

COSMETIC MANUFACTURING REGISTRATION APPLICATION**All fields must be completed. Incomplete applications will result in delayed license issuance.**

See Page 3 for Instructions.

License Number (if not new):

☐ **NEW APPLICANT** ☐ **RENEWAL APPLICANT**
☐ **OWNERSHIP CHANGE** ☐ **RELOCATION**—Previous Address:

Type of Registration: ☐ **Conventional** ☐ **Industrial Hemp (IH)** (Attach [CDPH 8678 IH](#)) ☐ **Both** (Attach [CDPH 8678 IH](#))

| | | | | | |
|--------------------------------------|-------|----------|--|-------|----------|
| 1. Name of Firm | | | 6. Mailing Address (if different or P.O. Box number) | | |
| 2. DBA (Use other sheets as needed) | | | 7. Mailing Address (continued) | | |
| 3. Facility Address (number, street) | | | 8. Mailing City | State | ZIP Code |
| 4. Facility Address (continued) | | | 9. Country (if other than United States) | | |
| 5. Facility City | State | ZIP Code | 10. Website (URL) | | |

Authorized Representatives

| | | | |
|-------------------------------|----------------------|----------------------------|--------------------|
| 11. Owner or Manager Name | 12. Telephone Number | 13. Emergency Number | 14. E-Mail Address |
| 15. Contact Name for Facility | 16. Telephone Number | 17. Alternate Cell Phone # | 18. E-mail Address |

19. Type of Ownership

☐ Individual/Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Company ☐ Nonprofit
☐ Other:

| | |
|---|---|
| 20. Corporate Name (if applicable) | State of Incorporation |
| 21. Owners' and/or Corporate Officers' Names and Titles | Owners' and/or Corporate Officers' Names and Titles |
| | |
| | |
| 22. Business Information: Size of facility (square feet): Business days and hours: Number of Employees at this Facility: | 23. Business License/Permit/Name Information Business License Number: Seller's Permit: Fictitious Business Name (FBN) <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach a copy of business license, Seller's Permit and FBN) |

-Continue-

24. Products manufactured at this location (check all that apply): (If denoted with an *(asterisk), submit a list of ingredients and labeling examples for each product.)

- ☐ **Acne Products***
- ☐ **Antiperspirants***
- ☐ Bath Products, i.e., salts, oils
- ☐ Color cosmetic, i.e., eyebrow pencils, eyeliner, lipsticks, Halloween makeup
- ☐ Deodorants, i.e., underarm, vaginal
- ☐ Depilatories
- ☐ Eye area products, i.e., products designed exclusively for sensitive eye areas
- ☐ Facial mask
- ☐ Fingernail preparations, i.e., polish, remover, artificial nails
- ☐ Hair Care i.e., shampoo, conditioner, coloring agents, Relaxers
- ☐ **Lubricants, i.e., personal, sexual, massage oil***
- ☐ **Oral products, i.e., mouthwash, toothpaste***
- ☐ Perfumes/colognes
- ☐ **Skin bleaching, i.e., skin lighteners, age-spot removers***
- ☐ Shaving creams
- ☐ **Sunscreen, i.e., any products claiming SPF***
- ☐ Topical dry skin care i.e., pressed powder, talc dusting Powder
- ☐ Topical liquid skin care, i.e., moisturizer, toner, astringent
- ☐ Wrinkle cream
- ☐ Other (specify):

ALL APPLICANTS: In order to receive a Cosmetic Manufacturing Registration from this Department, if you manufacture **ACNE PRODUCTS, ANTIPERSPIRANTS, LUBRICANTS, ORAL PRODUCTS, SKIN BLEACHING PRODUCTS or SUNSCREENS**, you must submit a list of ingredients and labeling exemplars for each product manufactured along with this application form, **as you may be required to obtain a Drug Manufacturing License for these products.**

NEW APPLICANTS: In order to receive a Cosmetic Manufacturing Registration from the Department you must submit a copy of the Secretary of State Corporation Name form and Fictitious Name statement (if applicable) with the Cosmetic Manufacturing Registration Application form.

25. Registration Fee: \$ **839.00**
26. IHEO Authorization Fee (See [CDPH 8678 IH](#)) \$
27. Total Fees: (Fee is Non-Refundable) \$

MAKE CHECKS PAYABLE TO: CA DEPARTMENT OF PUBLIC HEALTH
See Page 4 for Mailing Address.

The Food and Drug Branch **MUST BE NOTIFIED IMMEDIATELY** of any changes in the application information per the California Health and Safety Code, Section 111805. Under penalties of perjury, I declare that the information included with this application and all attachments are true, correct, and complete. I also give permission for the below authorized representatives and/or signatories to speak about the application with CDPH.

| | | | |
|-----------------------|----------------------|-----------------|------|
| 28. Owner's Signature | Owner's Printed Name | Title OWNER/ | Date |
|-----------------------|----------------------|-----------------|------|

-End of Application-

Please review your application to ensure all fields have been completed.

Do Not Write Below This Line. CDPH FDB use only.

| | | | | |
|----------------|-----------------|---------------|--------------|--------------|
| License Number | Expiration Date | Date Received | Payment Type | Amount \$ |
|----------------|-----------------|---------------|--------------|--------------|

Instructions for Completing the Cosmetic Manufacturing Registration Application
(Do not send instructions with completed application)

New Applicant/Renewal Applicant: Place an (X) in the box next to New Applicant if your firm has not previously applied for a Cosmetic Manufacturing Registration at this location while under the current ownership. This registration is non-transferable. Place an (X) in the box next to Renewal Applicant if your firm has already obtained a Cosmetic Manufacturing Registration for this location and you are renewing that license. If this firm has changed location or ownership, please submit a new application for licensure of that facility. Place an (X) in the box next to Type of Registration (Conventional, Industrial Hemp (IH) or Both).

1. **Name of Firm:** Enter full name of business, corporation, company, or organization applying for licensure.
2. **DBA:** Enter any other name(s) your company is doing business as.
- 3.–5. **Facility Address:** Enter the number, street, city, state, and ZIP code for this facility location.
- 6.–8. **Mailing Address:** Enter the full mailing address if different from the facility address or P.O Box.
9. **Country:** Enter the country where your facility is located if outside of the United States.
10. **Website:** Enter the website address for your business if applicable.
11. **Owner/Manager Name:** Enter the full name of the person who manages the operations of your business and their title.
12. **Telephone Number:** Enter the daytime business telephone number for your business.
13. **24-Hour Emergency Contact Number:** Enter the phone number where the firm may be reached in the event of an emergency.
14. **Owner/Manager E-mail Address:** Enter the e-mail address of the business operator, or the main company e-mail box.
15. **Contact Name for Facility:** Enter the facility contact for information regarding this application.
16. **Facility Contact Telephone Number:** Enter the daytime business telephone number of the facility representative.
17. **Facility Contact Alternate Cell Phone #:** Enter the alternate cell number or another number that can be called for information.
18. **Facility Contact E-mail Address:** Enter the facility e-mail address.
19. **Type of Ownership:** Place an (X) in the box next to the appropriate legal description of the facility's ownership.
20. **Corporate Name:** Enter the owner's name here or (if applicable) the name of the corporation.
21. **Owners' or Corporate Officers' Names and Titles:** List the business owners' or corporate officers' names and titles.
22. **Business Information:** Indicate the approximate size (in square feet) of the facility and the approximate number of employees at the facility and list business days and hours.
23. **Business license, Seller's Permit and Fictitious Business Statement (FBN):** Enter business license and Seller's Permit. Place an (X) in the Yes or No box next to FBN and attach required copies.

24. **Products Manufactured:** Place an (X) in the box adjacent to each product area that applies to the cosmetic manufactured or to be manufactured, and provide the required labels as indicated. Use additional sheets if necessary.
25. **Registration Fee:** This fee is required for any business that applies for cosmetics registration.
26. **IHEO Authorization Fee:** Enter the Industrial Hemp Enrollment and Oversight (IHEO) Authorization fee (See [CDPH 8678 IH](#)).
27. **Total Fees:** Enter the total amount due by adding the fees in 17 and 18.
28. **Owner's Signature, Printed Name, Title, Date:** This section **must** be signed by the majority owner of the business to authorize not only the application, but the representatives and/or signatories whom they authorize to speak on behalf of the firm.

| Please make all checks payable to: CA Department of Public Health Mail Application and checks to: | | | |
|---|---|-----------------|--|
| Regular Mail: | California Department of Public Health Food and Drug Branch – Cashier MS 7602 P.O. Box 997435 Sacramento, CA 95899-7435 | Overnight Mail: | California Department of Public Health Food and Drug Branch – Cashier 1500 Capitol Avenue, MS-7602 Sacramento, CA 95814 |

Call the Food and Drug Branch at (800) 495-3232 if you have additional questions about this application.