| Request for NOP Import Certificate |
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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 form to QCS via imports@qcsinfo.org As per 7 CFR §205.273(a), persons exporting organic agricultural 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.  |
| 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:       |
| Your invoice will be based on the selected turnaround time, based on our fee structure. Select one: [ ]  1-2 working days [ ]  3-5 working days [ ]  5-7 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 |       |
| 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)
 |
| [ ]  This request covers *multiple* organic products that will be shipped in a *single* consignment.  | Expected shipment date:      |
| [ ]  This request covers a *single* organic product that will be shipped in a *single* consignment.  |
| [ ]  This request covers a *single* organic product that will be shipped in *multiple consignments* to a single importer. 1. Expected first shipment date:
2. Expected last shipment date:
3. How will you document the total quantity of product exported in association with this import certificate and share that information with QCS?
 |
| 1. 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 will be shipped in a single consignment.
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| 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. Furthermore, 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 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.* |
| [ ]  | 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 to the NOP in the labeling category indicated in the request. |
| [ ]  | The operation does not have an open (unresolved) noncompliance or adverse action affecting the product’s organic integrity.If the operation has an open noncompliance or adverse action that could potentially affect the product’s organic integrity, **you must** obtain written approval from the Certification Manager, International Compliance Specialist, or Compliance Manager to approve the validity of the request. * Check, if applicable [ ]  Not approved [ ]  Approved by (Name and title):
 |
| 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)