



Electronic version available at www.tilth.org.

A hard copy COI is required for each shipment of organic product to any EU Member State in order to clear customs. There is no requirement for any documentation for shipment of EU products to non-EU Member State countries although often an OTCO Official Transaction Certificate [TC] is requested by the customer; this is a separate document request so please ensure that you are shipping to an EU member state prior to completing this COI request.

If the shipment contains both Organic and Non-Organic products complete this form for **ONLY** the Organic products. All of the information on this form must match on the shipment and/or accompanying shipping documents.

All information should be completed carefully and reviewed prior to submitting your form back to OTCO for processing. OTCO will charge a revision fee of \$25 per COI for making corrections based on incorrect information supplied to us. We do our utmost to process your request in a timely manner within 5 business days, if there are errors in your submission this will cause delays and potentially delay release of your shipment.

Completing and Submitting the COI Export Certificate

Please complete the OTCO COI Request certificate form. This form is a fillable word doc or can be printed out and completed by hand. Fill out this form completely, incomplete request forms will be returned.

THIS FORM WILL BE THE FINAL EXPORT DOCUMENT therefore it is preferable to key in the information. If you are filling it out by hand print clearly in block letters so that is information can be easily read.

- Email completed requests to: export@tilth.org or fax to: 541-753-4924.
- Please provide an address for where you would like the form sent. You must provide a UPS or Fedex account number for billing for all couriered forms. Since the original form is needed, you must let us know how you would like it sent.
- Support documentation is not required however corrections will be treated and billed as separate requests so please be accurate.
- Email this completed form to the email below and OTCO staff will finalize the COI for you, sign and verify.

Please contact export@tilth.org for further questions or call 503.378.0690.

Below is a description and key to entering information in to this COI request certificate form per box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

1. This box is prefilled with OTCO's name and address as the issuing body.
2. Do not use, OTCO will complete
3. Do not use, OTCO will complete
4. **Company Name and Address of Exporter.** This may be different than the OTCO certified Operator in Box 7.



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5. **Producer or preparer of product:** OTCO Certified client name and address that is the final certified Handler in the country mentioned in **Box 8**.
6. **Control Body:** This box is prefilled with OTCO name and address.
7. **Country of Origin:** The country where the product was produced/grown or processed
8. **Country of Export:** The country where the product is last prepared and sealed for export.
9. **Country of clearance/Point of entry:** The country in which the shipment is released for free circulation into the European Union.
10. **Country of Destination:** The country of the first consignee in the EU where the shipment will clear customs.
11. **Importer:** The EU certified company name and address that will receive the product for further processing or distribution after it clears customs.
12. **First Consignee in the EU:** The natural or legal person where the consignment is delivered and where it will be handled for further preparation and or marketing.
13. **Description of Products:** This box is critical. The CN Code, Trade name (which matches the Organic Master Certificate name), number of packages (number of boxed, cartons, bags, buckets etc), lot number and net weight must all be listed. CN Codes can be found at <https://uscensus.prod.3ceonline.com>
14. **Container Number:** Optional, but if you have it please place here as it assists in connection to the product
15. **Seal Number:** Optional, but if you have it please place here as it assists in connection to the product
16. **Total Gross Weight:** Expressed in appropriate units (kg)
17. **Means of Transport:** The mode would be listed as airplane, vessel etc, while the identification would include the flight number of vessel number
18. Do Not Use. These Boxes are for OTCO Office use.
19. 17,18. Do Not Use. These Boxes are to be completed when the shipment arrives in the EU.