



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.



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. Certified to _____ Organic Standards USDA National Organic Program			4. Exported by (name and address)		
5. First consignee in the importing country (name and address)			6. Imported by (name and address)		
7. Product Exported From (Country and Port of loading)			8. Destination (Country and Port of unloading)		
9. Product Name	10. HS Code	11. Net weight	12. Shipping Identification	13. Final manufacturer	14. Certifying Agent of Final manufacturer
15. Attestation for the terms of the arrangement This product was produced without the use of apples and pears produced with the use of antibiotics.					
<p>Certify that the products specified hereon have been certified as organic processed foods in accordance with regulation of the box 3 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.</p> <p style="text-align: center;">Issuing Date:</p>					
16. Name and signature of authorized person			17. 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』 .					

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)		