



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 <a href="mailto:export@ccof.org">export@ccof.org</a>

### 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 <a href="mailto:export@ccof.org">export@ccof.org</a>. 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

GMA16, V1, R12, 7/15/2022

#### REPRODUCE LOCALLY. Include form number and date on all reproductions.

USDA

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE NATIONAL ORGANIC PROGRAM

**EXPORT CERTIFICATE** 

Form Approved – OMB NO. 0581-0191

A knowingly false entry or false alteration of any entry on this certificate may result in a fine of not more than \$11,000 or imprisonment for not more than five years or both (18 USC 1001) and may result in revocation of accreditation under the National Organic Program (7 U.S.C. 6519).

COUNTRY OF DESTINATION									
TAIWAN	DAIE	DATE:		CERT. NO.					
EXPORTED BY (Name and Add	PROE	PRODUCT EXPORTED FROM							
		<u> </u>							
CONSIGNED TO (Name and ad									
	CERTIFYING AGENT ISSUING CERTIFICATE								
	CCOF Certification Services, LLC 2155 Delaware Avenue, Suite 150								
TOTAL MARKED NET WEIGHT		TOTAL CONTAINERS:			Santa Cruz, CA 95060 www.ccof.org				
					www.	ccof.org			
		LOT	MARKED	NUMB	ER OF				
PRODUCT AS LABELED		BER 1/	WEIGHT OF LOT 1/	PACK		SHIPPING M	ARKS	PRODUCER	
				IN LO	1 1/				
1/ As stated by exporter									
REMARKS: "Certified in complia	ance wi	th the terms	of the AIT/TE	CRO-NC	P/AFA	Organic Equiv	alence	Arrangement."	
I CERTIFY that the agricultural pro	oducts s	specified he	ron have been o	ertified b	y a USI	DA accredited of	organic o	certifying agent	
and have been found to meet all a	applicab	le requireme	ents of the Natio	onal Orga	inic Pro	gram.			
						DAT	_		
SIGNATURE OF ACCREDITED CE NOT VALID UNLESS SIGNED BY									
No financial liability shall attach to the	-	-							
with respect to this certificate.			C C		•	•		·	
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0191. The time required to complete this information collection is estimated to average 30 minutes per person, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.									
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (Not all									
status, familial status, parental status, religion, sexual orier prohibited bases apply to all programs). Persons with disal at (202) 720-2600 (voice and TDD). To file a complaint of of (202) 720-6382 (TDD). USDA is an equal opportunity prov.	bilities who re discriminatior	equire alternative me n, write USDA, Direct	ans for communication of p	rogram informa	tion (Braille, I	arge print, audiotape, etc.	should conta	act USDA's TARGET Center	

	<b>o</b> <i>i</i> :								
	Section	NOP Transaction Certificate (export from the US)							
Product	Details Table	Indicate product(s) being shipped, including their status (e.g. 100% organic tomato paste) & describe quantity shipped, crop years, and lot numbers involved							
Buyer/Co	ompany	Name and address of the buyer							
Country	of Destination	Name of the destination country							
Date of T	Fransaction and Sold	/ Date of product sale, Name of seller (CCOF client)							
Section	EU/Swis	ertificate of Inspection (COI) processed in TRACES and GB COI for export to the UK							
1	Choose appropriate code based on location of exporter: US: US-ORG-006, Mexico: MX-BIO-105, Canada: CA-ORG-003								
4	Name and address	perator performing the last operation of preparing and sealing products in packages for shipping							
5-6	Operator who prod	or processed the product. Name and address of Control Body who certifies the producer.							
7-8	Country where pro	was last handled. Country product exported from.							
9-10									
11-12	Name and address of the importer. Name and address of the first consignee (often the importer).								
13-16		Trade name (name of the product as labeled e.g. Organic Shelled Almonds). Lot number(s). Total of total shipment (include units). Gross weight of total shipment including packaging.							
14-15	Container number	(optional). Seal number (optional).							
17	Mode (airplane, ve	ssel). Identification (flight number, ship name). Other transport documentation.							
	Section	Japan or Taiwan TM-11 Export Certificates							
Exported	by N	Name and address of the exporter							
Consigned to		Name and address of the importer							
Product	Exported from	Name and address of customs port							
Total Ma	rked Net Weight	Total mass of the product(s) being shipped							
Total Co		The number of shipping containers used							
	1	Indicate product (as labeled), lot numbers, the weight of each lot number, the number of packages in each							
Product Details		lot, shipping marks (such as container number) and producer (last certified operation to handle the product. Often the exporter)							
Section		CFIA Taiwan Certificate for Transactions of Organic Products							
1	The unique certificate number assigned to the export certificate by the Certification Body.								
3-4	Name and address of first operation to receive shipment in Taiwan. Name and address of Canadian exporter or seller.								
5	Issuance date of this document (to be filled by the issuing certification body). Dating format is YYYY/MM/DD, for example 9th June 2020 will be written as 2020/06/09								
9	Operator who hand	ded organic food products at the final step before exporting, as indicated on the organic certificate.							
10	Generic name used to refer to the indicated product.								
11-15	Lot number. Minimum unit (weight) in which the product is sold at market. Total units of the indicated product. Total net weight (volume) of the indicated product (box 12 x box 13). Other comments.								
Section	Korean NAQS Export Certificates								
3	10 Digit NOP ID of final manufacturer								
5	Name and address of the exporter								
6-7		s of the first consignee (often the importer). Name and address of the importer							
8-9	Name and country of customs port (USA and city). Name and country of destination port								
10-13	10: product name (as labeled), 11: HS code (get from your importer), 12: net weight of the shipment 13: Shipping marks (such as container number)								
14	Name and address	s of final handler (last certified operation to handle the product. Often the exporter)							
15	Certifying body of operation listed in box 14								
Section		NOP Import Certificates (export into the US)							
2	Destination city and state in the US. State name should be written out in full (not abbreviated)								
3	Date of shipment								
5	Name and address of the exporter								
6	Name and address of customs port in Mexico								
7	Name and address of the importer								
9-10	Total net weight and total containers								
11: Indicate product (as labeled), 12: Harmonized tariff code as applicable: <a href="https://hts.usitc.gov/current">https://hts.usitc.gov/current</a> 11-15       13: vessel, flight, container number, 14: Name of final handler (last certified operation to handle the product. Often exporter), 15: Certifying body of operation listed in box 14									