



# 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) Mandatory for exports to **Korea ONLY**: Date of departure from the US and date of arrival in Korea -

3) 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 except for Eseal signed electronic certificates processed through TRACES. 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



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
--	--	---------	------------------------------

5. EXPORTED BY (NAME AND ADDRESS)		6. PRODUCT EXPORTED FROM	
-----------------------------------	--	--------------------------	--

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	
---	--	--	--

9. TOTAL NET WEIGHT	10. TOTAL CONTAINERS:
---------------------	-----------------------

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
----------------------------------	----------

*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.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Section		<b>NOP Transaction Certificate (export from the US)</b>	
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)	
Section		<b>EU/Swiss Certificate of Inspection (COI) processed in TRACES and GB COI for export to the UK</b>	
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 of total shipment (include units). Gross weight 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		<b>Japan or Taiwan TM-11 Export Certificates</b>	
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		<b>CFIA Taiwan Certificate for Transactions of Organic Products</b>	
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) in which the product is sold at market. Total units of the indicated product. Total net weight (volume) of the indicated product (box 12 x box 13). Other comments.		
Section		<b>Korean NAQS Export Certificates</b>	
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 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		
Section		<b>NOP Import Certificates (export into the US)</b>	
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		