



CCOF CERTIFICATION APPLICATION

To apply for certification please send a completed Application Form,
Organic System Plan and application fee to:
CCOF • 2155 Delaware Ave., Suite 150 • Santa Cruz, CA 95060

- ▶ CCOF can only process complete applications. CCOF recommends beginning the application process with sufficient time before certification is required to allow for the necessary inspection and review process. While in some cases certification can be provided in a very short time frame, providing up to twelve weeks is recommended. Expedited services are available. More information is available at www.ccof.org or by contacting CCOF.
 - ▶ Please keep a copy of the completed application and organic system plan for your records.
 - ▶ **For your convenience, an E-form version of this section/document is available online at www.ccof.org/osp.php**
 - ▶ **A non-refundable application fee of \$275 due at the time of application.**
- Application fee enclosed Credit card payment included on next page.

A. APPLICATION INFORMATION

1) Business Name: _____
DBA: _____

2) Business Information:
 Sole Proprietorship. Owner's Name: _____
 Partnership. Owner's names: _____
 Corporation –OR– LLC. State of incorporation: _____ Name of owners, or officers and their titles: _____

Others (describe): _____

Mailing Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Ext: _____ Fax: _____

Email: _____ Website: _____

3) Certification services requested
 Organic –USDA National Organic Program (NOP) *Base certification required for all organic certification applicants.* **CCOF Global Market Access Program** (requires NOP base certification). Necessary for direct or indirect sales to European, Asian, and some other export markets. See CCOF Manual 3 for information on fees & requirements.

Please indicate any foreign markets you export to directly or indirectly (as an ingredient or through brokers/traders etc).

Japan Europe United Kingdom Canada Korea Quebec Israel Switzerland

Other: _____

4) When do you anticipate the need for certification? _____

5) Is your operation currently certified by another certifier? No Yes, provide name of certifier: _____

6) Has this operation ever:
a) Had your certification suspended or revoked? No Yes
b) Withdrawn from certification with outstanding non-compliances or conditions? No Yes
c) Withdrawn your application for certification with outstanding non-compliances or conditions? No Yes
If you answered "Yes" to a, b or c above, please list the years and agencies, attach a copy of all relevant letter(s) and a description of all corrective actions:

Year(s): _____ Certifier(s): _____ Letters Attached

B. CERTIFICATION FEE

CCOF will estimate and invoice your certification fee based on the information provided below and collected at the initial and subsequent inspections. Please refer to CCOF Manual One for fee information. **Certification fees must be paid prior to issuance of certification.**

1) **ALL operations:** Current or expected gross organic sales (next 12 months): _____

2) **Handlers/processors/private labelers and other non-farm businesses ONLY:**
Current or expected cost of organic ingredients/products (next 12 months): _____

FOR OFFICE USE ONLY: Code: _____ Reviewed _____ Retired: _____



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Operation Name: _____ Date: _____

C. CERTIFICATION AFFIDAVIT

► The following must be signed by the Applicant. By signing this document, the Applicant acknowledges that it has received, has read, and fully understands the CCOF CS Certification Manuals and agrees to:

- 1) Comply with all State and applicable organic production and handling regulations as described in rules issued by the United States Department of Agriculture Agricultural Marketing Service (including those regulations in 7 CFR Part 205).
- 2) Comply with all CCOF standards and policies including CCOF Global Market Access (GMA) Program when applicable.
- 3) Strictly adhere to all applicable standards and procedures including but not limited to the following:
 - a) Establishing, implementing, and updating annually an Organic System Plan that will be submitted to CCOF.
 - b) Permitting on-site inspections with complete access to the production or handling aspects of the operation, including non-certified production areas, structures, or offices by CCOF. These inspections may be announced or unannounced at the discretion of CCOF or as required by the Administrator for the Agricultural Marketing Service, United States Department of Agriculture, or the State Organic Program's Governing State Official.
 - c) Maintaining all records applicable to the organic operation for not less than five (5) years beyond their creation.
 - d) Allowing authorized representatives of CCOF, or of the Secretary of Agriculture, or of the State Organic Program's Governing State Official and/or private accreditation bodies access to these records under normal business hours for review and copying to determine compliance with the Act and regulations.
 - e) Understanding CCOF may use subcontractors for inspecting, testing and other technical services, as necessary.
 - f) Submitting to CCOF any applicable fees as described on the most current fee schedule.
 - g) Immediately notifying CCOF concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation.
 - h) Immediately notifying CCOF of any change in our certified operation or portion of it that may affect its compliance with the Act or regulations.
 - i) Using the CCOF name and seal(s) only in accordance with CCOF standards and ceasing all use of CCOF's name and seal upon notice by CCOF. Any use of CCOF's names or marks, without the express consent of CCOF, is strictly prohibited and constitutes an infringement of CCOF's rights. CCOF shall be entitled to its reasonable attorney's fees and costs incurred in bringing any civil action, arbitration, or mediation to enforce its rights to its names or marks.
 - j) Destroying or returning to CCOF all packaging and certificate(s) upon notice from CCOF.
 - k) Understanding that the use of the CCOF name and seal must be in accordance with the CCOF standards.
 - l) Authorizing CCOF to list certified parcel crops, products, services, and acreage on my certificate and in the CCOF Directory.
 - m) Immediately ceasing all claims of CCOF certification associated with this operation, and destroying or returning all certificates, labeling, and marketing material containing reference to CCOF in the event that this operation withdraws, or its certification is suspended or revoked.

I, the owner or legally authorized corporate representative, acknowledge the above General Requirements for CCOF Certification and understand that any willful misrepresentation may be cause for denial of an application and sanctioning of certification. I attest that all information in this application is true and accurate to the best of my knowledge:

Name/Title	Signature	Date

To submit application fee via credit card, please complete and sign the following:

Credit Card Payment Information: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex		Amount: \$
Applicant Name:		
Name on Card:	Phone Number:	
Card Holder's Address:		
Credit Card Number:	Expiration Date (mm/yy): /	
Security Number (The three digit code on the back of your card. For Amex, this is the four digits on the front):	Signature _____	