



# CCOF

Organic Certification   Education & Outreach   Political Advocacy   Promotion

## Export and Transaction Certificate Requests

- Step 1:** Ensure the product(s) you want to export are listed as approved to the appropriate export market on your CCOF Client Profile.
- Step 2:** Complete the mailing details section of this form.
- Step 3:** Complete the export certificate form starting on page 2 of this packet. Instructions for completing each type of form are located at [www.ccof.org/export](http://www.ccof.org/export), and on the last page of this packet.
- Step 4:** Email this entire PDF packet to [export@ccof.org](mailto:export@ccof.org).

### Important Notes:

- Once processed, a copy of the export certificate will be sent via email, and the original document will be mailed as requested.
- Do not send the same request multiple times. You will be charged for each request. If you would like to inquire about a request made, do so by phone or via email without any attachments to the email.
- We strive to process each request within two business days. During holidays and peak times, processing time may be longer.
- The fee for each export certificate is \$75 (subject to change) and is billed to the CCOF certified client. NOP Import Certificates for product from Mexico to the US are \$55 (they are electronic only).

### Mailing Details:

1. Where do you want CCOF to send the original document?

*Note: NOP import certificate requests for export from Mexico will only be sent electronically*

Contact Name:	_____
Company Name:	_____
Full Mailing Address:	_____
Phone Number:	_____

2. How would you like the original document delivered?

USPS First Class Mail - \$5

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

Fed Ex (a \$5 shipping service fee will be charged for use of FedEx)

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

Bill my Account (Shipping fees based on current FedEx rates)



# EXPORT CERTIFICATE

This certificate certifies that the agricultural products specified below have been certified by a CFIA accredited Certification Body and have been found to meet all applicable requirements of the Canadian *Organic Products Regulations*.

1. Product Name	2. Net Weight of Lot( s)	3. Lot Number	4. Producer Name	5. Name of Producer's Certification Body	6. Address of Producer's Certification Body

7. Issuing Date of the Certificate

8. Final Handler Name

9. Name of the entity who has issued the certificate  
**CCOF Certification Services, LLC**

10. Address of the entity who has issued the certificate  
**2155 Delaware Avenue, Suite 150, Santa Cruz, CA 95060**

11. Remarks

I hereby certify the above statements are true.

12. Signature / Seal of the CFIA accredited Certification Body

Competent Authority:  
 Canadian Food Inspection Agency,  
 Consumer Protection and Market Fairness ,  
 Canada Organic Office,  
 1400 Merivale Road, Ottawa, Ontario K 1 A 0 Y 9



Section		<b>NOP Import Certificates (export in to the US)</b>	
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	
11-15		11: Indicate product (as labeled), 12: Harmonized tariff code as applicable: <a href="https://hts.usitc.gov/current">https://hts.usitc.gov/current</a> 13: vessel, flight, container number, 14: Name of final handler (last certified operation to handle the product. Often the exporter), 15: Certifying body of operation listed in box 14	
Section		<b>EU Export Certificates</b>	
4		Name and address of the Exporter (last certified operation to handle (label, package) the product)	
5		Name and address of the producer or processor (Often the exporter/ final handler)	
7-8		Country where product originated. Country product exported from.	
9-10		Initial destination country/ customs point. Country of final destination.	
11-12		Name and address of the importer. Name and address of the first consignee (often the importer).	
13&16		CN code of the product: <a href="#">CN code index</a> . Trade name (name of the product as labeled). Total packages. Lot number(s). Net Weight of total shipment (include units). Gross weight of total shipment (include units).	
17		Mode (airplane, vessel). Identification (flight number, ship name). Other transport documentation.	
Section		<b>Swiss Export Certificates</b>	
5		Name and address of the exporter	
7		Name and address of the final handler (last certified operation to handle the product. Often the exporter)	
8-9		Country of dispatch and country of destination	
10-11		Name and address of the first consignee (often the importer). Name and address of the importer	
12&14		Fill as directed, including a description of the product (e.g. organic green onions) and weight	
13		CN code (a customs/tariff designation) of the product: <a href="#">CN code index</a>	
Section		<b>Japan or Taiwan Export Certificates</b>	
Exported by		Name and address of the exporter	
Consigned to		Name and address of the importer	
Product Exported from		Name and address of customs port	
Total Marked Net Weight		Total mass of the product(s) being shipped	
Total Containers		The number of shipping containers used	
Product Details		Indicate product (as labeled), lot numbers, the weight of each lot number, the number of packages in each lot, shipping marks (such as container number) and producer (last certified operation to handle the product. Often the exporter)	
Section		<b>Korean Export Certificates</b>	
<b>Only Processed products are allowed to be exported. Raw or unprocessed products cannot be requested.</b>			
4		Name and address of the exporter	
5-6		Name and address of the first consignee (often the importer). Name and address of the importer	
7		Name and country of customs port (always USA)	
8		Name and country of destination port	
9-12		9: product name (as labeled), 10: HS code (get from your importer), 11: net weight of the shipment 12: Shipping marks (such as container number)	
13		Name of final handler (last certified operation to handle the product. Often the exporter)	
14		Certifying body of operation listed in box 13	
Section		<b>NOP Transaction Certificate (export from the US)</b>	
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/Company		Name and address of the buyer	
Country of Destination		Name of the destination country	
Date of Transaction and Sold by		Date of product sale, Name of seller (CCOF client)	