



Food Disclosure and Labeling Division  
1400 Independence Avenue, S.W.  
Room 2069-S, Stop 0216  
Washington, DC 20250-0216

**Food Disclosure and Labeling Division**

**Corporate Contact Designation Form**

To ensure that official USDA Food Disclosure and Labeling Division (FDLD) correspondence pertaining to Country of Origin Labeling (COOL) retail review activities is received by the correct corporate contact, firms may designate one individual as the responsible party to receive possible noncompliance notices and other correspondence. Noncompliance notices and correspondence will be sent to the designated corporate contact indicated below via email or postal mail where necessary, and to the retail store locations where retail reviews are conducted. Please communicate with your store management to avoid sending multiple responses to noncompliance notices for the same retail review.

Please complete the following and submit by email to [coolaudit@usda.gov](mailto:coolaudit@usda.gov) or fax to (202) 354-5062. This form will expire on **December 31, 2021**. Please submit a new Corporate Contact Designation Form in January 2022.

Company Name:	
Store Banner Name(s):	
Corporate Contact:	
Title:	
Mailing Address: (No P.O. Boxes)	
City / State / Zip Code:	
Email Address:	
Phone Number:	

I request copies of all FDLF correspondence be sent via email or postal mail to the designated corporate contact identified above. I agree to resubmit this form annually and if any of the corporate contact information changes.

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Signature

Date