

## 2026 Application Support Document for Third Parties

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CSGA's [Application Support Document](#) is the primary resource for detailed instructions and requirements for the application process. Still, this support document provides additional information on CSGA processes to support third parties such as assignees, payers, authorized third parties (tollers), and Breeding Institutions.

The guidance provided in this document builds upon the contents of the Application Support Document.

### Continuing in 2026

CSGA offers three membership classes – Regular, Affiliate and Associate membership, and welcomes eligible seed and agriculture sector stakeholders who are passionate about seed and want to advance the Canadian seed certification system to apply for CSGA Affiliate or Associate membership. Membership fees are unified across all membership classes at \$251.11 and are renewed annually. For more information on CSGA's membership requirements, terms, and how to apply, please visit our [membership webpage](#). The *Third Party System Access Fee* is waived on all accounts with active membership.

### Third Party Account Information and Consent Form

All third parties must submit a *Third Party Account Information and Consent* form annually for each of their accounts that will be used as either an assignee, payer or authorized third party in either the *Application for CSGA Seed Crop Certification* or the *CSGA Membership Application*.

The *Third Party Account Information and Consent* form allows a third party to confirm the account contact and communication details and provide consent for the account to be included on the application forms as an assignee, payer, or authorized third party (toller). The form also collects expressed consent from crop certificate assignees to allow CSGA to share variety and contact information in provincial and national seed guides. When completing this form, please select only those activities for which that specific account will be responsible in the current year.

The *Third Party Account Information and Consent* form must be submitted to CSGA via [SeedCert](#) for a Third Party to be shown on the application drop-down lists as an assignee, authorized third party and/or payer.

**IMPORTANT:** To submit a bulk application on behalf of other grower(s), the *Third Party Account Information and Consent* form **MUST** be completed.

### Third Party Fees

All third party accounts are subject to a Third-Party System Access Fee in the amount of \$313.89. The fee is waived for accounts that only act as payers or inspection services or have an active CSGA Regular, Affiliate, or Associate membership. For a complete listing of fees, please refer to the [Fee Schedule](#) webpage.

## Understanding Different Third Party Roles

### Assignee

A seed grower producing a seed crop under contract may legally transfer the crop certificate to an assignee by naming the assignee on the *Application for CSGA Seed Crop Certification*. This also authorizes CSGA to share information related to that seed crop with the assignee and allows the assignee access to the information for that seed crop in SeedCert. Each *Application for CSGA Seed Crop Certification* may indicate one assignee.

### Authorized Third Party

An authorized third party may act as an intermediary between a seed grower and an assignee to help manage the seed certification process. Each *Application for CSGA Seed Crop Certification* may indicate one Authorized Third Party (in addition to an Assignee). If included on the application form for a seed crop, the third party may submit seed certification forms and other documents on behalf of the seed grower and access information for that seed crop in SeedCert.

With a grower's authorization, an authorized Third Party may also submit an *Application for CSGA Seed Crop Certification* on behalf of the grower, using either the single-field application form or the bulk application form. More information on this is below.

### Payer

A third party may want to pay the membership and/or certification fees on a grower's behalf. To be listed as a payer on CSGA application forms, third parties must provide consent through the *Third Party Account Information and Consent* form, as follows:

#### 1. CSGA and Branch Membership Fees

To be listed as a payer option for CSGA and Branch Membership Fees in CSGA grower application forms, select the Third Party role type "Payer – Membership." Choosing this option will allow growers to select you as a payer on the *CSGA Membership Application*.

#### 2. CSGA and Branch Acreage Fees and Other Related Certification Fees

To be listed as a payer option for CSGA and Branch Acreage Fees and other related certification fees in CSGA grower application forms, select the Third Party role type "Payer - Seed Crop Application." This option will allow growers to choose you as a payer on the *Application for CSGA Seed Crop Certification*.

## Grower Authorizations for Third Party Applications

On their *CSGA Membership Application*, a grower may authorize one or more third parties to submit *Applications for CSGA Seed Crop Certification* on their behalf. These third party authorizations apply to the current year and must be renewed annually.

A third party cannot complete the *CSGA Membership Application* on behalf of a grower as the grower is personally responsible for accepting the Terms and Conditions, providing expressed consent to CSGA to share information, and renewing their contact information. That said, third parties may encourage growers to complete their membership forms by directing growers to log into [SeedCert](#) and clicking the "Apply Now" tab.

If a grower has already submitted their *CSGA Membership Application* and did not authorize a third party to apply on their behalf, the grower may still provide authorization using the 'My Account' tab in SeedCert.

### **Submitting an Application for CSGA Seed Crop Certification on Behalf of a Grower**

Third parties, when authorized by the grower, can submit an *Application for Seed Crop Certification* on the grower's behalf using one of the following methods. Please note that applications for seed crop certification must be submitted in the name of the grower producing the seed and not in the name of the grower or company that has contracted the production of the seed.

Reminder: **Only the seed grower may submit their own CSGA membership form.**

#### **1. Online Application**

Third parties may submit applications online in [SeedCert](#) via the *Third Party Application* form under the "Apply Now" tab. A drop-down at the top of the form lists all growers that have authorized the third party to apply on their behalf. If the seed grower account is not visible in this list, the seed grower did not provide authorization.

The information in SeedCert is delivered in real-time and updates once a membership or authorization form is received and processed. A third party can encourage the seed grower to complete their *CSGA Membership Application* online in SeedCert to obtain authorization. If the membership form has already been submitted, authorization can also be provided through the *Third Party Authorization* form on the "Forms" tab.

Please refer to the [Application Support Document](#) for detailed instructions and application requirements, including applicable deadline dates, maps and GPS coordinates requirements, fees, and field definitions.

#### **2. Bulk Application Submission Form**

Third parties may also use the bulk application submission form for the application of several fields at once. Growers and assignees with more than 25 fields in the previous year will receive an email from CSGA on how to access this service. If you want to learn more about the bulk application process, please email us at [certification@seedgrowers.ca](mailto:certification@seedgrowers.ca) or call 613-236-0497, ext. 8806. Please note that applications for seed crop certification received through the bulk application process will be subject to a service fee of \$5.32 per field or plot (sequence).

Each variety referenced in the bulk application must exist in CSGA's database. If the variety is new, it must be added in advance using the *Enter New Variety into Seed Crop Certification* form, found on the Forms tab in SeedCert. A \$52.32 fee will apply for each row on a submitted bulk application spreadsheet where the variety does not already exist in the CSGA database. If there is any uncertainty, please contact CSGA ahead of time.

CSGA will communicate electronically with growers after a bulk application is processed if the grower has not already granted the necessary third-party authorizations. Please encourage growers to complete their membership forms or authorization forms before you submit your bulk application.

## Managing Seed Crops using SeedCert

Third parties are encouraged to manage the certification of seed crops through [SeedCert](#). Information in SeedCert is updated in real-time. Through the platform, third parties may submit applications for seed crop certification on behalf of a grower, view the certification status of seed crops for which they have permission, see outstanding requests for additional information or notices for in-field corrective action, access variety descriptions, make payments, and send documents and forms to CSGA.

## New Growers

To access SeedCert, new growers will require a CSGA account. Third Parties can support this process by directing new growers to complete this [account request form](#). The form is also available on the SeedCert login page by clicking "Create Account." New growers will need access to SeedCert to apply for membership or seed crop certification, gain access to forms, make changes to their account, and manage their account information and certificates.

## Requirements for Maps and GPS Coordinates

Each seed crop presented for certification must have a map or GPS coordinates. Crops applied for by their crop-specific deadline date are given a grace period of 14 calendar days from the date of application to submit this information.

If a map or GPS coordinates are not supplied within this timeframe, an "Incomplete Application Penalty – Maps/GPS not submitted" penalty of \$52.32 will be applied to each application (sequence). To avoid the penalty on applications received after the crop-specific deadline date, a map or GPS coordinates must be provided within 14 calendar days from the date of application or one (1) day before the field is inspected, whichever is less. For details on this requirement, please consult the [Application Support Document](#).

## New Varieties

To support CSGA applications and field inspections, all new varieties must be added to CSGA's SeedCert platform at least one month before the applicable crop application deadline dates. Varieties registered with the Variety Registration Office or recognized through CSGA's Form 300 process are added automatically. For all other new varieties, please onboard them to SeedCert with the *Enter New Variety into Seed Crop Certification* form available in the "Forms" tab by the following variety onboarding deadline dates. There is a fee of \$104.63 per variety entered in SeedCert. For information or assistance, please contact [certification@seedgrowers.ca](mailto:certification@seedgrowers.ca).

- April 5 for winter canola/rapeseed
- April 25 for fall seeded cereals
- May 10 for fababeans, forages, flax, canola, mustard, corn, and field peas
- May 20 for all other crops not listed here
- June 10 for field beans and buckwheat
- June 25 for soybeans

## Support

Please contact us during business hours should you require assistance at [support@seedgrowers.ca](mailto:support@seedgrowers.ca) or by calling 613-236-0497, ext. 8803.