

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

*Delivered by: Electronic Mail*

**Re: FOOD FACILITY REGISTRATION MANAGEMENT TRANSFER**

To transfer the management of your facility's Registration with the United States (U.S.) Food and Drug Administration (FDA), the following details are respectfully requested:

Facility's Registration Number: \_\_\_\_\_ Pin No.: \_\_\_\_\_

If you do not know your facility's Registration Number and/or Pin Number, the owner, operator, or agent in charge of your facility can request either Number from FDA by the following methods:

In Writing: Send a letter requesting the relevant information, on letterhead including the company's name, address, email address (*if available*), and facility telephone number to:

U.S. Food and Drug Administration  
Food Facility Registration (HFS-681)  
5001 Campus Drive  
College Park, MD 20740

By Fax: Send a fax to (301) 436-2804 requesting the relevant information, on letterhead including the company's name, address, email address (*if available*), telephone number, and reply fax number.

By Email: Send an email to [FURLS@fda.gov](mailto:FURLS@fda.gov) requesting the relevant information. The email should include the company's name, address, and facility telephone number. FDA will verify that the individual requesting the Registration and/or Pin Number is the owner, operator, or agent in charge of the facility. Upon successful verification of the requester, the Registration and/or Pin Number will be sent to the owner, operator, or agent in charge of the facility by email, or U.S. mail, as appropriate.