



# 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. 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.



## EXPORT CERTIFICATE

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).

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):				CERTIFYING AGENT ISSUING CERTIFICATE			
				CCOF Certification Services, LLC 2155 Delaware Avenue, Suite 150 Santa Cruz, CA 95060 www.ccof.org			
TOTAL MARKED NET WEIGHT:		TOTAL CONTAINERS:					
PRODUCT AS LABELED		LOT NUMBER 1/___	MARKED WEIGHT OF LOT 1/	NUMBER OF PACKAGES IN LOT 1/	SHIPPING MARKS		PRODUCER
1/ As stated by exporter							
REMARKS: Certified in compliance with the terms of the US-Japan Organic Equivalency Arrangement.							
I CERTIFY That the agricultural products specified hereon 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:	
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.							
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Section	NOP Import Certificates (export into 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: <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	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: <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	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: <a href="#">CN code index</a>
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.	
3	Client Code of CCOF operation
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	Name and country of customs port (always USA)
9	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 of final handler (last certified operation to handle the product. Often the exporter)
15	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)