



# CCOF

Organic Certification   Education & Outreach   Political Advocacy   Promotion

## Facility or Address Change Form

Complete this form to provide information about your new address or facility location. **An update to your Organic System Plan and an additional inspection may be required.** Upon review of your update you will be charged an add/change facility fee, if applicable, as described in the Certification Services Program Manual at [www.ccof.org](http://www.ccof.org)

To ensure your operation maintains compliance and to help CCOF process your address or facility change, please indicate what kind of change has occurred at your operation, below:

1. Your Operation Name: \_\_\_\_\_

2. Address of new location(s): \_\_\_\_\_

- We have **moved from a location** where I used to store, label, process or package organic products to a new location where I am storing, labeling, processing or packaging. \*\*
- We have **added an additional location** that I own or lease, where organic products are stored, processed, or packaged. I am still using all locations inspected by CCOF last year. Instructions for adding a facility can be found at [www.ccof.org](http://www.ccof.org). \*\*
- We have **closed or are no longer using a facility or location**. Please remove it from our Organic System Plan.
- Our address has changed because I have a **new billing location or office**. No organic storage, processing or packaging occurs there. All locations that were inspected last year are still a part of my Organic System Plan.
- Other: \_\_\_\_\_

3. Date you began using or plan to use this new location for organic production: \_\_\_\_\_

**Products processed in locations prior to an inspection may not be sold as organic.** Processing prior to inspection puts you at risk of losing your certification.\*\*\*

4. Tell us anything else about the change in your operation that might affect your compliance (new ownership, personnel, products, parcels, crops, equipment, processes, etc):  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Contact Name

Title

Authorized Contact Signature

Date

\*\* New locations must be approved by CCOF before processing organic products.

\*\*\* Allow 2-3 months for certification of new locations. Consider enrolling in our Expedited Services Program for faster review.

