

2026 FDA Food Facility Registration Renewal Checklist

For facilities that manufacture, process, pack or hold food for US consumption. One page: tick as you go.

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1 Oct 2026

Renewal window opened (FDA)

30 Nov 2026

Suggested internal target. Our advice, not an FDA date

31 Dec 2026

Window closes. No grace period § 1.230(b)

1 Jan 2027

Unrenewed registrations treated as expired § 1.241(b)

A · Before you log in

- ☐ Each site that makes, packs or holds food for the US is covered and not exempt §§ 1.225–1.226
- ☐ FDA Industry Systems login works; registration number(s) and PIN to hand. Lost access? Contact FDA's help desk; don't create a second registration
- ☐ D-U-N-S number valid, and the D&B facility name and address match the registration exactly §§ 1.231(a)(3), 1.232(a)(2)
- ☐ Owner / operator / agent in charge: name, address, phone and email current § 1.232(a)(6)
- ☐ Parent company, all trade names and mailing address current § 1.232(a)(3)–(5)
- ☐ Food product categories and activity type for each category current § 1.232(a)(7)–(8)
- ☐ Foreign facility: US Agent name, address, phone and email; physically present in the US (not a mailbox or answering service) and ready to confirm §§ 1.227, 1.232(c)(1)
- ☐ Emergency contact phone and email current § 1.232(b)(2), (c)(2)
- ☐ Third party filing? Written authorisation held, plus the authoriser's name, address, phone and email § 1.230(b)
- ☐ Route chosen: full renewal (changes) or abbreviated renewal (no changes since last submission) § 1.230(b)–(c)

B · In the renewal module

- ☐ Choose the 2026 biennial renewal, not "Update". Update is not available until you renew [FDA user guide](#)
- ☐ Open each registration number and review every section; edit anything out of date
- ☐ Certifications completed: inspection assurance and true-and-accurate statement § 1.232(a)(9)–(10)
- ☐ Entries in English, Latin alphabet (names may stay in the original language) § 1.231(d)
- ☐ Nothing paid to FDA. FDA charges no fee to register or renew § 1.231(c)

C · After you submit

- ☐ FDA renewal confirmation received. If the D-U-N-S or US Agent changed, or a third party filed, FDA confirms only after the identifier is verified and the agent or authoriser confirms § 1.231(a)(3)–(5)
- ☐ Confirmation, registration number, date and submitter saved in the compliance file
- ☐ Importers, customs brokers and prior notice filers told the registration is active (prior notice uses the manufacturer's registration number) § 1.281(a)(6)
- ☐ Any later change: update within 60 calendar days § 1.234(a)
- ☐ Change of owner: former owner cancels and new owner registers, both within 60 days § 1.234(b)
- ☐ Stopped supplying the US? Cancel within 60 days § 1.235(a)

D · If it goes wrong

- ☐ Not renewed by 31 Dec: registration expired. FDA treats the facility as unregistered and cancels the registration § 1.241(b)–(c)
- ☐ Food from an unregistered foreign facility is held at the port. A valid registration number must reach FDA within 30 calendar days of the hold notice § 1.285(i)(1)
- ☐ FDA FURLS help desk: FURLS@fda.gov, 9 a.m.–6 p.m. US Eastern, US government business days. Expect long waits in December

Keep in mind

- Registration is a legal listing requirement. It is not FDA approval of your facility or products.
- FDA charges no fee. Any fee you pay a service provider is for their service.
- Renew first, then update. They are different actions.
- Your US Agent must confirm promptly. Late-December queues are long.
- Background on every line:
globalimportagent.com/2026/09/24/fda-food-facility-biennial-renewal-2026-checklist/

Not sure your renewal is complete? We check registration details, D-U-N-S and US Agent setup in one short call.

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