

EXPORTER SERVICES

Florida Chamber International Trade Office
136 S. Bronough St
Tallahassee, FL 32301
850-521-1200
International@flchamber.com

The Florida Chamber of Commerce offers Certificates of Origin and Certificates of Free Sale for products in most industries.

The Florida Chamber IS NOT a government entity. It is important to note that these certificates are not in lieu of any government issued certificate. It is an addendum to any and all other document requirements. Please check with the foreign governing agency to verify documentary requirements.

FEES

All fees must be paid in advance and are non-refundable.

Certificate of Origin

- Member \$25
- Non-Member \$55

Certificate of Free Sale

- Member \$60
- Non-Member \$80
- Apostille \$60

CERTIFICATES OF FREE SALE

Some foreign governments require a “Certificate of Free Sale.” These are sometimes also referred to as a “Certificate for Export” or “Certificate to Foreign Governments.” The Florida Chamber of Commerce can issue you a Certificate of Free Sale, evidence that a product was manufactured in, packaged, or distributed from the state of Florida freely without restriction, and approved by the regulatory authorities in the country of origin (United States).

The Florida Chamber does not offer Certificates of Free sale for raw agricultural commodities, dairy products, poultry or meat products, dietary supplements, human or animal drugs or biologics. Please contact the FDA for more information.

REQUIRED DOCUMENTATION

Letter from manufacturer on the letterhead of manufacturer attesting to the source of manufacturing for all products listed in the certificate (submitted once every 12 months).

The manufacture’s name must be the exact name as it appears on all government issued licenses and registration. If you are a bulk distributor and unable to submit a letter from each manufacturer directly, you must submit a notarized declaration issued on your own company’s letterhead attesting to the source of manufacturing (name and address of manufacturer).

Copies of invoice(s) of the product(s) showing the sale of each product to a U.S. customer.

The invoices should be dated within the last 12 months and the product names must be the same as how they will appear on the certificate. If the invoice contains products that are not applicable to the certificate you must highlight the products that are.

U.S. FOOD AND DRUG ADMINISTRATION (FDA)

FDA processes certificates for food, food additives, seafood, dietary supplements and cosmetics, human or animal drugs, biologics, and medical devices. FDA website offers FDA point of contact broken out by product and step-by-step instructions for obtaining a certificate can be found on the FDA website.

General information

<https://www.fda.gov/regulatory-information/search-fda-guidance-documents/cpg-sec-110100-certification-exports>.

Contact information.

<https://www.fda.gov/regulatory-information/search-fda-guidance-documents/fda-export-certificates>

CERTIFICATES OF ORIGIN

Some foreign governments require a “Certificate of Origin.” These are sometimes also referred to as a “Declaration of Origin”. The Florida Chamber of Commerce can issue you a Certificate of Origin, evidence that a product was manufactured, packaged, or distributed and approved by the regulatory authorities in the country of origin (United States).

The Florida Chamber does not offer Certificates of Origin for raw agricultural commodities, dairy products, poultry or meat products, dietary supplements, human or animal drugs or biologics. Please contact the FDA for more information.

REQUIRED DOCUMENTATION

Copies of manufacturers invoice(s) or commercial invoice(s) indicating where your goods are manufactured.

The invoices should be dated within the last 12 months and the product names must be the same as how they will appear on the certificate.

Applications for Certificates of Origin are submitted via essCert.

essCert is a user-friendly online tool that allows exporters and freight forwarders to create, submit and collect electronic Certificates of Origin from your desktop. Creating an account at essCert is fast and easy.

Go to essCert.com and then:

- click the **Register button**
- Click on **United States**
- Click on **Florida Chamber of Commerce**

Once registered a welcome email will be sent with a quick start guide on how to begin the application process.

Applications require completion an online form used to populate the certificate and uploading supporting invoice(s). Once approved the Chamber applies stamps and signatures to the electronic Certificate of Origin so that it is available for downloading or printing.

MANUFACTURERS LETTER ON COMPANY LETTER HEAD

- Must include state of incorporation/organization or operation
- Must be signed by Principal of Officer

[Date}

[Company Name]
[Street Address]
[City, State Zip]

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To whom it may concern,

I [Principal/Officer] certify that the products listed below are manufactured by [Company Name] and are manufactured in the United States of America.

[Product List]

Sincerely,

[Principal/Officer]

[Name]
[Title]
[Phone]
[Email]

DISTRIBUTERS LETTER ON COMPANY LETTER HEAD

- Must include state of incorporation/organization or operation
- Must be signed by Principal of Officer

[Date]

[Company Name]
[Street Address]
[City, State Zip]

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To whom it may concern,

I [Principal/Officer] certify that the manufacturers and products listed below are manufactured in the United States of America.

[Company A, headquartered in [City, State]

[Product List]

[Company B, headquartered in [City, State]

[Product List]

[Company C, headquartered in [City, State]

[Product List]

Sincerely,

[Principal/Officer]

[Name]
[Title]
[Phone]
[Email]