

IOS-PIN-076	ECSOB Licensing Support
Revision: 1.0	MyDATCP Milk Producer Online Applications
Approved: Jul 27 2022	MyDATCP Support Series

**Purpose**

This PIN describes how individuals use MyDATCP to apply for a Milk Producer license online. The PIN can be shared by licensing support staff with applicants via email.

**Scope**

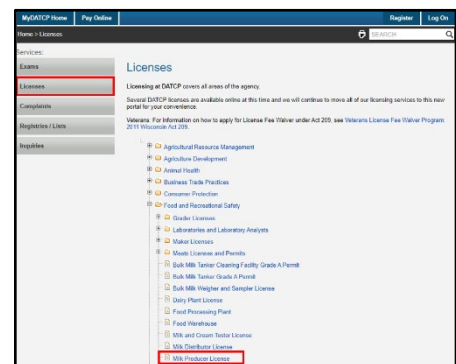
This document applies to applicants using MyDATCP to complete new license application. If unable to submit applications using MyDATCP, please contact licensing support at [datcpecdairy@wisconsin.gov](mailto:datcpecdairy@wisconsin.gov) or call (715) 839-3844.

**Procedure**

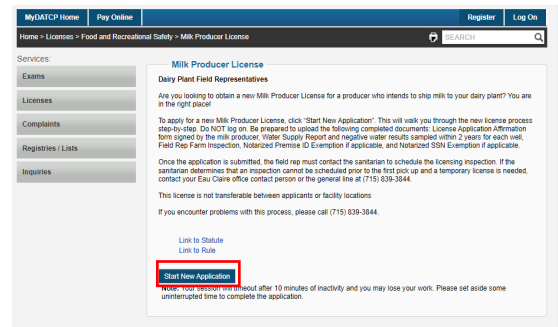
1. Submit applications 14 days prior to first pickup.
2. Access MyDATCP here: <https://mydatcp.wi.gov/>
3. Click “Licenses.”



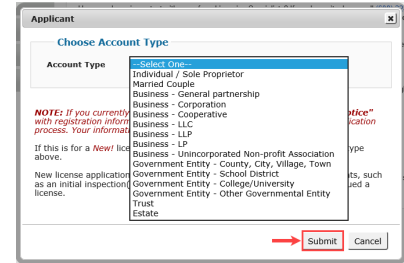
3. Scroll down and click “Milk Producer License” under the “Food and Recreational Safety” section.



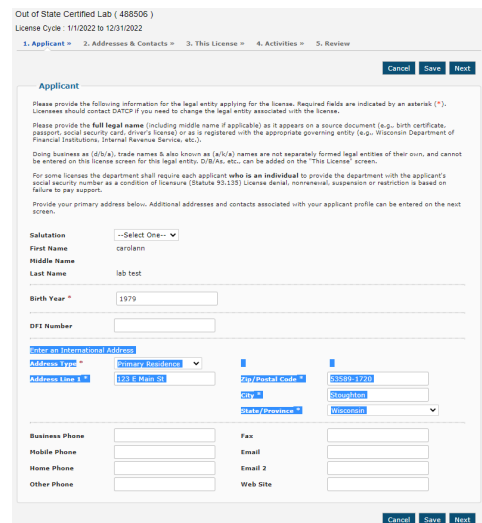
4. Click “Start New Application.”



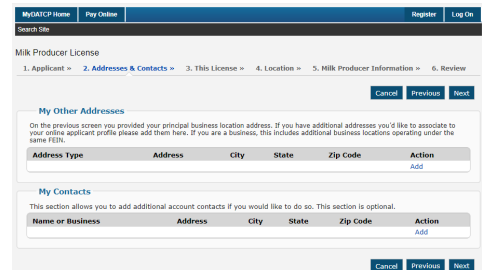
5. Complete and submit “Choose Account Type” and click “Submit.”



6. “Applicant” page: Fill in legal entity information. A red asterisk represents a required field. If a Social Security Number exemption exists, enter all zeros for the Soc. Sec. # field. A notarized SSN Exemption form is required to be uploaded with the application. Click “Next” to continue.



7. “Addresses and Contacts” page: Add “Other Address” only if license mail needs to be sent to a different address other than the address previously entered on the ‘Applicant’ page. Click “Next” to continue.



8. **“This License”** page: If applicable, enter a DBA name. You must indicate one ‘Send Material To’ address. The drop down menu will display the address entered on the ‘Applicant’ page and any other addresses entered on the ‘Addresses & Contacts’ page.

**License Contacts:** Add the contacts if any were entered previously on the ‘Addresses & Contacts’ page. This is optional.

**Documents:** A minimum of four documents are **required** to be uploaded for the application to be considered complete: Milk Producer Affirmation signature form; Water Report form for each well; a negative water result collected within 2 years for each well; and a field rep’s inspection. If applicable, also upload a notarized SSN and Premise ID exemption. If the notary used an embossed raised seal, shade it with a pencil prior to uploading it. Click “Next” to continue.

9. **“Location”** page: Click “Add.” Enter one milking facility location address. “Location Name” must match the applicant’s name. Enter a valid Premise ID Code if you did not upload a Premise ID Exemption document.

Click “Add Location” to save.

10. If an incorrect address was entered, edit it or remove it before adding a new one. Only one milking facility location address is allowed. Click “Next” to continue.

11. **“Milk Producer Information”** page: Complete blank fields. The red asterisks are required fields. **“First Date of Operation”** is the anticipated date to begin shipping milk.

12. **“Review”** page: Review all information provided. Use **“Previous”** button as needed to correct information. Click **“Sign Electronically.”**

13. **“E-Signature”** box: Unsigned applications will not be processed. Include email and phone contact information to be used for questions regarding this application. **You must uncheck the box next to “Create a MyDATCP Account” before clicking “Submit.”** An account should **not** be created since the field rep is submitting the application on the milk producer’s behalf. Click **“Submit”** to continue.

**Uncheck this box  
before clicking  
“Submit”**

14. Field rep contacts the dairy sanitarian to schedule a licensing inspection. If the dairy sanitarian determines the inspection will not be conducted prior to the first milk pick up, field rep will call the Eau Claire staff to request a temporary license.

## Contacts

ECSOB licensing support: [DATCPECDairy@wisconsin.gov](mailto:DATCPECDairy@wisconsin.gov) or (715) 839-3844.

## References

N/A

## Document History

The most recent changes to this controlled document are listed at the top of the table:

Revision	Author	Change Description	Approval Date
1.0	Becky Gutsch	New Document	

## Approval