| **Request for NOP Import Certificate (NOPIC)** |
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| *Instructions:* Use this form to request an NOP Import Certificate for one or more USDA certified organic products that will be exported *from a foreign country to the United States* to a single US importer. Submit the completed request to QCS via imports@qcsinfo.org. Information must be complete at the time of submission. As per 7 CFR §205.273(a), persons exporting organic products to the United States must request an NOP Import Certificate from a certifying agent prior to their export. An approved NOP Import Certificate will apply to a specified amount of a single product that has been verified by QCS to be certified organic. It is the exporter's responsibility to submit the NOP Import Certificate request with sufficient time for QCS to evaluate its validity and generate the NOPIC in time for the exporter to deliver it to the importer or customs broker to comply with the current import [CBP import filing requirements for Partner Government Agencies](https://www.cbp.gov/trade/basic-import-export/e-commerce/partner-government-agencies-import-guides), which may be prior to export.  |
| 1. Exporter Information
 |
| QCS certified operation name:       | NOP ID #:       |
| Name of person completing this form (must be an authorized representative of the certified entity):       | Request date:       |
| You will be invoiced based on the selected turnaround time in accordance with QCS’ fee structure. Select one: [ ]  2-3 working days [ ]  4-5 working days [ ]  6-7 working days |
| List email addresses in addition to the operation’s contact listed in OID that should receive a copy of the NOP Import Certificate, if applicable:       |
| Is the exporter the final handler (producer or preparer) of the organic product? If no, provide the operation name and NOP ID# of the final handler. | [ ]  Yes [ ]  No      |
| Mode of Transport  | [ ]  Air [ ]  Ship [ ]  Truck [ ]  Train [ ]  Other: specify:       |
| Anticipated time in transport (give range if applicable) |       |
| 1. Importer Information
 |
| 1. Importer name
 |       |
| 1. Importer NOP ID# (from Organic Integrity Database)
 |       |
| 1. Importer address
 |       |
| 1. Options (Select one and provide details)
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| [ ]  This request covers *multiple* organic products that will be shipped in a *single* consignment. Submit the bill of lading upon issuance to verify the final volume.  | Expected shipment date:      |
| [ ]  This request covers a *single* organic product that will be shipped in a *single* consignment. Submit the bill of lading upon issuance to verify the final volume. |
| [ ]  This request covers a *single* organic product that will be shipped in *multiple consignments* to a single importer in a specified time period up to 6 months. 1. Expected first shipment date:
2. Expected last shipment date (maximum 6 months after the first shipment date):
3. Shipping frequency: [ ]  Weekly [ ]  Monthly [ ]  Quarterly [ ]  On demand [ ]  Other:
4. How will you document the total quantity of product exported in association with this import certificate and make that information available to QCS upon request?
5. How will you ensure that exports associated with this import certificate do not exceed the total quantity listed above?
 |
| 1. Product Information

Multiple products may be included in this request only if they (a) all have the same HTS code and can be listed on a single NOP Import Certificate or (b) have different HTS codes but will be shipped together in a single consignment.  |
| Product Name[[1]](#footnote-2) | [Harmonized Tarriff (HTS) Code](https://hts.usitc.gov/) | Organic standard | Labeling category | Total Net Weight (Kg) | Estimated total # of containers | Outgoing lot number |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO[[2]](#footnote-3) |       |       |       |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO |       |       |       |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO |       |       |       |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO |       |       |       |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO |       |       |       |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO |       |       |       |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO |       |       |       |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO |       |       |       |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO |       |       |       |
|       |       | [ ]  USDA-NOP[ ]  COR | [ ]  100% Organic [ ]  Organic [ ]  MWO |       |       |       |
| 1. Declaration
 |
| I hereby declare that, to the best of my knowledge, all the information presented in this request is accurate. I declare that the product concerned has been produced and/or prepared in accordance with the QCS approved organic system plan and in compliance with the USDA organic regulations or applicable international trade arrangements. The operation will maintain audit trail documentation for all organic products in this request spanning the time of purchase/acquisition through production, to sale or transport that are traceable back to the last certified operation and make such records available to QCS upon request. The operation will ensure that all documentation related to the product’s export, including but not limited to bills of lading, bills of sale, commercial invoices, and packing lists, will clearly state that the product is organic. I understand my responsibility to submit the NOP Import Certificate request with sufficient time for QCS to evaluate its validity and generate the NOP Import Certificate so that I may deliver it to the importer or Customs broker to comply with current CBP import filing requirements. I understand that I will be invoiced in accordance with the Transaction Certificate fees as stated on the QCS Fee Structure. Client agrees to indemnify QCS and hold QCS harmless against any claims that may arise related to client’s failure to meet the requirements for the NOP Import Certificate requested. |
|       |       |       |
| Signature | Printed Name | Date |

**For QCS Office Use Only:**

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| ***Instructions:*** *Check each box that is applicable to the request or operation. All boxes must be checked to approve the validity of the NOP Import Certificate Request.* |
| [ ]  | The exporter requested the NOP Import Certificate prior to export. |
| [ ]  | All required information is included on the form. |
| [ ]  | The form was completed by an authorized representative of the certified operation. |
| [ ]  | The operation is currently certified to the USDA-NOP. |
| [ ]  | The product(s) as identified above is/are listed on the operation’s most recently issued Product Verification Form as certified under NOP or COR (as applicable) and in the labeling category indicated in the request. |
| [ ]  | QCS has verified that the operator has the capacity to produce the quantity of product requested to be listed on the NOPIC in the shipment period, accounting for previous shipments of the same product(s). |
| [ ]  | The operation does not have an open finding related to prohibited substances, noncompliance or adverse action affecting the product’s organic integrity. |
| DECISION:  | [ ]  Approved Certificate #:       | [ ]  Rejected. Reason:       |
|       |       |       |
| Signature | Printed Name | Date |

1. Must be listed on the exporter’s Product Verification Form and match label on non-retail container. [↑](#footnote-ref-2)
2. Made with organic (specified ingredients or food group(s)) [↑](#footnote-ref-3)