



Electronic version available at [www.tilth.org](http://www.tilth.org).

### Overview

The U.S. has established trade partnerships with several countries to facilitate the exchange of organic products. These countries have trade arrangements with the U.S. that allow products certified to their respective organic standards to be represented as organic in the United States. NOP Import Certificates are required for shipment of products into the US from various countries as part of the terms of these arrangements; they are not required for organic products certified to the NOP standards that are imported from other countries. For more information, review the USDA's "Importing Organic Products into the U.S." factsheet available on their website.

Please review these instructions carefully to ensure that your shipment is properly approved.

### Determining the need for an Import Certificate.

- USDA requires NOP Import Certificates to be issued for all organic products traveling from the following countries into the US: Mexico, EU, Japan, Korea, Switzerland.
- The Import Certificate should accompany the shipment and the importer should keep them on file for verification with their certification agency.
- Import certificates should be completed by the certification agent that certifies the last certified entity in the chain of custody prior to exporting to the US.

### 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 import certificate requests and concerns to [export@tilth.org](mailto:export@tilth.org)**

### Completing and Submitting the NOP Import Certificate

Please complete the NOP Import Certificate request form. This form is a fillable word document and must be completed in English. Fill out this form completely as incomplete request forms will be returned. This request form will be the final certificate; therefore, it is preferable to key in the information electronically and return it electronically.



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- Email completed requests to: [export@tilth.org](mailto:export@tilth.org) or fax to: 541-753-4924.
- Please indicate if an electronic version is sufficient in the written request accompanying the request
- Additional supporting documentation is not required; however, corrections will be treated and billed as separate requests, so please be accurate.

Below, you will find a guide to completing the NOP Import Certificate request form. This guide is organized by box number and provides important instructions regarding the information required by each section. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

1. **Certified to the USDA National Organic Standards:** Do not use this box. For OTCO use only.
2. **City and state of product destination:** Identify the US city and state where the product will arrive (city and state of the port or arrival). The state name must be fully spelled out; do not abbreviate the name (ex – California vs. CA).
3. **Date:** Leave blank. OTCO will complete this box with the date the import certificate is completed.
4. **Cert Number:** Do not use this box. For OTCO use only.
5. **Exported By:** Enter the name and address (Unit #, Street Name, City, State, Zipcode, Country) of the exporter (individual or business). If the producer or final handler of the product is not the same as the exporter, this will be reflected in box 14.
6. **Product Exported From:** Identify the name and address (Unit #, Street Name, City, State, Zipcode, Country) of the port of embarkation (address of the port from which the products leave the country).
7. **Recipient in the US:** Identify the name and address (Unit #, Street Name, City, State, Zipcode, Country) of the individual or business in the country of destination to which the product will be transferred, assigned or delivered.
8. **Certifying Agent Issuing Certificate:** This box is prefilled with OTCO's information.
9. **Total Marked Net Weight:** Identify the total net weight of the shipment covered by the export certificate. Make sure that information provided coincides with all other shipping documents.
10. **Total Containers:** If applicable, identify the total number of air or vessel containers covered by the export certificate.
11. **Product as Labeled:** Identify the name of the raw product(s) or packaged products to be shipped. For raw product, use the common name of the product (e.g. rice, wheat, oranges, apples). For packaged products, use the name shown on the principal display panel. Multiple products may be covered by the same NOP Import Certificate, but must be listed separately.
12. **Harmonized Tariff Code:** If HT codes exist for the product(s) being covered by the NOP Import Certificate, enter the HT Code of the product(s). HT Codes are listed at <https://hts.usitc.gov/current>
13. **Shipping Identification:** Enter the shipping identification information under which the product(s) will travel from the exporting country to the US. This may include the flight number, vessel name or number, or container number.
14. **Final Handler:** If different from the exporter (entered in box 5), enter the name of the producer or final preparer of the product. (I.e. the final handler in the chain of custody before being turned over to the exporter).
15. **Certifying Body of Final Handler:** Enter the name of the certifying body that certified the final handler or producer of the product. If OTCO, simply enter OTCO.
16. **Remarks and Attestations:** Use this box to indicate any additional information about the product you wish to have listed. This could include additional shipping information related to the product, lot code, etc. Please note that OTCO will review closely information contained in this box, but no information is required.