

Certificate for Shipment Request Form



Please fill out this form completely. Submit via email to FreeSaleCertificates@oda.oregon.gov.
Instructions can be found on page 2 of this form.

Section I: APPLICANT

Applicant Information	
Company Name:	Contact:
Address:	City/State/Zip:
Phone:	Email:

Section II: FACILITY LOCATION & LICENSE TYPE

ODA-Licensed Facility Information*	
Company Name:	
Address:	City/State/Zip:
License Type:	Food Processor Packer/Shipper Dairy Products
Warehouse: products manufactured in Oregon	Warehouse: products NOT manufactured in Oregon

*The name and address of the location will be listed on the certificate. The facility must be currently licensed and in good standing with the Oregon Department of Agriculture. Certificates cannot be issued for facilities without current licenses.

Section III: CERTIFICATE REQUEST TYPE & PRODUCT INFORMATION

Certificate Titles & Notary Information (Up to two (2) titles can be put on each Certificate)			
Certification	Certificate of Origin	Health Certificate	Notarized:
Certificate of Free Sale	Certificate of Hygiene	Sanitary Certificate	Yes No
Apostille (must include Secretary of State (SOS) paperwork, UPS/FEDEX shipping labels from ODA to SOS, and from SOS back to you)		China Customs Recommendation Letter	

Product Information (Can also be submitted in a separate Word document; provide EXACTLY as desired on certificate; the department will not make edits to product information)

Section IV: CERTIFICATE ORDER AND SHIPPING INFORMATION

CERTIFICATE ORDER	SHIPPING INFORMATION (CERTIFICATE WILL BE SENT HERE)
Number of Certificates requested: _____	<input type="checkbox"/> UPS/FEDEX shipping label provided.
Email scan of certificate: Yes No	<input type="checkbox"/> Ship via standard USPS mail to the following address:
	Name:
	Address:

Section V: PAYMENT INFORMATION

Check the appropriate box below to pay by:

Check
 Credit Card
 Invoice (for ODA customer accounts only)

Once the certificates are complete, a payment form will be emailed to you if you choose check or credit card payment. ODA customer accounts are invoiced monthly and can be set up upon request.

Certificate Request Guidelines

Section I: Applicant – Contact information for the entity requesting the certificate.

- Provide complete information and a direct phone number where the applicant can be reached. Any questions about the request will be directed to the applicant.

Section II: Facility Location & License Type – this is the physical location that holds the current license and will be listed on the certificate.

- The facility must be currently licensed with the Department and in good standing.
- Certificates or Letters cannot be issued for facilities without current licenses.

Section III: Certificate & Product Information – information will be listed on the certificate EXACTLY as provided to the Department.

- Request up to two (2) titles on any certificate.
- Indicate if the certificate is to be notarized (no additional charge).
- Provide information for the product to be shipped EXACTLY as you would have it appear on the certificate. The Department cannot advise on the content of the product description.
- If product list is larger than the box on the form, please submit in a MS Word document.
- This information will be copied EXACTLY as it is provided to the Department.

Section IV: Certificate Order and Shipping Information

- Enter the number of certificates requested.
- For expedited shipping, provide a UPS/FedEx shipping label with the request form.
- Standard USPS mail will be used if no shipping label is provided – can take up to two weeks.
- China Customs Recommendation Letters will be sent in pdf form only.

Section V: Payment Information

- Choose the desired means of payment.
- Each original certificate is \$10. China Customs Recommendation Letters are \$10.
- There is a \$1 charge for scanning and emailing a certificate.

Other Information

- Certificates are generally processed and mailed within 10-12 business days of receipt. Requests that are not complete or correct may cause a delay in processing.
- Applications are processed in the order they are received, on a *first-in first out* basis. At this time, the Department cannot expedite the issuance of certificates.
- The certificate is valid for 1 year from the date of issuance.
- Providing a UPS or FedEx mailing labeling is highly recommended. Mail via USPS can take up to two weeks to arrive.

Questions? Contact Us

Certificates of Free Sale Program | FreeSaleCertificates@oda.oregon.gov

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