

## HOW TO REQUEST DUPLICATE COPIES OF APPROVED LABELS

Revised April 10, 2019

In order to receive copies of your labels which have been approved by the Labeling and Program Delivery Staff (LPDS), please **MAIL** your request on **COMPANY LETTERHEAD**, an **ORIGINAL, DATED, and SIGNED LETTER (no copies)** with the following information:

- 1) The complete product name for each meat and/or poultry product needed,
- 2) The dates for which the labels were approved,
- 3) The establishment number(s),
- 4) The label approval number, and
- 5) The reason for the request

If you are using an expeditor firm or other agent on your behalf and wish this information to be mailed or picked up by them, please indicate that information in the letter as well.

You may send your request to:

### **Via UPS, FedEx, Or Other Courier Service**

USDA, FSIS, OPPD, LPDS  
Labeling Distribution Unit  
Patriots Plaza III, 9-171A  
355 E. Street, SW  
Washington, DC 20024-3221

### **Via U.S. Postal Service**

USDA, FSIS, OPPD, LPDS  
Labeling Distribution Unit  
Stop Code 3786, Patriots Plaza III, 9-171A  
1400 Independence Ave., SW  
Washington, DC 20250-3700

Please allow at least 10 business days to complete your request. For an electronic copy (limited to 3 label approvals), please provide an email address in your letter. Please do not send multiple requests.

If you are an **INSPECTOR** and wish to request copies, please contact our office immediately or contact us through [askFSIS](#).

If you need additional assistance or have question on the information that needs to be submitted as part of your request, please contact our office at 301-504-0878.

**Note: Copies of label approvals are kept on file for a period of 5 years in compliance with record keeping requirements. Any request before that time can not be granted.**