



State of Wisconsin  
Governor Scott Walker

**Department of Agriculture, Trade and Consumer Protection**  
Ben Brancel, Secretary

11/25/14

Firewood Dealer Applicants:

Enclosed is a Certified Firewood Dealer Application. Firewood Dealer Certification may allow persons or businesses to sell cut firewood to consumers planning on entering Wisconsin state lands, or to sell firewood directly to the state lands. Certification also allows a firewood dealer to safely move firewood anywhere in Wisconsin.

A "Firewood Dealer" is a person or business that annually sells or distributes at least 20 cords of firewood in this state, and whose primary business location is in Wisconsin. All sites where firewood is held and treated by the applicant will be inspected by the Department prior to certification. The Firewood Dealer Certification is voluntary, and the annual fee for this certification is **\$50.00**. Certificates expire one year from the date issued.

Once approved, all Certified Firewood Dealers are required to list their assigned certification number on the label of the firewood bundle or other firewood packaging. The label or packaging must also state that the firewood has been treated, the method of treatment and the county of origin. For questions on proper firewood labeling, please call 608-224-4942.

Instructions for completing the application:

Please fill out the form completely and accurately. Failure to do so will delay the processing of your application.

Section 1 is legal entity information. If you are a sole proprietor or individual doing business, check the box marked "Individual" and complete the first section using your personal information. If you have a corporation, LLC, legally formed partnership, or other business entity, check the appropriate box and list the state in which the business was formed. We may contact you to obtain verification of legal entity status. Also, list all trade names or business names under which your firewood is sold or distributed in Wisconsin.

In Section 2, list **all** locations where your firewood is sold, and the number of cords distributed to each location annually. There is a total annual minimum of 20 cords (2,000 bundles) to qualify for Firewood Dealer Certification. In this area, please include locations to which you directly sell the firewood, and locations to which you distribute firewood for resale. If you sell firewood to the headquarters of a mass merchandiser or chain store, you need only list the main office information. There are 2 spaces for this information on the front side of the form, and an additional 5 spaces on the back side of the form. You may also attach additional sheets if needed.

In Section 3, list **all** sources or persons from whom you obtain wood that you process for eventual sale as firewood. If you have no sources other than yourself, write "**SELF**" or your business name, and complete the address information. There is additional space for additional sources on the back of the form if needed. In Section 3A, you should list the types of wood that you sell by percentage. Please be sure that the total of all fields completed equals 100%.

In Section 4, there are checkboxes representing the acceptable methods of firewood treatment, at least one of which you must select to become certified. You may select more than one method if applicable. To determine if an alternate method of treatment is acceptable, or for any questions or concerns, please contact Timothy Allen at (715) 536-7736 or [Timothy.Allen@wisconsin.gov](mailto:Timothy.Allen@wisconsin.gov).

Section 5, found on the reverse side of the application, explains why you wish to obtain certification.

Lastly, sign and date the form. Mail it to:

**DATCP-Firewood Program**  
**P.O. Box 8911**  
**Madison, WI 53708-8911**

Please allow 6-8 weeks for your application to be processed. If your application is approved, you will be contacted by our staff to schedule a site visit. In order to become certified, you must pass an inspection of your facility and treatment methods. If you are approved for acceptance to the program, you will be billed for the \$50 annual certification fee. You will receive your certificate after payment is received.

*Agriculture generates \$88 billion for Wisconsin*

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**Wisconsin Department of Agriculture, Trade and Consumer Protection**  
 Division of Agricultural Resource Management – Bureau of Plant Industry  
 P.O. Box 8911, Madison WI 53708-8911  
 Phone: (608) 224-4500 Fax: (608) 224-4656

## Wisconsin Certified Firewood Dealer Application

(Sections 93.06 (1p), 93.07 (12), and 94.01, Wis. Stats., Section ATCP 21.20, Wis. Admin. Code)

### SECTION 1 – BUSINESS INFORMATION

Mailing address (if different than business headquarters address):	Legal Business Name:	
	"Doing Business As" Name or Trade name:	
	Business headquarters mailing address:	
	Business headquarters city/ state/ ZIP:	County:
Phone number:	Fax number:	Email address: <span style="float:right">Contact person:</span>
Business type (check one): <input type="checkbox"/> Individual(s)/Sole Proprietor <input type="checkbox"/> Co-operative <input type="checkbox"/> Corporation    State of Incorporation (if corporation) _____ <input type="checkbox"/> Legal Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other (please describe): _____		

### SECTION 2 – WOOD SALES Please list all locations in Wisconsin where your firewood is sold or distributed, and annual volume of firewood. Use page 2 if needed.

<b>Location 1</b> - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	
<b>Location 2</b> - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

### SECTION 3 – WOOD SOURCES Please list all sources, if any, from which you obtain wood for eventual sale or distribution. Use page 2 if needed.

<b>Source 1</b> – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
<b>Source 2</b> – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:

### SECTION 3A – WOOD TYPES Please indicate by percentage the wood types which you sell or distribute.

Hardwoods: _____%	Conifers: _____%
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### SECTION 4 – TREATMENT METHODS Please check the appropriate box(es):

**I hereby declare that all firewood is treated with at least one of the following methods prior to sale or distribution in Wisconsin:**

- Each piece of firewood is heat treated to a temperature of at least 140° F (60° C) at the center of each piece, and is maintained at that temperature for at least 60 minutes.
- The firewood is stored on the firewood dealer's premises for at least 2 years before sale or distribution.
- The firewood is treated in a manner approved, in writing, by the Wisconsin Department of Agriculture, Trade and Consumer Protection, to kill all pests that may inhabit the firewood.

Please do not send payment with this application. Certification is based on an official inspection of the proposed treatment process. Applicants will be invoiced for the annual fee following inspection.	<b>Mail completed application to:</b>  <b>WDATCP Firewood Program</b> <b>P.O. Box 8911</b> <b>Madison, WI 53708-8911</b>
<b><i>By signing below, I certify that all information I have provided is true and accurate, and I agree to notify the Department if my declaration above changes or is no longer accurate.</i></b>	
Signature of Applicant or Authorized Representative	Title <span style="float:right">Date</span>

If at any time, before or after certification, the information provided on this form is no longer accurate, the firewood dealer must notify DATCP. DATCP also retains the right to withdraw certification if the applicant materially misrepresents any information on the application, or fails to honor any of the commitments made on the application. Certification does not warranty, by the Department or the State of Wisconsin, that firewood is free of pests. Application of method(s) of certification remains the responsibility of the firewood dealer.



**Wisconsin Department of Agriculture, Trade and Consumer Protection**  
 Division of Agricultural Resource Management – Bureau of Plant Industry  
 P.O. Box 8911, Madison WI 53708-8911  
 Phone: (608) 224-4500 Fax: (608) 224-4656

## Wisconsin Certified Firewood Dealer Application

(Sections 93.06 (1p), 93.07 (12), and 94.01, Wis. Stats., Section ATCP 21.20, Wis. Admin. Code)

**SECTION 2 – WOOD SALES (continued)**

Please list all locations in Wisconsin where your firewood is sold or distributed, and annual volume of firewood.

<b>Location 3</b> - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

<b>Location 4</b> - Location Name	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

<b>Location 5</b> - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

<b>Location 6</b> - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

<b>Location 7</b> - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

**SECTION 3 – WOOD SOURCES (continued)**

Please list all sources, if any, from which you obtain wood for eventual sale or distribution.

<b>Source 3</b> – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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<b>Source 4</b> – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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<b>Source 5</b> – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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<b>Source 6</b> – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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<b>Source 7</b> – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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**SECTION 5 – PURPOSE OF CERTIFICATION**

Please check all that apply.

<input type="checkbox"/> Movement out of quarantine.	<input type="checkbox"/> Preparation for future quarantine.	<input type="checkbox"/> Distributing firewood to state lands.
<input type="checkbox"/> Advertising benefit.	<input type="checkbox"/> Retail sales - Wood can move anywhere in state.	<input type="checkbox"/> Other: _____

Comments:

*Personal information you provide may be used for purposes other than that for which it was originally collected (Sec. 15.04 (1)(m), Wis. Stats.)*