

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
GINSENG DEALER ANNUAL RECORD & REPORT FORM**

Reporting Period (2)	
January 1 – December 31, 20__	(due 1/15 annually)

Dealer Permit Number (3) \_\_\_\_\_

(see reverse for completion directions)

Record Number (6)	Date of Purchase (7)	Name (8)	Collector or Seller Address (9)	Phone (10)	Weight of Ginseng purchased (11)	Wild or Cultivated (12)	Green or Dry (13)	Number of Roots per Pound (14)	Date Collected (15)	Town harvested (NY only) (16)	County harvested (NY only) (17)	Origin of Non-New York Ginseng (18)	Cert. # (19)
										Presently not required to be reported. See item #16 on reverse side of form.			

I certify that this record is accurate and true to the best of my knowledge and the ginseng roots recorded above were collected legally in the State of New York or the state recorded above. My records will be made available for inspection by an inspector of New York State.

<input type="checkbox"/> Check here if no commerce took place (24)
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**Submit Reports to:**  
**Ginseng Program Coordinator**  
**NYS Department of Environmental Conservation**  
**Division of Lands & Forests**  
**625 Broadway**  
**Albany, NY 12233-4253**

\_\_\_\_\_ Date (20)      \_\_\_\_\_ Dealer Signature (21)      \_\_\_\_\_ Date (22)      \_\_\_\_\_ Inspector Signature (23)

Original - Dealer's Copy  
 Duplicate - State's Copy

(518) 402-9425

## GENERAL DIRECTIONS

- 1 Retain records for at least three years.
- 2 Report all information requested on the form.
- 3 Reports are required under the regulation once annually, with reports due to the Department of Environmental Conservation on January 15. The January 15 report covers the whole previous calendar year's activities.
- 4 Regulations require all ginseng unsold by March 31 or intended for export from New York State to be certified.

## DIRECTIONS FOR COMPLETING THE RECORD AND REPORT FORM

The numbers preceding the following directions correspond to the numbers on the form on the opposite page.

- 1 Number all sheets for this calendar year consecutively beginning with the number 1.
- 2 Enter the year that corresponds with the period covered by the report.
- 3,4,5 Copy the dealer permit number, name and address in the appropriate boxes from the Ginseng Dealer's Permit.
- 6 Number for this calendar records consecutively beginning with number 1.
- 7 Write the date you purchased ginseng
- 8,9,10 Write the name, address, and phone number of the individual or business whom you purchased the ginseng from. If they have no phone number write "none" in box 10.
- 11 Write the number of pounds and ounces of ginseng you bought.
- 12 Write "w" for wild or "c" for cultivated ginseng. Use a separate line on the form to record wild and green, wild and dry, cultivated and green and cultivated and dry--even if purchased from the same person on the same date.
- 13 Write "g" for green or "d" for dry ginseng. Use a separate line on the form to record wild and green, wild and dry, cultivated and green and cultivated and dry--even if purchased from the same person on the same date.
- 14 Record the number of roots per pound. This information is **OPTIONAL** and requested for wild ginseng only. This information will be used by the Department to determine the health of the wild ginseng population.
- 15 Write the date when the ginseng was harvested.
- 16 Currently the Department does not require dealers to report the Town where ginseng is collected. However, dealers are required to keep records of this information for at least three years. In the future this information may be requested.
- 17 If the ginseng was collected in New York State write the county where it was collected.
- 18, 19 For non-New York ginseng purchased, note the state of origin and that state's certificate number.
- 20, 21 Write the date you sign the form and your signature.
- 22, 23 For Department use when your report is received by the Department at address shown on front of form.
- 24 If no ginseng was purchased during the reporting period, check here, date, and sign the form (20 & 21).