



503.378.0690
PO Box 368
Corvallis, OR 97339
organic@tilth.org
tilth.org

OTCO Official Transaction Certificate Instructions

Electronic version available at www.tilth.org

Please review these instructions carefully to ensure that each shipment is properly approved. Please submit all Official Transaction Certificate requests and concerns to export@tilth.org

Overview

The OTCO Official Transaction Certificate is not required for any domestic or international shipment of organic products but is available for shipments of OTCO certified organic products to countries without a required form (such as a COI, TM11, or NAQS) or current organic equivalency arrangement. While not required, Official TCs are commonly requested by a destination country or customer.

Timeline and Fees

Transaction certificate requests are processed following three different timelines:

1. Standard requests are processed in the order that they are received, generally within 5 business days of a complete request.
2. Expedited requests are processed by the end of the following business day that the complete request is received.
3. Same day expedited requests are processed by the end of the same business day that the complete request is received. These requests must be submitted by 12:00pm PST to qualify for same day expedited processing.

All requests (including revisions) will be processed as standard unless expedited or same day expedited is explicitly mentioned within the initial request email. Processing timelines begin when a completed request is received and will be extended if request templates are not accurate or complete. Please review all information carefully prior to submitting the template back to OTCO for processing, as this will be the final document. Refer to OTCO's Fee Schedule for details on cost per request.

Completing and Submitting the Transaction Certificate Request Form

Please complete the OTCO Official Transaction Certificate Request form. This form is an editable .docx template 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 completing by hand, please print clearly in block letters so that information is easily legible.

Supporting documents are not required, however corrections will be treated and billed as separate requests so please be accurate and check work prior to submission.

If there isn't enough space for all the products on a single template, continue the request on a new form, completing only the product information on the additional form(s). Within the initial request email, please let us know that all included templates are for a single request, and they will then be combined during processing.

Below is a description of how to complete an Official Transaction Certificate request, by box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the



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document.

1. **(OTCO USE ONLY) Certifying Agent Issuing Certificate:** This box must contain the name and address of the Agent that issues this certificate. This box is prefilled.
2. **(OTCO USE ONLY) Transaction Certificate Number:** This box must contain the unique identification number assigned to the certificate once authorized.
3. **Seller:** This box must contain the name and address, including zip code, of the OTCO certified final manufacturer of the included products. 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 importer – the individual or business in the country of destination to which the product will be transferred, assigned, or delivered. For importers with multiple locations, the address must be the common or corporate address.
5. **Product Name:** This box must contain the name of the included product, exactly as it appears on the current organic certificate. The naming convention that OTCO uses is Brand Name > 'Organic' > Product Name > Trade Name. If the trade name and the product name are repetitive, please include only the trade name. Package/product size may be listed in the product description only if the package/product size appears on a previously approved label.
6. **Lot Number:** This box must contain the lot number assigned to product. Each lot number, even when concerning a single product, must be listed on a separate line.
7. **Net Weight:** This box must contain the marked net weight of the lot, in kilograms.
8. **Invoice Number:** This box must contain the invoice/PO number that clearly link the shipment and sales documents.
9. **Country of Dispatch:** This box must contain the name of the country the product is shipped from.
10. **Country of Destination:** This box must contain the name of the destination country of the products.
11. **Vessel Name:** If travelling via sea, this box must contain the vessel name and number for the included products. If travelling via air, this box must contain the Airline and Flight Number. It is critical that the information be provided accurately, as this box must clearly link the Official TC to the shipment.
12. **Container Number:** If travelling via sea, this box must contain the number on the shipping container/seal number. If travelling via air, this box must contain the final AWB number.
13. **(LATIN AMERICA CLIENT USE ONLY) Declaration:** The NOP declaration will be included on all Official TCs. Select any additional declarations needed by checking the associated boxes; OTCO will automatically check off the Mexico Program (SADER LPO) declaration if it is not selected by the operator.
 - a. **(OTCO USE ONLY) EU PROGRAM CERTIFICATE No.:** This box must contain the relevant program certificate numbers. These numbers will be added or removed, as needed.
 - b. **(OTCO USE ONLY) OTCO Mexico Program Certificate No.:** This box must contain the relevant program certificate number.

Completed requests must be submitted to export@tilth.org, maintaining the editable .docx format. Any expedited, or same-day-expedited requests (or revisions) must be explicitly stated within the original email request.

If the original hard copy is needed, please be sure to provide a shipping address, including a contact name and phone number, as well as an account number (FedEx, UPS, DHL) to be billed. If sending via UPS, the associated billing zip code is also required.