



**APPLICATION FOR PENNSYLVANIA TOY REGISTRATION**

**PLEASE TYPE OR PRINT NEATLY IN INK.**

<b>Application Type</b>	Manufacturer <input type="checkbox"/> Importer <input type="checkbox"/> Craftsperson <input type="checkbox"/>
<b>Applicant Information (Importer if filing jointly; Supplier, Vendor, or Manufacturer, if filing solely)</b>	Company Name _____ Fed ID# _____ Physical Address _____ _____ City _____ State/Province _____ Zip Code _____ Country _____ Telephone _____ Contact Person _____ Email _____ <b>Check this box to elect to receive your License and Renewals by email instead of by mail.</b> <input type="checkbox"/>
<b>Factory Information (1 per application)</b>	Factory Name _____ (if different than company name above) Physical Address _____ _____ City _____ State/Province _____ Zip Code _____ Country _____ Telephone _____ Email _____
<b>Alternate Mailing Address</b>	If you would like all registration information to be sent to a <u>different mailing address than listed in Applicant Information</u> , please complete the following information: Company Name _____ Mailing Address _____ _____ City _____ State/Province _____ Zip Code _____ Country _____ Contact Person _____ Telephone _____ Email _____ <b>Check this box to elect to receive your License and Renewals by email instead of by mail.</b> <input type="checkbox"/>
<b>Product List</b>	Type of Children's Stuffed Toys Manufactured: _____
<b>Signature</b>	All information provided on this application is subject to the penalties of 18 Pa. CS §4904, relating to unsworn falsification to authorities. _____ Signature/Title _____ Date _____
<b>Filing Requirements</b>	Each registration application must be accompanied by the <b>Notarized Affidavit</b> , a <b>Completed Stuffed Toy Sample</b> (selected at random from those being manufactured by the above listed factory) and the appropriate fee. For an up-to-date listing of fees, please see the <b>Fee Schedule</b> listed on our website ( <a href="http://www.dli.pa.gov/Individuals/Labor-Management-Relations/bois">www.dli.pa.gov/Individuals/Labor-Management-Relations/bois</a> ) or contact our office for a copy of the Fee Schedule by email <a href="mailto:butoys@pa.gov">butoys@pa.gov</a> , by telephone at 717-787-6848 or by fax at 717-787-6925. Please make all checks or money orders payable to <b>Commonwealth of Pennsylvania. The check must be drawn off of a United States branch of a foreign/ US bank</b> (the complete name, address, and American Banking Association's 9-digit routing number for the US bank branch must be on the front of the check). Cash, credit card, electronic transfer, and foreign check payments are <b>NOT</b> acceptable forms of payment.  A craftsperson, who makes stuffed toys as a leisure pursuit and whose gross income from the sale of stuffed toys is less than \$1,000.00 per year, is exempt from payment of the registration fee but still must obtain a Pennsylvania Toy Registration annually.  Mail completed application, fee, and toy sample(s) to: <b>PA Department of Labor and Industry  BOIS-Bedding and Upholstery/Toys  651 Boas Street, Room 1606  Harrisburg, PA USA 17121</b>
<b>FOR L&amp;I USE ONLY</b>	Check #: _____ Amount \$: _____ Bates #: _____

# AFFIDAVIT

All companies foreign and domestic must complete and sign this page.  
Companies in countries with notaries must sign the document in the presence of the notary and have the page notarized.

In the matter of the Application of \_\_\_\_\_  
(Company Name)

For Registration as a:     Manufacturer     Importer     Craftsperson

In the State of \_\_\_\_\_, County of \_\_\_\_\_,

\_\_\_\_\_, being duly sworn, deposes and says:  
(Individual's Name, Printed)

## (PLEASE SELECT ONE OF THE BELOW SELECTIONS)

Corporation: He/She is the \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Company Name)

Partnership: He/She is the partner in the firm of \_\_\_\_\_  
(Company Name)

Individual: He/She is doing business under the firm and style of \_\_\_\_\_  
(Company Name)

Craftsperson: He/She is doing business under the name of \_\_\_\_\_  
and makes stuffed toys as a leisure pursuit and whose gross income from the sale of  
these products will be less than \$1,000.00 per year.

The sample(s) submitted in connection with said application has been selected at random from the products manufactured by the factory of said applicant and contain a representative sample of all coverings, component parts, and each type of stuffing, filling or material incorporated as filling or stuffing in the stuffed toys manufactured by applicant. The applicant affirms that the submitted sample(s) is also compliant with all sections of Act 372 and its regulations.

\_\_\_\_\_  
(Signature and Title of person signing)

**SEAL**

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_

\_\_\_\_\_  
**Notary Public in and for said County and State**

<p><b>Additional Information</b></p>	<p>The Department permits importers to hold a Stuffed Toy registration for each factory (foreign or domestic) that manufactures stuffed toys for them. However, the Department does not permit an importer to hold a single registration for importing from multiple manufacturers. Pennsylvania requires each manufacturer/factory to be separately registered with the Department, whether on their own or with a specific importer.</p> <p>The following options for registration are available for manufacturers:</p> <ol style="list-style-type: none"> <li>1. The manufacturer may register directly with the Department for their manufacturing facility. The manufacturer can then place this registration number on any stuffed toys, which the Department has approved, that are produced at the manufacturing facility.</li> <li>2. An importer may hold a Stuffed Toy registration for each manufacturer with whom they do business. Please note that the importer is required to hold a <u>separate</u> registration for <u>each</u> manufacturer; the Department does not permit “pooling” of registrations.</li> </ol> <p>When an importer holds the registration for the manufacturer, the Registration Certificate will show the name of both the importer and the manufacturer. The Registration number can only be placed on stuffed toys, which the Department has approved, that are produced at the manufacturing facility <u>for the importer ONLY</u>.</p> <p>After receiving a PA Stuffed Toy Registration number, you must submit within <b>15 days of manufacture</b> a new toy sample(s) to this office <u>if</u> you make any changes to the stuffed toy sample(s) previously approved by this office or <u>if</u> you begin to manufacture a new stuffed toy that is comprised of different materials than the stuffed toy sample(s) previously approved by this office. The new stuffed toy sample(s) must be approved prior to the previously approved manufacturing facility placing their registration number on the new stuffed toy(s). There is no additional application nor testing fee for new sample submissions.</p>
<p><b>Website/ Contact Information</b></p>	<p>If you have any questions, please consult our Frequently Asked Questions by going to <a href="http://www.dli.pa.gov">www.dli.pa.gov</a> or contact our office by calling 717-787-6848, faxing 717-787-6925 or emailing <a href="mailto:BU TOYS@pa.gov">BU TOYS@pa.gov</a>.</p>