

# **Biennial Food Facility Registration and Renewal**

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# Main Topic Areas

1. Who needs to register/renew
2. First time registering
3. Acquiring a Unique Facility Identifier (UFI)
4. Renewing your Food Facility Registration (FFR)

# Acronyms

FFR

Food Facility Registration

UFI

Unique Facility Identifier

DUNS

Data Universal Numbering System

D&B

Dun and Bradstreet

# Description

## Import Safety Lookup Portal

Used to search, create, update and obtain domestic and foreign facilities DUNS number.

## UFI pending

FDA has not approved the UFI. Registrant has to provide valid, accurate DUNS number within 90 days.

## Mismatched UFI

Information in section two of the FFR and DUNS do not match.  
UFI **must** be exact legal name, address etc.

## Invalid UFI

DUNS registration is not accurate.

## FSVP

Importers are required to have foreign supplier verification program.

# Registration Requirements

- Who needs to register
- Registration requirement
- Qualified facilities
- Registration exemptions
- Who can register a food facility
- Guide: [Questions and Answers Regarding Food Facility Registration \(Seventh Edition\)](#)

# Registration Requirements

- The owner, operator, or agent in charge of a domestic or foreign facility engaged in manufacturing/processing, packing, or holding food for consumption by humans or animals in the United States is required to register the facility with the FDA.
  - Food facilities must be registered before such operations begin.
  - Food facilities are required to submit an initial registration to FDA and renew registration during the period beginning on October 1 and ending on December 31 of each even-numbered year.

\*“Facility” includes any factory, warehouse, or establishment that manufactures, processes, packs, or holds food.

# Qualified Facilities

- Even if you plan to attest as a qualified facility, you MUST still register.
- Your attestation can be completed after your food facility registration.
- See Guidance for Industry: [Guidance for Industry: Determination of Status as a Qualified Facility | FDA](#)

# Registration Exemptions

1. Certain foreign facilities
2. Primary and secondary production farms
3. Retail food establishments
4. Restaurants

# Registration Exemptions

5. Nonprofit food facilities
6. Fishing vessels
7. Facilities regulated exclusively by the U.S. Department of Agriculture (USDA)
8. Private residential facilities

# Who may register a facility?

- The owner, operator, or agent in charge of a facility that is required to register may authorize an individual to register the facility on its behalf.
- NOTE: There is no fee for initial registration, renewing a registration or to update a registration.

# Initial Registration

## Step 1

Create a new FDA Industry Systems (FIS) account:

[FDA Industry Systems User Guide: Create New Account | FDA](#)

## Step 2

Obtain a Unique Facility Identifier

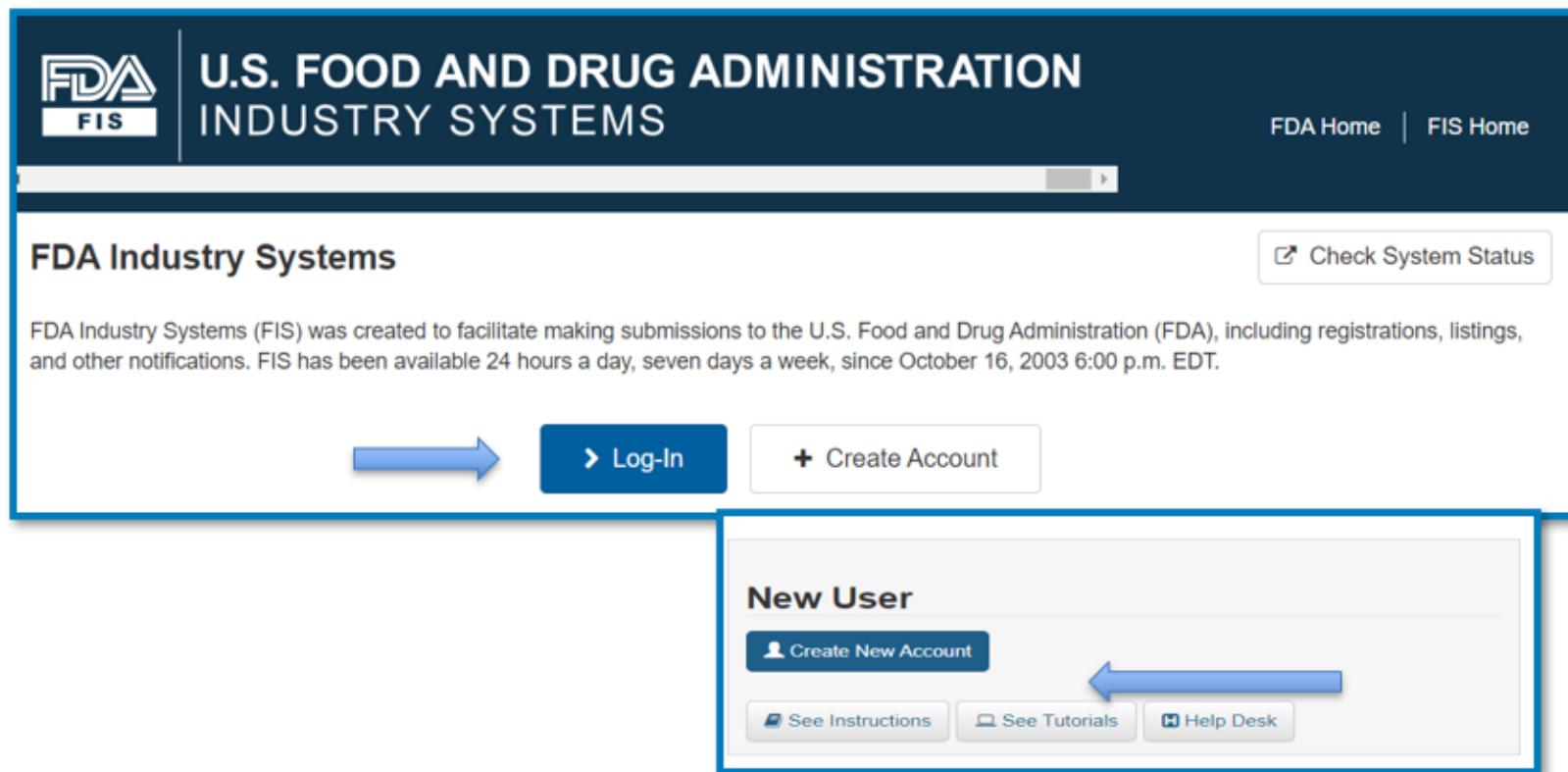
## Step 3

Add a Food Facility Registration (FFR) to your FIS account

- [Food Facility Registration User Guide: Step-by-Step Instructions | FDA](#)
- [FDA Industry Systems log in here](#)

# 1: Create FDA Industry System Account

[Link to FIS: FDA Industry Systems User Guide: Create New Account | FDA](#)



The screenshot shows the FDA Industry Systems homepage. At the top, the FDA FIS logo is on the left, followed by the text "U.S. FOOD AND DRUG ADMINISTRATION INDUSTRY SYSTEMS". To the right are links for "FDA Home" and "FIS Home". Below the header, a banner states: "FDA Industry Systems" and "Check System Status". A text block explains that FIS was created to facilitate submissions to the FDA, including registrations, listings, and notifications, available 24/7 since October 16, 2003. Below this, there are two buttons: a blue "Log-In" button with a right-pointing arrow, and a white "Create Account" button with a plus sign and a user icon. A large blue arrow points from the "Create Account" button to a modal window titled "New User". The modal contains a "Create New Account" button with a user icon, and three links at the bottom: "See Instructions", "See Tutorials", and "Help Desk". A blue arrow points from the "See Instructions" link back towards the "Create Account" button on the main page.

## 2: Obtain a UFI

- Obtain a Unique Facility Identifier (UFI), for each facility by obtaining a Data Universal Numbering system (DUNS) number.

# 3: Add a FFR to Account

## Account Management



### Account Management

[Edit Account Profile](#)[Change My Password](#)[Update System Access](#)[Create a Subaccount](#)[Deactivate a Subaccount](#)[Reactivate a Subaccount](#)

Welcome to the FDA Industry Systems. You are logged in as [REDACTED] for [REDACTED]

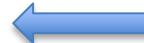
You may choose an option on the left to manage your account or select an FDA system below.

To obtain access to available FDA systems, choose the **Update System Access** option to add the FDA system to your account.

### CFSAN - Center for Food Safety and Applied Nutrition

**Click to launch the Application(s)**

Food Facility Registration



Certificate Application Process

Acidified/Low-Acid Canned Foods Registration and Process Filing

Structure/Function Claims Notification

Shell Egg Producer Registration

New Dietary Ingredient Notification

# Food Facility Registration Home Page

Welcome to the Food Facility Registration Module. Please select the menu option from the left to get started.

FFR Home

Register a Food Facility 

Biennial Registration Renewal - 2014

Update Facility Registration

**PAPERWORK REDUCTION ACT NOTICE**

The burden for this collection of information is estimated to average between 1 and 12 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to the following address:

## Food Facility Registration

FFR Home > Register a Food Facility

Section 1 Section 2-4 Section 5-7 Section 8-9 Section 9a-9b Section 10 Section 11-12 Review

# Registration Help

- A Registration Help Desk is available on business days, from 9:00 AM until 6:00 PM ET:
  - **Phone:** 1-800-216-7331 or 240-247-8804
  - **Email:** [furls@fda.gov](mailto:furls@fda.gov), or
  - **Online:** [FDA Industry Systems Help Desk](#)
  - **Step-by-step guide:** [Food Facility Registration User Guide: Step-by-Step Instructions | FDA](#)

# Acquiring a Unique Facility Identifier

1. What is a Unique Facility Identifier (UFI)?
2. What is an accepted UFI?
  - A DUNS number
  - DUNS user guide:

# UFI and DUNS Numbers

- FDA recognizes a DUNS number as the only acceptable UFI.
- The UFI will be used by FDA to verify facility information.
- A DUNS number is a unique nine-digit numeric identifier used to identify a facility.
- The DUN number is assigned and managed by Dun & Bradstreet (D&B).
- Import Safety Lookup Portal  
<https://importregistration.dnb.com/>
- **Note:** Acquiring a DUNS number can take 45 days to acquire.

# Import Safety Lookup Portal



## Import Safety Lookup Portal

This Import Safety Lookup Portal may be used solely to search, identify and request updates to, or obtain, D-U-N-S Numbers for the purposes of registering a business with the United States Government. The portal may be used by U.S. domestic companies and foreign companies.

[Login](#)

Email:

Password:

[Login](#)

[Clear](#)

# Extension of UFI Requirement

- FDA extends flexibility of UFI requirement through December 2022.
- FDA placed the information on the FDA public website: [FDA Extends Flexibility for Unique Facility Identifier Requirement for Food Facility Registration through December 2022 | FDA](#)

# Common DUNS Mistakes

- Do not use the agent or shipper information.
- Do not use the headquarters location; each physical location needs a DUNS number.
- Name and address variations will cause issues.
- Facilities legal name, address and the fields in the FFR and DUNS must match exactly.

- Failure to update the registration with a valid DUNS number can result in cancellation.

# FDA Form 3537, Section 2 vs. DUNS

## Section 2: Facility Name/Address Information

D&B Record for DUNS Number: [REDACTED]	
Facility Name	ABC Manufacturing
Facility Name Suffix	Limited Liability Corporation
Facility Street Address, Line 1	123 Main St
Facility Street Address, Line 2	
City	St. Louis
State/Province/Territory	DC
Zip/Postal Code	20147
Country/Area	British Columbia
<b>Basic Information</b>	
Company Name:	ABC LLC
DUNS Number:	[REDACTED]
<b>Physical Address</b>	
Physical Address:	123 Main Street
Physical Alt. Address:	
Physical City:	Saint Louis
Physical State/Province:	District of Columbia
Physical Postal/Zip Code:	20147-0415
Physical Country:	BC

# DUNS Contact Information

- The DUNS number is free, up to four changes in 90 days of registration.
- Email: [ImportSafetySupport@DNB.com](mailto:ImportSafetySupport@DNB.com)
- D&B's Web sites: <https://importregistration.dnb.com/>
- FURLS Help Desk is [furls@fda.gov](mailto:furls@fda.gov) or 1-800-216-7331

# How/When to Renew Registration

- Updating your current registration
- Initial registration vs. biennial renewal
- The Biennial Food Facility Registration period
- Steps to renew
- If a registration is not renewed by 11:59 PM on December 31, 2022, the registration is considered expired and will be removed from your account.

# Update Registration

- Has any of your facility's information changed?
- If yes, *first* update your information in the FDA Industry System (FIS) at [FDA Industry Systems](#).
- Refer to this guide for step-by-step instructions:

[Food Facility Registration User Guide: Update Registration | FDA](#)

- **Note:** “Updating” registration is ***NOT*** the same as “renewing” registration.

# Registration Renewal

- Registration is the initial process of registering
- Renewal occurs every two years (even numbered years) during the Biennial Renewal Period.
- Log into the Food Facility Registration (FFR) system at: [FDA industry systems - Accounts management](#).
- Use your PIN to access the renewal portal.
  - If you've forgotten your pin, follow the steps here to retrieve: [Food Facility Registration User Guide: Retrieve Registration PIN | FDA](#).

# Biennial Registration Renewal

FFR Home

FFR Home

Biennial Registration Renewal -  
2022

Register a Food Facility

Cancel Registration

Search Facility Registrations

Link Registration to your Account

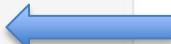
Manage Registrations Among

Welcome to the Food Facility Registration Module. Please select the menu option from the left to get started.

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Department of Health and Human Services  
Food and Drug Administration  
Office of Chief Information Officer  
Paperwork Reduction Act (PRA) Staff  
[PRAStaff@fda.hhs.gov](mailto:PRAStaff@fda.hhs.gov)



# Biennial Registration Renewal

FFR Home

Biennial Registration Renewal -  
2022

Register a Food Facility

Cancel Registration

Search Facility Registrations

Link Registration to your Account

## Biennial Registration Renewal

Your account has access to the following registrations. Please click on a registration number to select a registration for renewal.

Show 25 entries

Registration Number	Facility Name	Facility Address
15487718968	Ameriqual Packaging Company	225 W Morgan Ave, Evansville, IN, 47710, UNITED STATES.



Showing 1 to 1 of 1 entries

# Abbreviated Biennial Renewal

✓ Section 1

✓ Section 2-4

✓ Section 5-7

✓ Section 8-9

✓ Section 9a-9b

✓ Section 10

✓ Section 11-12

Review

Please review your registration information. All information submitted must be true and accurate. If all information is correct, click the Submit Biennial Registration Renewal button below. To make changes to a section, click the Edit button for that section.

Abbreviated Biennial Renewal Process

Date

07/14/2022 14:30:36

Created by

ame50913

Created Date

2014-12-09 12:36:25.0

Registration Renewed Date

Registration Expiration Date

2016-12-31

Last Updated

Registration Status

**VALID**

Registration Status Reason

Initial registration

# Benefits/Consequences

- Helps FDA to determine the location and source of a food borne illness outbreak.
- FDA may cancel registration and you will have to submit a new registration.
- FDA will consider a registration expired if not renewed.
- Foreign facilities that fail to register/renew may have imports into the U.S. held at the port.

Failure to register/renew is a prohibited act.

