



# CCOF

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 [export@ccof.org](mailto:export@ccof.org)

### 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) 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 [export@ccof.org](mailto:export@ccof.org). 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.



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)	
Section		<b>EU/Swiss Certificate of Inspection (COI) processed in TRACES and GB COI for export to the UK</b>	
1		Choose appropriate code based on location of exporter: <b>US:</b> US-ORG-006, <b>Mexico:</b> MX-BIO-105, <b>Canada:</b> CA-ORG-003	
4		Name and address of operator performing the last operation of preparing and sealing products in packages for shipping	
5-6		Operator who produced or processed the product. Name and address of Control Body who certifies the producer.	
7-8		Country where product was last handled. 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: Trade name (name of the product as labeled e.g. Organic Shelled Almonds). Lot number(s). Total packages. Net Weight of total shipment (include units). Gross weight of total shipment including packaging.	
14-15		Container number (optional). Seal number (optional).	
17		Mode (airplane, vessel). Identification (flight number, ship name). Other transport documentation.	
Section		<b>Japan or Taiwan TM-11 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>CFIA Taiwan Certificate for Transactions of Organic Products</b>	
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 handled 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		<b>Korean NAQS Export Certificates</b>	
3		10 Digit NOP ID of final manufacturer	
5		Name and address of the exporter	
6-7		Name and address 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 of final handler (last certified operation to handle the product. Often the exporter)	
15		Certifying body of operation listed in box 14	
Section		<b>NOP Import Certificates (export into 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	