Completing an NOP Import Certificate (NOP 2110-1)

To facilitate the exchange of organic products, the U.S. has established trade partnerships with several countries. These arrangements provide U.S. organic producers with additional market opportunities and allow consumers to enjoy a wider range of organic products year-round. The terms of each arrangement are available at: **http://www.ams.usda.gov/NOPInternationalAgreements**.

These instructions are designed to help authorized foreign organic certification bodies complete a National Organic Program (NOP) Import Certificate (NOP 2110-1):

Box 1. **Certified to _____ Organic Standards:** Enter the name of the organic standard to which the product is certified.

Box 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.

Box 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).

Box 4. **Import Certificate Number:** Enter the unique identification number that you have assigned to the specific NOP Import Certificate you are completing. Each unique identification number may only be used once and must be maintained in a control log (paper-based or electronic) that records each export certificate that you create, including those issued, voided, or destroyed.

Box 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.

Box 6. **Product Exported From:** Enter the name and address, including postal code, of the port of embarkation (address from which products leave the country).

Box 7. **Recipient in the U.S.:** Enter the name and address, including postal code, of the individual or business that will receive the product in the U.S.

Box 8. **Certifying Body Issuing Certificate:** Enter the name and address, including postal code, of the certification organization you represent.

Box 9. **Total Net Weight:** Enter the total net weight of the shipment covered by this NOP Import Certificate.

Box 10. **Total Containers:** If applicable, enter the total number of air or vessel containers carrying products covered by this NOP Import Certificate.

Box 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). Multiple products may be covered by the same NOP Import Certificate, but must be listed separately.

Box 12. **Harmonized Tariff Code:** If HT Codes exist for the product(s) being covered by the NOP Import Certificate you are completing, enter the HT Code of the product(s). HT Codes are listed at **https://hts.usitc.gov/current**.

Box 13. **Shipping Identification:** Enter the identification information for how the product(s) covered by the NOP Import Certificate will travel from the exporting country to the U.S. This may include the flight number, vessel name or number, or container number.

Box 14. **Final Handler:** If different from the exporter (entered in Box 5), enter the name of the producer or preparer of the product.

Box 15. **Certifying Body of Final Handler:** If you certified the product(s) covered by this NOP Import Certificate, enter the name and address, including postal code, of the certification organization you represent. If another certification organization certified the product(s), enter their name and address, including postal code.

Box 16. **Remarks and Attestations:** Enter any remarks or attestations for the product(s) covered by this NOP Import Certificate.

Box 17. **Signature of the Certifying Body:** Submit the completed form to the individual designated to sign NOP Import Certificates on behalf of your certification organization and attest to its authenticity. This individual is responsible for all aspects of the issuance of the NOP Import Certificate, including ensuring security of blank NOP Import Certificates and oversight of the NOP Import Certificate control log.

Box 18. **Date:** Enter the date (dd/mm/yyyy) this NOP Import Certificate is signed. This date may or may not be the same as the date of data entry in Box 3.