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NOP Import Certificate Instructions

Electronic version available at www.tilth.org

USDA published the Strengthening Organic Enforcement (SOE) final rule on January 19, 2023, which will require the use of electronic NOP Import Certificates for all organic products imported into the U.S., improving the oversight and traceability of imported organic products. The use of the NOP Import Certificate will be mandatory as of March 19, 2024. **Prior to the mandatory date, OTCO is piloting the use of NOP Import Certificates.**

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

Completing and Submitting the Transaction Certificate Request Form

Please complete the NOP Import Certificate Request form. This form is an editable .docx template. Fill out this form completely; incomplete request forms will be returned.

- 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.

Below is a description of how to complete an NOP Import Certificate 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) Certified to ___Organic Standards:** This box is prefilled.
- 2) **City and State of Product Destination:** Enter the U.S. city and state importing the product. The state name must not be abbreviated but spelled out in full.
- 3) **Date:** Enter the date you completed the form (mm/dd/yyyy). This date may or may not be the same as the date you sign the form (Box 18).
- 4) **(OTCO USE ONLY) Import Certificate Number:** This box must contain the unique identification number assigned to the certificate once authorized.
- 5) **Exported By:** Enter the name and address, including postal code, of the individual or business that is exporting the product. If the final producer or preparer of the product is not the exporter, this will be reflected in Box 14.
- 6) **Product Exported From:** This box must contain the name and address including postal code of the official air or sea port of embarkation (address from which products leave the country of export).
- 7) **Recipient in the U.S.:** This box must contain the name and address of the importer – the individual or business in the U.S. to which the product will be transferred, assigned, or delivered.
- 8) **(OTCO USE ONLY) Certifying Body Issuing Certificate:** This box must contain the name and address of the organic certifier that issued the certificate. This box is prefilled.



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- 9) **Total Marked Net Weight:** This box must contain the total net weight, in kilograms, of the shipment.
- 10) **Total Containers:** This box must contain the total number of containers covered by the export certificate. For example, if the total number of packages have been combined onto 3 pallets to travel via plane, the correct input would be 3. If those 3 pallets were loaded into a single *shipping* container to travel via sea, the correct input would be 1.
- 11) **Product as Labeled:** For raw products, enter the common name of the product(s) (e.g. lemons or limes). For packaged products, enter the name shown on the principal display panel (front of the package). Only ONE product per NOP Import Certificate is allowed.
- 12) **Harmonized Tariff Code:** If HT Codes exist for the product being covered by the NOP Import Certificate you are completing, enter the HT Code of the product. HT Codes are listed at <https://hts.usitc.gov/current>.
- 13) **Shipping Identification:** This box must contain flight number, vessel name/number, or container/seal number as applicable for the product covered by the import certificate. It is critical that the information be provided accurately, as this box must clearly link the import certificate to the shipment.
- 14) **Final Handler:** If different from the exporter (entered in Box 5), enter the name and address, including postal code, of the producer or preparer of the product.
- 15) **Certifying Body of Final Handler:** Enter the name and address, including postal code, of the certification body for the final handler.
- 16) **Remarks and Attestations:** Enter any remarks or attestations for the product covered by this NOP Import Certificate.

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.

Timeline and Fees

During the piloting of the NOP Import Certificate, the following fees are waived. Beginning March 19, 2024, the following fees will apply:

Import 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.



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- 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 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.

We appreciate your participation with NOP Import Certificates.
For more information, visit <https://www.ams.usda.gov/services/organic-certification/international-trade/Electronic-Organic-Import-Certificates>