

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. Please note, you will not receive a scanned copy of your signed EU export certificate. You can access a copy through your TRACES account or request a copy from CCOF.
- 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 DHL or FedEx

DHL or FedEx (a \$5 shipping service fee will be charged for use of this service)

Use my DHL #: _____


Use my FedEx #: _____

Bill my Account (*Shipping fees based on current DHL rates*)

Specific Instructions: _____

If you would like to add Saturday delivery for an additional fee please make a note here.



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|  <p style="text-align: center;">U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE NATIONAL ORGANIC PROGRAM</p> <p style="text-align: center;">EXPORT CERTIFICATE</p> | <p>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).</p> |
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|--|--|--|-----------|
| COUNTRY OF DESTINATION JAPAN | | DATE: | CERT. NO. |
| EXPORTED BY (Name and Address including ZIP/POSTAL Code): | | PRODUCT EXPORTED FROM | |
| CONSIGNEE TO (Name and address including ZIP/POSTAL Code): | | | |
| TOTAL MARKED NET WEIGHT: | | TOTAL CONTAINERS: | |
| | | CERTIFYING AGENT ISSUING CERTIFICATE CCOF Certification Services, LLC 2155 Delaware Avenue, Suite 150 Santa Cruz, CA 95060 www.ccof.org | |

| PRODUCT AS LABELED | LOT NUMBER 1/___ | MARKED WEIGHT OF LOT 1/___ | NUMBER OF PACKAGES IN LOT 1/___ | SHIPPING MARKS | PRODUCER |
|--------------------------|------------------|----------------------------|---------------------------------|----------------|----------|
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| 1/ As stated by exporter | | | | | |

REMARKS:
I CERTIFY That the agricultural products specified heron have been certified by a USDA accredited organic certifying agent and have been found to meet all applicable requirements of the National Organic Program.

| | |
|---|-------|
| SIGNATURE OF ACCREDITED CERTIFYING AGENT: | DATE: |
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NOT VALID UNLESS SIGNED BY A DESIGNATED REPRESENTATIVE OF A USDA ACCREDITED ORGANIC CERTIFYING AGENT

No financial liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.

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, 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 prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

| 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) | | |