverCO@ams.usda.gov">PSDDenverCO@ams.usda.gov</a>
States Covered	States Covered	States Covered
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NL, NY, PA, PR, QC, RI, SC, TN, VA, VT, WV	IA, IL, IN, KY, MB, MI, MN, MO, ND, NE, OH, ON, SD, WI	AB, AK, AZ, BC, CA, CO, HI, ID, KS, MT, NM, NV, OK, OR, SK, TX, UT, WA, WY

If you have any questions about the form or completing the form, please contact the PSD Regional Office that covers your area, as listed above.

Applicants must complete lines 1 through 23, and sign line 21.

If any information for lines 15 and 16 does not fit into the space provided, attach a separate sheet of paper with the information and include the line number(s) referenced.

<b>Line No.</b>	<b>Subject</b>	<b>Instruction</b>
1	Name of Applicant to be Registered	If you will operate as an individual, enter your first name, middle initial and last name. If you will operate as a partnership, enter each partner's first name, middle initial and last name. If you will operate as a corporation, association, Limited Liability Partnership (L.L.P.), or Limited Liability Corporation (L.L.C.), enter the name of the corporation, association, L.L.P., or L.L.C.
2	Trade Name /d.b.a	Enter the trade name/d.b.a under which you, the applicant, will operate. This is the name the business will use. If you do not operate with a "Trade Name", enter "NA."
3a through 3e	Mailing Address	Enter your mailing address. Enter street, city, county, state, and zip+4. This is the address where all correspondence, regular and certified from the Packers and Stockyards Division will be sent.
4a through 4e	Operating Address	Enter the operating address and/or physical location. Enter street, city, county, state, and zip+4. This is the address where you conduct your business services.
5 through 8	Telephone, Cell Phone., Fax, and E-Mail Address	Enter the telephone number, including area code, where you may be reached, a cell phone number, a fax number, and, if applicable, the business' e-mail address.
9	Web Site Address (if applicable)	If you operate a web site in conjunction with your livestock operations, enter the complete Web site address the business operates. For example: <a href="http://www.WebSiteName.com">www.WebSiteName.com</a>
10	Type of Livestock Handled	Check the appropriate box(es) to indicate each type of livestock the business will be handling.
11a and 11b	Character of Business – Market Agency/Dealer	Check each type of operation that applies to the business. If you are completing the application as a stockyard owner, check the box for Stockyard Owner and add the name of the stockyard.
11c	Character of Business - Clearee	If you are named as a Clearee on another registrant's bonding instrument, check "Yes". If you provide your own bonding, check "No" or leave 11c blank.
11d	Character of Business - Cleared by	If you checked "Yes" on 11c, enter the registrant's name providing the bond coverage.
12	Nature of Selling on Commission Activities	Check the type(s) of selling on commission activity that best describes your business. If operating a yearly horse sale, include date sale will be conducted. May be month, or month/day.

Line No.	Subject	Instruction
13a through 13c	Type of Organization	Check the appropriate box to indicate the type of organization as it applies to the business' operation. If appropriate, enter the state where the Corporation, LLC, or LLP was formed on 13b., and the date the organization was formed on 13c.
14a through 14c	Owners, Members, Partners, Or Officers, (Name and Title), Percent Ownership Home Address (Street, City, State, Zip + 4 Code)	For each owner and every partner, enter their name, title, respective percentage of ownership and home address (street, city, state, zip+4). Provide this information for every individual with any ownership interest, in the applicant's operation.
15	Names and location of posted stockyards, auction markets, feedlots, and web sites where applicant will operate	<p><b>IF APPLYING TO OPERATE AS A DEALER OR MARKET AGENCY, BUYING ON COMMISSION ORDER BUYER:</b> Enter the stockyards and markets (including city and state) where you will conduct business. If you are a dealer or order buyer, buying in multiple states, insert "IN COMMERCE" as your answer.</p> <p><b>IF APPLYING TO OPERATE AS A MARKET AGENCY SELLING ON COMMISSION:</b> Enter the address of the auction market, including city and state, where you will conduct business.</p> <p><b>IF OPERATING AT A WEB SITE:</b> Enter the web site(s), other than your own, where you will be purchasing or selling livestock.</p>
16	If Previously Registered, Registered Name and Address	If you were previously registered with the Packers and Stockyards Division, enter ALL name(s) under which you were previously registered, and the street, city, state, and zip +4 code of the prior business(es).
17	Does the registrant own or lease a scale used in the purchase and sale of livestock?	Check the appropriate box to indicate if the registrant owns or leases a scale used in the purchase and sale of livestock. If yes, enter the location (address, city, state, and zip +4 code), model, and serial number of each scale, or attach a copy of the most recent scale test.
18	Reporting Year End	Every registrant is required to file an annual report on a prescribed form. Check the appropriate box to indicate whether the business is operating/filing on a calendar year or fiscal year basis, which should be the same as you file your income taxes. If operating/filing on a fiscal year basis, enter the beginning and ending dates of the business' fiscal year (for example, November 1 to October 31). If you are filing as a clearor, use the same filing date as the clearor.

Line No.	Subject	Instruction
19	Sale Days-Market Agency Selling on Commission	If the applicant intends to operate as an auction market, check the appropriate box(es) to indicate all days the market will conduct regular sales. Special sales need not be included on the application form.
20a through 20f	Market Agency Selling on Commission - Custodial Account	<p>Every market agency selling on commission is required to establish and maintain a separate bank account designated "Custodial Account for Shippers' Proceeds".</p> <p>For the bank where this account has been established, enter the name, address, telephone number, and the name of a contact person.</p> <p>For more information about the custodial account, please contact the Packers and Stockyards Division regional office for your area that is listed on page 1 of this document.</p>
<b>CERTIFICATION</b>		
21 and 21a	Signature (Owner, Partner, Or Responsible Officer or Member), Print Name	<p>The applicant <b>must</b> sign the application if operating as an individual.</p> <p>If the applicant is a partnership, the signature <b>must</b> be that of a partner.</p> <p>If the applicant is a corporation, association, L.L.C., or L.L.P., the signature <b>must</b> be that of an owner, officer, or member.</p> <p>Print the name of the person signing the application</p>
22	Title	Enter the title of the person signing the application.
23	Date	Enter the date the application is signed by the applicant.