

## General Information

### Who should license with the Idaho Potato Commission:

1. Any company or individual packing fresh Idaho® potatoes. This is required by Idaho statute.
2. Any company, organization, or individual intending to use trademarks or certification marks federally registered to the Idaho Potato Commission. This is required by Idaho statutes and Federal trademark law.
3. Any container manufacturer or company who reproduces IPC's trademarks or certification marks in the course of doing business.

**Before you begin the licensing process, please review the Idaho Laws and Rules ([Link](#)) associated with the IPC licensing. You may also want to review the appropriate sample agreement ([Link](#)) and compliance report ([Link](#)) which will be due annually on September 1**

### Process for licensing:

1. Determine the type of license needed. ([Link underlined to Types of Licenses](#))
2. Choose the appropriate application determine by the type of license.
  - a. Application for Brokers, Container Manufacturers, Distributors, Foodservice Retailers, and Retailers. ([Link](#))
  - b. Application for In-state Packer/Shippers, Out-of-state Repackers and Processors. ([Link](#))
3. Submit application by email to [kware@idaho.potato.gov](mailto:kware@idaho.potato.gov) or by fax to (208) 514-4206 or (208) 334-2274
4. After application review and credit references are returned, a license will then be emailed to the applicant for signature.
5. The applicant should sign the license agreement and return it along with the appropriate license fee.
  - a. In-state licenses are \$100.00 annually due on September 1.
  - b. Out-of-state licenses are \$300.00 annually due on September 1.
  - c. There is no charge for a container manufacturer's license.
6. After the license is signed by a duly authorized IPC representative, a copy of the fully executed document will be returned to the licensee. If the licensee would like an original, fully executed document, please print, sign and return two originals by mail to IPC, PO Box 1670, Eagle, ID 83616.

**Please do not hesitate to contact Kathy Ware at (208) 514-4206 or by email at [kware@potato.idaho.gov](mailto:kware@potato.idaho.gov) if you have any questions.**