FDA FOOD FACILITY REGISTRATION RENEWAL 2026: CHECKLIST

For food facilities registered with the US Food and Drug Administration. Renewal window: 1 October to 31 December 2026. All information is entered in English, in the FDA's online system.

BEFORE YOU LOG IN

FDA Industry Systems account	*The username and password of the account the facility was registered with. If you no longer have them, recover them before December.*
FDA registration number	*The number of the facility to renew.*
DUNS number (UFI)	*Required since 1 October 2020. FDA checks that the address linked to the DUNS number matches the registration.*
Who renews	*The owner, operator or agent in charge, or an authorised individual: in that case you need their name and a statement that they are authorised.*

FACILITY DETAILS

Facility name, full address and phone number	*As listed for the DUNS number.*
Preferred mailing address	*Only if different from the facility address.*
Parent company	*Name, address and phone, if the facility is a subsidiary.*
Trade names	*Every name the facility uses.*
Owner, operator or agent in charge	*Name, address, phone and email.*
Emergency contact	*Phone and email.*

WHAT THE FACILITY DOES

Food product categories	*The Form FDA 3537 categories for each food manufactured, processed, packed or held.*
Activity type for each category	*For example manufacturer/processor, packer/repacker, labeler/relabeler, ambient food storage warehouse.*

FOR A FOREIGN FACILITY: THE US AGENT

US agent's name, address, phone and email	*A person residing or keeping a place of business in the United States. It cannot be a mailbox, answering machine or answering service.*
Agent confirmation	*If you change agent, FDA asks that person to confirm: without the confirmation, the renewal is not confirmed.*

THE TWO STATEMENTS

Inspection assurance	*The owner, operator or agent in charge assures that FDA will be permitted to inspect the facility as the law allows.*
Certification	*The information submitted is true and accurate.*

AFTER YOU SUBMIT

Renewal confirmation	*Save it with the date. The renewal holds until the next window, 1 October to 31 December 2028.*
Cost	*The regulation requires no registration fee (21 CFR 1.231).*

Sources: 21 CFR 1.227, 1.230, 1.231, 1.232 and 1.234; FDA biennial registration renewal user guide, content current as of 7 August 2026. A registration not renewed by 31 December is considered expired and is removed from the account.

Checklist produced by Itria from the text of the federal regulations. What each point means, and how to renew step by step (page in Italian):
itria.io/rinnovo-registrazione-fda-2026

Template built by Itria. Not an official form. Have your freight forwarder or accountant check it before you use it.

If you redo this by hand for every order, an AI agent can do it from the data you already have and leave it for a person to approve. A couple of lines on WhatsApp to +39 350 574 3578 or an email to info@itria.io. How it works: itria.io/en/documenti-per-esportare-ai