

Reciprocal Request for Pesticide Certification – Certification Year 2025

You have requested commercial reciprocal pesticide certification from North Dakota. To grant your request, we require that you follow the instructions below:

1. Complete and submit the enclosed Reciprocal Certification Request form.
2. Submit a copy of the pesticide certificate/license you hold from the state where you tested and trained.
This must be a valid certificate/license expiring no earlier than Dec. 31, 2025.
3. Submit a copy of a government-issued photo ID (driver's license, passport).
4. Complete the Applicant Acknowledgment of Proof of Financial Responsibility form (on back side of Reciprocal Certification Request form).
5. Pay your North Dakota certification fee.

Please note that we do not grant reciprocity to North Dakota residents.

All applicators requesting reciprocal certification must have a Non-Resident Appointment of Agent form on file with the NDSU Extension Pesticide Program. Enclosed is an informative letter. This form must be on file or we cannot issue you a reciprocal certification.

Be prepared to submit a letter of authorization granting authority to the NDSU Extension Pesticide Program to access your complaint or violation history from the state in which you tested and trained for certification.

Attention aerial applicators: Your aircraft must be registered and licensed in North Dakota. For further information, contact the North Dakota Aeronautics Commission, 701-328-9650.

For more information:

- Pesticide certification, NDSU Extension Pesticide Program, 701-231-4127/701-231-7180
- Appointment of agent, NDSU Extension Pesticide Program, 701-231-4127/701-231-7180
- North Dakota pesticide laws/regulations, Pesticide Division, North Dakota Department of Agriculture, 701-328-4922
- North Dakota business registration, North Dakota secretary of state, 701-328-2900
- North Dakota aeronautics regulations, North Dakota Aeronautics Commission, 701-328-9650

Sincerely,

Madeleine Smith

Madeleine Smith
Extension Pesticide Specialist

Enc: Reciprocal Request Form
Applicant Acknowledgment of Proof
of Financial Responsibility Form
Appointment of Agent Letter and Form

Return the following originals.
Please note we are unable to accept faxed or emailed copies.

- ___ completed Request for Reciprocal Certification Form
- ___ copy of pesticide certificate/license
- ___ copy of photo ID
- ___ Applicant Acknowledgment of Proof of Financial Responsibility form
- ___ certification fee
- ___ Appointment of Agent form

Due to data security concerns, DO NOT send these forms via email.

EXTENSION PESTICIDE PROGRAM

NDSU Dept 7060 | PO Box 6050 | Fargo ND 58108-6050
701.231.7180 or 701.231.6388 | www.ndsupesticide.org | www.ag.ndsu.edu



Dear Non-resident Pesticide Applicator/Dealer,

One of the requirements for obtaining certification as a pesticide applicator or dealer is that the applicant must file a written power of attorney with the North Dakota State University Extension Pesticide Program or a duly appointed resident agent for service of process.

According to Chapter 4.1-33-09 of the North Dakota Century Code, any nonresident applicant for a pesticide applicator or dealer's certification must file a power of attorney making such an agent designation before it can operate in the state of North Dakota. Once filed, the NDSU Extension Pesticide Program or the resident agent becomes the agent for the nonresident applicant in the event any lawsuit is filed against the applicant. The power of attorney must be prepared in such a form as to render effective the jurisdiction of North Dakota state courts over the nonresident applicant.

If you wish to designate the NDSU Extension Pesticide Program as the agent for service of process, complete the form on the reverse side of this page. Please note the the form must be signed before a notary public.

Send the form, along with a \$25 filing fee, to the NDSU Extension Pesticide Program. If you have any questions regarding the appointment of agent, please contact the NDSU Extension Pesticide Program at 701-231-7180 or 701-231-4127.

Sincerely,

Madeleine Smith
Extension Pesticide Specialist

EXTENSION PESTICIDE PROGRAM

Van Es Hall 170 | NDSU Dept 7060 | PO Box 6050 | Fargo ND 58108-6050
701.231.7180 or 701.231.4127 | NDSU.Pesticide@ndsu.edu | www.ndsupesticide.org | www.ndsu.edu/extension

Nonresident Appointment of Agent

**NDSU Extension Pesticide Program
Filing and recording fee – \$25**

ID #

NDSU Extension Pesticide Program
NDSU Dept 7060 | PO Box
6050 Fargo ND 58108-6050
Telephone 701-231-7180

North Dakota Century Code 4.1-33-09

Nonresident application – Designation of agent for service of process. Any nonresident applying for certification as an applicator or dealer under this chapter to operate in this state shall file a written power of attorney designating the North Dakota State University Extension Service or its designee as the agent of such nonresident upon whom service of process may be had in the event of any suit against said nonresident person, and the power of attorney must be so prepared and in such form as to render effective the jurisdiction of the courts of this state over the nonresident applicant provided, however, that any nonresident who has a duly appointed resident agent upon whom process may be served as provided by law is not required to designate the extension service as such agent. The extension service is allowed such fees therefore as provided by law for designating resident agents. The nonresident must be furnished with a copy of the designation of the extension service or of a resident agent. The copy will be duly certified by the North Dakota State University Extension Service.

PLEASE PRINT

1. Name of Applicant Applying for Appointment		Telephone #	
Complete Mailing Address	City	State	Zip Code

PLEASE PRINT

2. Business Name as Authorized to Transact Business in North Dakota		Telephone #	
Complete Mailing Address	City	State	Zip Code

The undersigned does hereby APPOINT THE NORTH DAKOTA STATE UNIVERSITY, EXTENSION PESTICIDE PROGRAM as the true and lawful agent upon whom may be served all lawful process in any action or proceeding against the undersigned, and does hereby agree that any legal process served on said agent shall be of the same legal force and effect or validity as if served by myself, the partnership, or the corporation.

Signature and Title of Applicant

State of _____

County of _____

Subscribed and Sworn before me, this _____ day of _____, 20_____.

(Notary Seal)

Notary Public

My Commission Expires _____

FOR OFFICE USE ONLY

Certification of the NDSU Extension Pesticide Program

I hereby certify that this instrument is a true and correct copy of non-resident appointment of agent filed in the office of the NDSU Extension Pesticide Program this _____ day of _____, 20_____.

Signature

