



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## Export and Transaction Certificate Requests

**Step 1:** Check your CCOF Client Profile to ensure your product(s) is approved for your export market.

**Step 2:** Complete the mailing details section below.

**Step 3:** Complete the export certificate starting on page 2 of this packet, using the instructions on the last page of this packet, and email this entire PDF packet to [export@ccof.org](mailto:export@ccof.org)

### A. Mailing Details:

1) Where do you want CCOF to send the original certificate?

*Note: NOP import certificates will only be sent electronically*

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2) Mandatory for exports to **Korea only**:

Date of departure from the US and date of arrival in Korea

Is your product processed food as defined by the Korean Food Code? Yes                      No

3) How would you like the original certificate delivered?

USPS First Class Domestic Mail - \$5

*Note: delivery outside of the US must be sent via DHL or FedEx*

DHL or FedEx (No P.O. Box delivery)

*Note: A \$5 shipping service fee will be charged for use of this service*

Use my DHL #: \_\_\_\_\_

Use my FedEx #: \_\_\_\_\_

Use CCOF's account and invoice my operation

### B. Specific Instructions:

*Saturday delivery? Pick up in person? Make a note here.*

### C. Important Notes:

- A signed copy of the completed export certificate will be returned to you via email except for Eseal signed electronic certificates processed through TRACES. The original certificate will be mailed as requested.
- We strive to process each request within two business days. During holidays and peak times, processing time may be longer.
- To inquire on the status of your export request, please call CCOF or email [export@ccof.org](mailto:export@ccof.org). To avoid multiple charges, **do not send the export request attachments multiple times.**
- The fee for each certificate is \$75 (subject to change) and is billed to the CCOF certified client.
- The fee for each NOP Import Certificate for product from Mexico to the US is \$55

# NAQS Import Certificate of Organic Processed Foods

1. Certifying Agent (name and address) CCOF Certification Services, LLC 2155 Delaware Avenue, Suite 150 Santa Cruz, CA 95060					
2. Import Certificate Number			3. Certification Number (NOP ID)		
4. Certified to Organic Standards USDA National Organic Program			5. Exported by (name and address)		
6. First consignee in the importing country (name and address)			7. Imported by (name and address)		
8. Product Exported From (Country and Port of loading)			9. Destination (Country and Port of unloading)		
10. Product Name	11. HS Code	12. Net weight (kg only)	13. Shipping Identification	14. Final manufacturer	15. Certifying Agent of Final manufacturer
16. Attestation for the terms of the arrangement Certified in compliance with the terms of the US-Korea Organic Equivalency Arrangement. This product was produced without the use of apples and pears produced with the use of antibiotics.					
<p><b>Certify that the products specified hereon have been certified as organic processed foods in accordance with regulation of the box 4 above, and properly produced in accordance with the requirement of equivalence arrangement under Article 25 of the “Act On Promotion of Environmentally-friendly Agriculture and Fisheries And Management and Support for Organic Food” in KOREA.</b></p> Issuing Date:					
17. Name and signature of authorized person			18. Stamp of Certifying Agent		
A knowingly false entry or alteration of any entry on this certificate may result in a fine of not more than \$30,000 or imprisonment for not more than three years under Article 60 of the “Act On Promotion of Environmentally-friendly Agriculture and Fisheries And Management and Support for Organic Food”.					

# Instructions for Completing an Import Certificate

This certificate is issued by certifying agencies in countries that have made equivalence arrangement with Korea according to the article 25 of the Act on the Fostering of Environmentally-Friendly Agriculture and Fisheries and the Management and Support of Organic Foods, and designated to attest that organic processed foods for exporting to Korea were produced under the equivalent requirements and standards to those of the Republic of Korea.

1. **Certifying Agent (control body):** Enter the name and address of the Agent that issued this certificate.
2. **Import Certificate Number:** Enter the serial number only for NAQS documents issued by certifying agent itself. The identification number should be managed to avoid duplicate use in other certificates, and the certifying agent should manage related records including those issued, voided, or destroyed.
3. **Certification Number:** Enter the unique identification number (in case of USDA certified products, enter the NOP ID) that has assigned to final manufacturer when certifying agent granted organic certification. This number should be indicated in package of organic products sold in Korea.
4. **Certified to \_\_\_\_\_ Organic Standards:** Enter the name of organic standards and relevant statutory provisions to which the product is certified.
5. **Exported by:** Enter the name and address, including postal code, of the individual or business that is exporting the product.
6. **First consignee in the importing country:** Enter the name and address, including postal code, of the individual or business that is the first consignee of the product.
7. **Imported by:** Enter the name and the address, including postal code, of the importer that importing the product.
8. **Product Exported From:** Enter the name of the port (or airport) and the country of loading.
9. **Destination:** Enter the name of the port (or airport) and the country of unloading.
10. **Product Name:** Product name labeled on package or Product name that importers want to label on the product for market should be entered.
11. **HS Code:** Enter first 6-digit HS code of the product(s).
12. **Net Weight:** Enter the total net weight of the shipment covered by this certificate.
13. **Shipping Identification:** Enter container number that will be transported from the exporting country to the Republic of Korea or Invoice Number.
14. **Final manufacturer:** Enter the name and address, including postal code, of the individual or business that produces the final exporting product.
15. **Certifying Agent of Final manufacturer:** Enter the name of the certifying agents that certify the final exporting product.
16. **Attestation for the terms of the Arrangement:** Enter attestation for the terms of the arrangement.  
  
For example, in case there is a terms specified "xx substance prohibited" in the arrangement, Enter "xx substance was not used for this product".
17. **Signature or Official Seal of the Certifying Agent:** Enter the signature of the authorized individual of the Certifying Agent who issued this certificate.
18. **Stamp of Certifying Agent:** Stamp an official seal of the Certifying Agent.