



# Registering Your Farm-Checklist

Find your local USDA Service Center at [farmers.gov/service-locator](https://farmers.gov/service-locator). Free, real-time translation service is also available at the Service Center for non-English speakers. Learn more at [farmers.gov/interpret](https://farmers.gov/interpret).

**1. Schedule an Appointment**

To ensure our staff provides you with the best customer service possible, please be sure to contact your local service center to schedule an appointment. Our offices can become very busy around program sign-up and reporting deadlines.

**2. Prepare and Ask Questions**

When making your appointment, talk about the reason for your visit. Be sure to ask if there are any documents you should bring along with you. Examples could include lease agreements, ownership records, bank account information, inventory or production records, legal paperwork, or personal identification numbers.

**3. Understanding the Roles**

Are you an owner, operator, or other producer on the farm? Check out the definitions to the right and feel free to ask questions about these roles during your appointment.

**4. Register Your Farm**

This is required to participate in USDA programs. Have available: an official tax identification (Social Security number or employer ID) and a property deed. If you do not own the land, be sure to have your lease agreement. If your operation is incorporated or an entity, we may need proof of your signature authority and legal ability to sign contracts with USDA.

\*If you have provided the county office with all of the necessary documents to register your farm and the county office has no further actions to perform, you will receive a farm serial number between 7-10 business days.

### :ROLE DEFINITIONS:

**Owner-** An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed
- retaining a life estate in the property
- purchasing a farm in a foreclosure proceeding and both of the following apply:
  - the redemption period has not passed
  - the original owner has not redeemed the property
- a spouse in a community property State
- spouses owning property jointly.

\*There can be multiple owners on a farm.

**Operator-**An operator is an individual, entity, or joint operation who is determined by the County Committee as being in general control of the farming operations on the farm for the current year.

When the operator of a farm is initially added or later changed, the County Executive Director or County Committee will determine whether the operator will be in general control of the farming operation.

The County Executive Director or County Committee must ensure any new or changed operator is documented and substantiated by one of the following:

- owner verification of the operator addition or change
- a lease agreement signed by the operator and owner(s)
- current operator on the farm verifies the change.

\*There can only be one operator on a farm.

**Other Producer-** An Other Producer is a producer who is associated with a tract or field and are not owners or operators.

Other Producers may be entered or changed when verification has been provided by the owner or operator. A copy of a written lease or verbal verification is acceptable.

\*There can be multiple Other Producers on a farm.