



## Transaction Certificate Request

**Step 1:** Check your CCOF Client Profile to ensure your product(s) is approved for your export market.

**Step 2:** Complete section B mailing details below (ONLY required for Taiwan).

**Step 3:** Answer section C questions if exporting to Korea, the UK, EU or Taiwan.

**Step 4:** Use the instructions on the last page of this packet and send completed packet to [export@ccof.org](mailto:export@ccof.org). Allow at least 5 business days for processing.

**A. Rush Services** (Optional) To request a rush review of this Transaction Certificate, indicate whether you would like a Same-Day or Two-Day Rush below by writing RUSH in the subject line of your email. Ensure that all information is complete and accurate. Rush Review does not guarantee approval of your request. CCOF may require additional information to approve your request. If you want additional information reviewed by a guaranteed date, new rush review fees may apply.

Same-Day Processing: additional \$100 per certificate (Transaction Certificate baseline rates still apply)

*Request must be submitted before 12:00 PM PT to be processed by 5:00 PM PT same day. If CCOF is unable to respond to your request the same day, you will only be billed the 2-day rush processing fee*

Two Business Day Processing: additional \$50 per certificate (Transaction Certificate baseline rates still apply)

*Request must be submitted before 5:00 PM PT to be processed by 5:00 PM PT two business days later. If CCOF is unable to respond to your request the same day, you will not be billed a rush processing fee.*

**B. Mailing Details:** Where do you want CCOF to send the original certificate?

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1) How would you like the original certificate delivered?

USPS \$5 Domestic Only

DHL or FedEx \$5 plus carrier fee **No P.O. Boxes**

Use my DHL #: \_\_\_\_\_

Use my FedEx #: \_\_\_\_\_

Use CCOF's account and invoice my operation

**C. Required Market Questions:**

1) Korea

a) Date of departure from the US: \_\_\_\_\_

b) Date of arrival in Korea: \_\_\_\_\_

2) United Kingdom (UK)

a) Provide a shipping record to confirm shipment date from the port of departure.

b) Email address of UK Port Health Authority (PHA) or Local Authority (LA): \_\_\_\_\_

Shipment date as shown on supporting records:

*Booking/Shipping Confirmation (known as Loading Advice in draft version), or Draft Air/Sea Waybill, or, Dock Receipt*

3) European Union (EU)

a) Ensure you have uploaded the required sales/shipping record to TRACES to confirm shipment departure date from the USA and to confirm the product details listed in box 13 of the COI are declared as organic on the sales records and the lot number(s) and weight(s) match.





4) Taiwan

- a) Does your export to Taiwan go through a Canadian port?  Yes  No
- b) If you answered yes to 3a, does your organic product undergo any further processing, handling, or labeling while in Canada?  
 Yes  No

**D. Important Notes:**

- 1) CCOF strives to process your request within 5 business days.
- 2) To inquire on the status, call or email [export@ccof.org](mailto:export@ccof.org). **Do not re-send the original request.**
- 3) Certificates and reissues are billed per the CCOF Certificates Services Manual Bills are sent to the CCOF certified client.





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

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).

**EXPORT CERTIFICATE**

COUNTRY OF DESTINATION TAIWAN		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	
TOTAL MARKED NET WEIGHT:		TOTAL CONTAINERS:	
		<b>CCOF Certification Services, LLC</b> 877 Cedar Street, Suite 248 Santa Cruz, CA 95060 USA www.ccof.org	

PRODUCT AS LABELED	LOT NUMBER 1/ _	MARKED WEIGHT OF LOT 1/ (kg)	NUMBER OF PACKAGES IN LOT 1/	SHIPPING MARKS	PRODUCER
		kg			
		kg			
		kg			
		kg			
		kg			
		kg			
1/ As stated by exporter					

REMARKS: *"Certified in compliance with the terms of the AIT/TECRO-NOP/AFA Organic Equivalence 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:
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**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 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 in kg, 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		EU/Swiss Certificate of Inspection (COI) processed in TRACES and GB COI for export to the UK	
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 in kg of total shipment. Gross weight in kg 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		Japan or Taiwan TM-11 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 in kg.	
Total Containers		The number of shipping containers used	
Product Details		Indicate product (as labeled), lot numbers, the weight (kg) 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		CFIA Taiwan Certificate for Transactions of Organic Products	
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 (kg) in which the product is sold at market. Total units of the indicated product. Total net weight (volume in kg) of the indicated product (box 12 x box 13). Other comments.		
Section		Korean NAQS Export Certificates	
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 in kg, 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		

