

United Safety Agents
715 West Park Avenue, No. 222
Oakhurst, New Jersey 07755
United States of America

September 2024

Delivered by: Electronic Mail

Re: BIENNIAL FOOD FACILITY REGISTRATION RENEWAL INSTRUCTIONS

Our records indicate that your company is responsible for managing its facility's Food and Drug Administration (*FDA*) Unified Registration and Listing Systems (*FURLS*) account. If this is correct, your office will be responsible for submitting your facility's Biennial Renewal directly. The Renewal Period is open from **October 1 to December 31, 2024**. Following the below-listed actions will help ensure that your company's currently active Registration is maintained.

- After logging in to the Food Facility Registration system from the Online Account page, choose the "Biennial Registration Renewal" option from the FFR main menu.
- To complete the renewal process, select the registration number hyperlink within the table and the system will display the registration review screen. Only sections with an "Edit" button displayed may be updated during the renewal process.
- Section 7 should contain United Safety Agents' U.S. Agent I.D.: USID3557284. To maintain your facility's current U.S. Agent coverage, choose "No" when asked about U.S. Agent reassignment.
- Once you have reviewed all sections and made any updates as necessary, submit your changes to complete the renewal process.

Did you know that United Safety Agents can manage your facility's Registration at no additional cost? To take advantage of this service, please provide the following details:

Registration Number: _____ Pin No.: _____

Once complete, United Safety Agents will affirm your company's continued U.S. Agent assignment with U.S. FDA and deliver an updated FDA Registration Certificate via e-mail.