



Electronic version available at www.tilth.org.

Overview

The OTCO Official Transaction Certificate is supplied by OTCO to accompany shipments to various countries that do not have a specific regulated form. This Official Transaction Certificate may or may not be required by the country you are exporting to or by the buyer you are selling to.

Timeline and Fees:

- Transaction Certificates are processed in the order they are received and within 5 business days of receipt, at a rate of \$60/ certificate, unless you request expedited processing or same day expedited processing.
 - Expedited requests will be processed within 24 hours (1 business day) at a charge of \$125 per certificate.
 - Same day expedited requests will be processed within the same business day (must be received by OTCO by 12pm Pacific time) at a charge of \$200 per certificate.
 - Please note that processing times may be extended if request forms are not accurately completed.
- All information should be completed carefully and reviewed prior to submitting your form back to OTCO for processing. If there are errors in your submission, this will cause delays and potentially delay release of your shipment. There will be a \$25 fee for corrections to transaction certificates if erroneous information is provided.
- If you need the original of your finalized request shipped, please be sure to provide a shipping address, contact name and phone number, as well as a FedEx or UPS (with associated postal code) account number for billing.

Please submit all Transaction Certificate requests and concerns to export@tilth.org.

Step 1: Determining the Proper Supporting Documentation for Your Transaction Certificate

Are the products you are shipping on your OTCO certificate?

- No - Please have these products approved and added to your certificate before completing and submitting your Transaction Certificate. To have the products added please contact our office and speak with our certification staff 503.378.0690.
- Yes - Please submit your completed Transaction Certification form properly filled out to export@tilth.org.

Completing and Submitting the Transaction Certificate Request Form

Please complete the OTCO Official Transaction Certificate Request 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. See below for detailed instructions on how to completed this request form.

THIS FORM WILL BE THE FINAL TRANSACTION CERTIFICATE 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.



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- Support documentation is not required however corrections will be treated and billed as separate requests so please be accurate.

Detailed Instructions for Completing the Request Form

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

1. **Certifying Agent Issuing Certificate:** This box is prefilled with OTCO's information.
2. **Unique Identification Number:** Do not use this box. For OTCO use only
3. **Seller:** This box must contain the name and address, including zip code, of the final seller of the product as applicable. For producers and handlers with multiple locations, the address will be the common or corporate address.
4. **Buyer:** This box must contain the name and address of the individual or business in the country of destination to which the product will be transferred, assigned or delivered to.
5. **Product Name:** This box must contain the name of the raw product or packaged products. For raw product, the name will be the common name of the product, e.g. rice, wheat, oranges, apples. For packaged products, the name will be the name shown on the principal display panel.
6. **Lot Number:** This box must contain the lot number assigned to product.
7. **Net Weight:** This box must contain the marked **net weight** of the lot, in kg.
8. **Invoice Number:** This box must contain the invoice number or PO number that will match the shipment and sales documents.
9. **Country of Dispatch:** Country the product is shipped from, normally USA.
10. **Country of Destination:** Country the product is shipped to, this may be USA as well.
11. **Vessel Name:** Name of vessel or company shipping the product.
12. **Container Number:** Number on the shipping container for import matching, if this is not exported outside of the USA and no container number exists type N/A.
13. **Declaration:** The NOP declaration will be included on all official TCs. Select any additional declarations needed by checking the associated boxes (this is generally for Latin American clients). For Mexico clients, OTCO will automatically check off the Mexico Program (SADER LPO) declaration if it is not selected by the operator.
 - a. **Please note:** Program certificate numbers: Do not complete this information. For OTCO use only. These numbers will be added by OTCO, as needed.