



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 #: _____

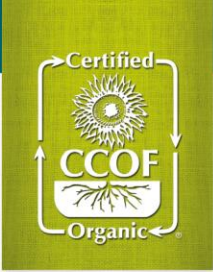
Use CCOF's account and invoice my operation

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.



CCOF

Organic Certification Education & Outreach Political Advocacy Promotion

TRANSACTION CERTIFICATE

Date

Transaction Certificate Number

This Certificate documents the trade of the following CCOF Certified Product to the following standards:
USDA National Organic Program 7CFR part 205

Commodity/Product/Status	Quantity	Crop Year(s)	Lot Number(s)

*****END OF LISTING*****

This document certifies product sold to but not by:

Buyer / Company:

Country of Destination:

Date of Transaction:

Sold by:

Certified under CCOF Certificate Number:

BOL #



Valid only for the specified transaction noted above and officially certifies commodities only when CCOF embossed Corporate Seal is affixed. Any questions regarding the verification of this certificate should be directed to:

CCOF Certification Services, LLC
2155 Delaware Avenue, Suite 150
Santa Cruz, CA 95060
Phone: 831.423.2263 FAX: 831.423.4528

This Transaction Certificate is VOID if there are alterations, erasures or if the CCOF corporate seal is not embossed hereon.



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)	