



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, and on the last page of this packet.
- Step 4:** Email this entire PDF packet to 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)



**CERTIFICATE OF INSPECTION
FOR IMPORT OF PRODUCTS FROM ORGANIC PRODUCTION INTO THE EUROPEAN UNION**

<p>1. Issuing control body or authority (name, address and code) CCOF Certification Services, LLC 2155 Delaware Avenue, Suite 150 Santa Cruz, CA 95060 US-ORG-006 <input type="checkbox"/> or, CA-ORG-003 <input type="checkbox"/> or, MX-BIO-105 <input type="checkbox"/></p>	<p>2. Council Regulation (EC) No. 834/2007: - Article 33(2) <input type="checkbox"/> or - Article 33(3) <input type="checkbox"/></p>										
<p>3. Serial number of the certificate of inspection</p>	<p>4. Exporter (name and address)</p>										
<p>5. Producer or processor of the product (name and address)</p>	<p>6. Control body or control authority (name, address and code) CCOF Certification Services, LLC 2155 Delaware Avenue, Suite 150 Santa Cruz, CA 95060 US-ORG-006 <input type="checkbox"/> or, CA-ORG-003 <input type="checkbox"/> or, MX-BIO-105 <input type="checkbox"/></p>										
<p>7. Country of origin</p>	<p>8. Country of export</p>										
<p>9. Country of clearance/ Point of entry</p>	<p>10. Country of destination</p>										
<p>11. Importer (name, address and EORI number)</p>	<p>12. First consignee in the Union (name and address)</p>										
<p>13. Description of products</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;">CN code</th> <th style="text-align: left; width: 35%;">Trade name</th> <th style="text-align: left; width: 20%;">Number of packages</th> <th style="text-align: left; width: 15%;">Lot number</th> <th style="text-align: left; width: 15%;">Net weight</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		CN code	Trade name	Number of packages	Lot number	Net weight					
CN code	Trade name	Number of packages	Lot number	Net weight							
<p>14. Container number</p>	<p>15. Seal number</p>	<p>16. Total gross weight</p>									
<p>17. Means of transport before point of entry into the Union</p> <p>Mode</p> <p>Identification</p> <p>International transport document</p>											

18. Declaration of the organisation issuing the certificate referred to in box1.

This is to certify that this certificate has been issued on the basis of the checks required under Article 13(4) of Regulation (EC) No 1235/2008 and that the products designated above have been obtained in accordance with rules of production and inspection of the organic production method which are considered equivalent in accordance with the provisions of Regulation (EC) No 834/2007.

Date:

Name, title & signature of authorised person

Stamp of issuing authority or body

19. Customs warehousing

Inward processing

Name and address of operator:

Control body or control authority (name, address, and code):

Customs Declaration Reference Number for customs warehousing or inward processing

20. Verification of the consignment and endorsement by the relevant Member State's competent authority.

Authority and Member State:

Date:

Name and signature of authorised person

Stamp

21. Declaration of the first consignee.

This is to certify that the reception of the products has been carried out in accordance with Article 34 of Regulation (EC) No 889/2008.

Name of the company:

Date:

Name and signature of the authorised person

Section	NOP Import Certificates (export in to 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	
11-15	11: Indicate product (as labeled), 12: Harmonized tariff code as applicable: https://hts.usitc.gov/current 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	EU Export Certificates	
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: CN code index . 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	Swiss Export Certificates	
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: CN code index	
Section	Japan or Taiwan Export Certificates	
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	Korean Export Certificates	
Only Processed products are allowed to be exported. Raw or unprocessed products cannot be requested.		
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	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/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)	