

# 2024 Vegan Certification Application - New Application

## **NEW APPLICATION FOR FOODS, DRINKS, SUPPLEMENTS, AND PERSONAL CARE AND HOUSEHOLD PRODUCTS**

### **Application Fee\***

A \$100 non-refundable application fee must be submitted with the application. If the application is finalized and approved, the application fee will be applied to the first annual licensing fee. \*This is REQUIRED in order to have your application submitted in the processing queue.

### **Time Frame**

The process usually takes 4-6 weeks but may be longer for larger submissions.

### **Criteria**

The application must be submitted by a representative of the product(s) - we do not accept applications from consultants, distributors, suppliers, or co-packers.

Products approved to carry the Certified Vegan logo must not contain ingredients, materials, or components of meat, fish, fowl, animal by-products (including silk or dyes from insects), eggs or egg products, milk or milk products, honey or honey bee products, or be processed, clarified, or finished with any animal products.

We do not permit any animal products or by-products inside the packaging that would come in contact with the product such as animal derived biopolymers for food packaging applications (also known as bio-composite film).

### **Product Packaging**

While we do not require information or documentation on external or internal product packaging for Certified Vegan products, please note we DO NOT permit animal products or by-products permitted inside packaging that would come in contact with the product such as animal derived biopolymers for food packaging applications (also known as bio-composite film).

### **No Animal Testing**

Animal Testing is defined by Vegan Action as the use of animals (live or deceased) for any type of research purposes whatsoever to include environmental safety, feed or nutrition trials, toxicity testing, or animal tests or trials "as required by law" including contracted testing by another company, since the year 2009 and does not intend to test on animals in the future. This must be confirmed for individual ingredients, ingredient components, as well as the final product.

### **No Animal GMO's**

Products must contain no known animal-derived GMOs or genes used to manufacture ingredients or finished products

## REQUIRED DOCUMENTATION

The following documents must be submitted (in English) with this application in order to be reviewed:

1. A list with each product and its ingredients submitted in EXCEL format, including those not required by labeling laws (fillers, excipients, processing aids, finishing agents, and carriers). **MUST BE FINAL FORMULATION.**

A TEMPLATE TO DOWNLOAD is located here: [Spreadsheet Template](#)

In addition, EVERY ingredient/component/material must have a source document (not older than 3 years) from the MANUFACTURER showing the origin as plant, mineral, algal, bacterial, or synthetic and the source for ALL ingredients. A statement saying it is vegan WILL NOT be accepted. \*If you are working with a manufacturer with a proprietary blend, we are happy to accept the documents from them directly. In that case, please upload a document in #4 and #7 (and #10, 11, 12, 13 if applicable) that states those documents will be provided by the name of the manufacturer.

2. Copies of each label of each product being submitted showing the list of ingredients.

3. A signed Shared Machinery Statement from the applicant (whether shared machinery is used or not) [Applicant Shared Machinery Doc](#)

4. If shared machinery is used for the final, finished product we require a document regarding processing methods that may contain animal products or possible trace amounts of animal ingredients due to use of shared machinery must be explained. Provide clear cleaning methods for shared machinery, a SOP for example, (if applicable). Use of shared machinery does not disqualify your products.

5. A signed No Animal Testing Statement from a representative of your company that there has been no animal testing on the finished product [Applicant NAT Doc](#)

6. A signed No Animal By-Products statement from a representative of your company that there are no animal by-products in the processing of or the finished product [Applicant NAP](#)

7. Signed No Animal Testing statements (not older than 3 years) for each product ingredient from the manufacturer that they have not conducted any animal testing or contracted animal testing on their behalf after the year 2009 for each ingredient must be included in the application

[Ingredient Manufacturer NAT](#)

8. Signed No Animal Testing statement from the the final, finished product (materials and components for non-consumable products) from the manufacturer that they have not conducted any animal testing or contracted animal testing on their behalf after the year 2009. [Final Manufacturer NAT](#)

9. Products containing genetically modified organisms (GMO) are acceptable as long as they have not involved animal genes or animal-derived substances in the development or production and must be labeled as such (if applicable). Products containing animal-derived GMOs do not qualify for Vegan Certification.

10. Products containing sweeteners will need verification from the manufacturer that it has not been filtered through bone char or finished with animal products before being approved. Please include this verification with your application (if applicable). Ex. agave, maple syrup, corn syrup, sugar, etc.

11. If you are applying for or product that is or contains beer, wine, vinegar or fruit juice, you must include an Ingredient Information Form. This must be completed by the manufacturer and included to show those ingredients are not processed with animal by-products. [Ingredient Information Form](#)

12. Products containing pre/probiotics, cultures, vitamins, oral minerals, bacterial strains, and enzymes must include an Ingredient Information Form. This must be completed by the

manufacturer and included to show those ingredients are not processed with animal by-products. Verification that no animal products are used as a culture medium is required for pre/probiotics. [Ingredient Information Form](#)

\*\*\*NOT REQUIRED FOR ALL INGREDIENTS\*\*\*

NOTE: We do not certify companies, restaurants, food trucks, or farms – we certify individual products.

Applications must be submitted by an employee, owner, or official representative of the product(s).

Information submitted will be kept in total confidentiality.

**Submitting this application does not give the authorization to use the “Certified Vegan” Logo until the application is approved.**

• **Unauthorized use of the “Certified Vegan” Logo is a violation of Federal Trademark laws.**

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All answers require an answer, please put NA if the question does not Apply.

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\* Indicates required question

1. Email \*

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New Application for Vegan Certification

2. How did you hear about the Certified Vegan Logo? \*

*Mark only one oval.*

- Vegan Action promotion of the Logo
- Seeing a product with the Logo in the marketplace
- Seeing a product with the Logo on social media
- Another company recommended applying
- Our manufacturer recommended applying
- Internet search
- An article or publication referencing the Certified Vegan Logo
- Other: \_\_\_\_\_

3. Which of these below applies to your company? \*

*Mark only one oval.*

- We are the manufacturer of these products.
- We are the brand owner.
- We are both the manufacturer and the brand owner.
- Other: \_\_\_\_\_

## **COMPANY INFORMATION**

4. Company Name \*

\_\_\_\_\_

5. Is this company located in the US, Canada, Australia, New Zealand, or a US Territory? \*

*Mark only one oval.*

- Yes - please CONTINUE with application.
- No - you do not qualify for Vegan Certification at this time.

6. Has this company applied in the past or for another brand before? \*

*Mark only one oval.*

- No - CONTINUE
- Yes - but our application is expired and we are resubmitting - CONTINUE
- Yes - but we are submitting a new brand - CONTINUE
- Yes - we need to ADD a new product - STOP. NEW PRODUCT SUBMISSIONS must be made through this link <https://forms.gle/TP2H8yLmfRT8vUJt7>
- Yes - we need to CHANGE an existing Certified Vegan product - STOP. PRODUCT CHANGE SUBMISSIONS must be made through this link <https://forms.gle/7R1bqwPKdVzo9YDz8>

7. Are you currently using the Certified Vegan Logo on the product(s) being submitted? \*

*Mark only one oval.*

- No - please CONTINUE
- Yes - DO NOT CONTINUE, PLEASE EMAIL [CERTIFICATION@VEGAN.ORG](mailto:CERTIFICATION@VEGAN.ORG)

8. Is this company owned by a PARENT COMPANY or a different LEGAL NAME? If yes, please list the below. \*

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9. Which of your brands are you applying for? \*

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10. Company representative name and title \*

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11. Email address \*

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12. Full address including city, state and zip code \*

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13. Mailing address (if different from business address)

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14. Phone Number \*

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15. Website address for the brand(s) you are submitting for \*

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16. ADDITIONAL Company Representative Name, Email, and Phone Number for Annual Renewals and Invoicing \*

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17. Annual Licensing Fee based on your company's total annual revenue from the most recently ended fiscal year (not based on just vegan products or one brand) and corresponding annual licensing fee. \*

*Mark only one oval.*

- Up to \$15,000 - \$150 USD annual licensing fee
- Up to \$100,000 - \$250 USD annual licensing fee
- Up to \$250,000 - \$400 USD annual licensing fee
- Up to \$500,000 - \$600 USD annual licensing fee
- Up to \$999,999 - \$1000 USD annual licensing fee
- Over \$1 million - \$2000 USD annual licensing fee
- Over \$10 million + - \$3000 USD annual licensing fee

18. How long has this company been in business? \*

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19. Nondisclosure Agreement (optional)

Files submitted:

### **PRODUCT DOCUMENTS**

20. 1. Required Paperwork - A list of each product and it's ingredients including ingredients not required by labeling laws such as fillers, excipients, processing aids, finishing agents, and carriers. PLEASE DOWNLOAD THE FOLLOWING DOCUMENT AS A TEMPLATE (an EXCEL file is required in this template format): \*

[Spreadsheet Template](#)

Files submitted:

21. 2. Required Paperwork - A label of each product must be submitted showing the LIST OF INGREDIENTS for all varieties and sizes (if you have many label images, please upload a zip file). \*

Files submitted:

22. 3. Required Paperwork - Please provide a brief description of how your product is packaged and distributed. \*

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23. 4. Required Paperwork - EVERY ingredient must have a source document (not older than 3 years) - in English - from the MANUFACTURER showing the origin as plant, mineral, algal, bacterial, or synthetic and source for ALL ingredients/materials. A statement saying it is vegan WILL NOT be accepted. \*If you are working with a manufacturer with a proprietary blend, we are happy to accept the documents from them directly. In that case, please upload a document that states those documents will be provided by the name of the manufacturer. \*

Files submitted:

24. Attach additional documents if needed

Files submitted:

25. 5. Required Paperwork - A signed No Animal TESTING Statement from your company representative must be attached on your company letterhead or the form we provide located here: [Applicant NAT Doc](#) \*

Files submitted:



26. 6. Required Paperwork - A signed No Animal PRODUCTS Statement from your company representative must be attached on your company letterhead or the form we provide located here: [Applicant NAP](#) \*

Files submitted:

27. 7. Required Paperwork - EVERY ingredient must have a signed No Animal Testing Statement (not older than 3 years) from the manufacturer that they have not tested that ingredient/material since the year 2009. \*

\*If you are working with a manufacturer with a proprietary blend, we are happy to accept the documents from them directly. In that case, please upload a document that states those documents will be provided by the name of the manufacturer.

The form is located here: [Ingredient Manufacturer NAT](#)

Files submitted:

28. Attach additional documents if needed

Files submitted:

29. Attach additional documents if needed

Files submitted:

30. 8. Required Paperwork - Applicant must fill out and attach the signed Shared Machinery Statement (even if no shared machinery is used). \*

The form is located here: [Applicant Shared Machinery Doc](#)

Files submitted:

31. 9. Required Paperwork - Shared machinery is permitted. Do you use shared machinery to produce your vegan products? If YES, attach here a detailed description of cleaning methods to prevent cross contamination or a Sanitation Standards of Operating Procedures (SSOP) of cleaning procedures from the manufacturer of the final, finished product.

Files submitted:

32. 10. Required Paperwork - GMOs are acceptable as long as they have not involved animal genes or animal derived substances. Does your product have animal derived GMOs? \*

*Mark only one oval.*

- Yes. Stop, unfortunately you do not qualify for Vegan Certification.
- No
- Maybe. Stop, you must verify before submitting your application.

33. 11. Required Paperwork - Do any of your products contain a sweetener? \*

*Mark only one oval.*

- Yes, you must submit documentation that the sweetener has not been filtered or finished with bone char and that liquid sweeteners have not been filtered or clarified with animal by-products.
- No

34. Attach documents for ALL sweeteners here.

Files submitted:

35. 12. Required Paperwork - Do any of your products contain beer, wine, vinegar, or fruit juice? \*

*Mark only one oval.*

Yes, you must submit documentation that these ingredients have not been filtered or clarified with animal by-products.

No

36. Attach documents for ALL beer, wine, vinegar, or fruit juice here.

Files submitted:

37. 13. Required Paperwork - Are probiotics, cultures, or enzymes used or included in your product? \*

*Mark only one oval.*

Yes, you must submit documentation to show that they are not animal or dairy derived.

No

38. Attach documents for ALL probiotics, cultures or enzymes

Files submitted:

39. For ingredients with multiple inputs and/or are processed upload the completed Ingredient Information Form for Manufacturers for Individual Ingredients: [Ingredient Information Form](#)

Files submitted:

40. 14. Once approved, do you give permission for Vegan Action to list your Certified \*  
Vegan products in our new public SEARCHABLE PRODUCT DATABASE on our  
website?

*Mark only one oval.*

- Yes, please include all of my approved products
- No, I do not want my products listed in the database available to the public
- I would only like specific products listed in the database and will notify the Vegan  
Certifier which ones.
- Other: \_\_\_\_\_

## **PRODUCT MANUFACTURING DOCUMENTS**

41. 1. Product manufacturing process - Please provide a short narrative of the \*  
operations to produce your final, finished products. Example 1: we purchase  
ingredients/materials from suppliers and manufacture them in a facility that we  
own. Example 2: we use a private label manufacturer named ABC Inc. in  
Richmond, VA that produces and packages our products for us.

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42. 2. Product manufacturing process - Who created the recipe/formula for the final \*  
product?

*Mark only one oval.*

- Our company/brand
- The manufacturer
- The copacker
- Other: \_\_\_\_\_

43. 3. Product manufacturing process - Who designed the package and label for the finished product? \*

*Mark only one oval.*

- Our company/brand
- The manufacturer
- The copacker
- Other: \_\_\_\_\_

44. 4. Product manufacturing process - Who makes the final, finished product? \*

*Mark only one oval.*

- My company/brand
- The manufacturer
- The copacker
- Other: \_\_\_\_\_

45. 5. Are there any animal products or by-products inside the packaging that would come in contact with the product such as animal derived biopolymers for food packaging applications (also known as bio-composite film)? \*

*Mark only one oval.*

- No, there are no animal products or by-products in the packaging that come into contact with the product(s).
- Yes, there are. STOP. These products do not qualify for Vegan Certification.

46. 6. Product manufacturing process - Who distributes the finished product? \*

\_\_\_\_\_

47. 7. Product manufacturing process - Does your company do any co-packing or private labeling of the product you are submitting? \*

*Mark only one oval.*

Yes - PLEASE NOTE - Using the Certified Vegan Logo on PRIVATE LABELLED PRODUCTS is generally not permitted and is not implicitly included in the Certified Vegan Agreement. Addition of a private label is only permitted with exclusive approval in very exceptional cases and an amended Agreement with a private label clause. If your company is solicited to produce products for another company's brand, that company must independently submit to the application process under their brand as set forth in the Manual (Exhibit B) and shall not use the Certification Mark until it is issued formal written notice of certification authorization by Vegan Action.

No

48. 8. Product manufacturing process - Does your company sell this product(s) in bulk, wholesale or business to business? \*

*Mark only one oval.*

Yes - PLEASE NOTE - The Certified Vegan Logo does not transfer to purchasers of bulk, wholesale or B2B products. These would NOT be covered under the Vegan Certification Agreement and may not make the Certified Vegan claim. If your company is solicited to produce products for another company's brand, that company must independently submit to the application process under their brand as set forth in the Manual (Exhibit B) and shall not use the Certification Mark until it is issued formal written notice of certification authorization by Vegan Action.

No

49. If you've answered YES to either #7 or #8 above, please clarify below.

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50. Attach signed No Animal Testing document from manufacturer of FINAL products \*

Files submitted:

51. Attach additional documents if needed

Files submitted:

52. Attach additional documents if needed

Files submitted:

53. APPLICATION PAYMENT \*This is REQUIRED in order to have your application submitted in the processing queue. - The link to pay the application fee is here [Payment](#) \*

*Mark only one oval.*

- Yes, I have made the application fee payment. Please accept my application.
- No, I have not made the application fee payment. We require a hard copy invoice in order to pay and have our application accepted.
- No, I have not made the application fee payment. I will need to submit a paper check.
- Other: \_\_\_\_\_

54. List any additional notes for the vegan certifier below. Thank you

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55. Once your application is approved and finalized, you will be asked to pay the remainder of the annual licensing fee based on your company's annual revenue. We will send you an invoice for that amount based on the sliding scale. You may pay online or mail in the payment balance.

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**Authorizing all information is true and correct.**

56. Submitting this application DOES NOT give authorization to use the Certified Vegan Logo until the application is approved and you are given final approval. Unauthorized use of the Certified Vegan Logo mark is a violation of Federal Trademark laws. \*

*Mark only one oval.*

I have read this statement and I have the authority to submit on the company's behalf.

**PLEASE BE SURE TO CLICK THE SEND BUTTON TO SUBMIT. CHECK THAT YOU HAVE RECEIVED AN EMAIL CONFIRMATION NOTIFICATION TO BE SURE YOUR SUBMISSION WAS SUCCESSFUL.**

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