**OTCO Document Control of International Transaction (DCTI) Instructions**

Electronic version available at [www.tilth.org](https://tilth.org/transaction-certificates/)

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

**Please submit all DCTI requests and concerns to** [**export@tilth.org**](mailto:export@tilth.org) **or call 503.378.0690**

**Overview**

A DCTI Transaction certificate is required to accompany a shipment of organic goods to Canada from Mexico. This certificate is issued by OTCO for the final manufacturer or exporter within Mexico.

**Timeline and Fees**

Transaction certificate requests are processed following three different timelines.

* Standard requests are processed in the order they are received, generally within 5 business days of receipt of a completed request and are $60.00 USD per certificate.
* Expedited requests are processed by the end of the following business day after receipt of completed request and are $125.00 USD per certificate.
* Same day expedited requests are processed by the end of the same business day that a completed request is received and are $200.00 USD per certificate. Requests must be submitted to [export@tilth.org](mailto:export@tilth.org) 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 processing is explicitly mentioned within the initial request email.

Revision requests, for corrections to already authorized certificates, are $25.00 USD per certificate and follow the same timelines. Expedited revisions are $150.00 USD per certificate and same day expedited revisions are $225.00 certificate.

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.

**Completing and submitting the Document Control of International Transaction**

Please complete the DCTI 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 included 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 a DCTI request, by box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

1. **(OTCO USE ONLY) File Number**: This box will contain the authorized DCTI Certificate Number once assigned by the certifying agent.
2. **(OTCO USE ONLY) Importing Country**: This box is prefilled with Canada.
3. **Name of Importer & Address:** This box must contain importer name and address.
4. **Name of Exporter & Address:**  This box must contain the name and address, including postal code of the individual or business exporting the product.
5. **(OTCO USE ONLY) Date of issue:** This box must contain the date of the DCTI Authorization by OTCO.
6. **(OTCO USE ONLY) Exporting Country**: This box is prefilled with Mexico.
7. **Certificate Number:** This box must contain the certificate number of the OTCO LPO Certificate.
8. **(OTCO USE ONLY) Name of Certification Body & Address:**  This box must contain the name and address, including zip code, of Oregon Tilth Certified Organic (OTCO). This box is prefilled.
9. **Name of Certified Operator & Address**: This box must contain the name and address, including postal code of the Operator certified by OTCO either exporting or final manufacturing the product.
10. **Name of Product**: 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.

1. **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.
2. **Unit Weight/package specification**: This box must contain the *Unit Weight* of the lot, in kilograms.
3. **Quantity:** This box must contain the number and type of units being included. For example: 10 cases, 20 bottles, 3 cans, etc
4. **Total Net Weight (kg)**: This box must contain the *Total Net Weight* of the lot, in kilograms.
5. **Additional Remarks (if any)**: This box must contain shipping marks and invoice number for the products being exported.
6. **(OTCO USE ONLY) Name and signature of the CB authorized person & Certification Body Stamp**: The box must have signature and stamp by OTCO once authorized.

**Completed requests must be submitted to** [**export@tilth.org,**](mailto: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.**