



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

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. 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.



U.S. DEPARTMENT OF AGRICULTURE
 AGRICULTURAL MARKETING SERVICE
 NATIONAL ORGANIC PROGRAM

NOP IMPORT 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).

1. CERTIFIED TO USDA NOP ORGANIC STANDARDS

2. CITY AND STATE OF PRODUCT DESTINATION	3. DATE	4. IMPORT CERTIFICATE NUMBER
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5. EXPORTED BY (NAME AND ADDRESS)	6. PRODUCT EXPORTED FROM
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7. RECIPIENT IN THE U.S. (NAME AND ADDRESS)	8. CERTIFYING BODY ISSUING CERTIFICATE (NAME AND ADDRESS) CCOF Certification Services, LLC 2155 Delaware Avenue, Suite 150 Santa Cruz, CA 95060 www.ccof.org
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9. TOTAL NET WEIGHT	10. TOTAL CONTAINERS:
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11. PRODUCT AS LABELED	12. HARMONIZED TARIFF CODE AS APPLICABLE	13. SHIPPING IDENTIFICATION	14. FINAL HANDLER	15. CERTIFYING BODY OF FINAL HANDLER

16. REMARKS AND ATTESTATIONS

I CERTIFY that the agricultural products specified hereon have been certified under an organic certification program that is at least equivalent to the requirements of the Organic Foods Production Act of 1990 (OFPA) (7 U.S.C. Sec. 6501 et seq.) and are therefore deemed by USDA to have been produced and handled in accordance with the OFPA and USDA organic regulations under the National Organic Program 7 CFR part 205.

17. SIGNATURE OF CERTIFYING BODY	18. DATE
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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: 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.			
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)		