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. **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. Please be sure to include the correct postal code.

Box 2. **Date:** Enter the date you completed the form. This date may or may not be the same as the date you sign the form (Box 16).

Box 3. **Cert. No. (Unique Identification 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 4. **Exported By:** Enter the name and address (if multiple locations, enter the common or corporate 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 13.

Box 5. **Product Exported From:** Enter the name and address, including postal code, of the port of embarkation (address from which products leave the exporting country).

Box 6. **Consigned To:** Enter the name and address, including postal code, of the individual or business that will receive the product in the U.S.

Box 7. **Authorized Body Issuing Certificate:** Enter the name and address, including postal code, of the authorized organic certification body you represent.

Box 8. **Total Marked Net Weight:** Enter the total net weight of the shipment covered by this NOP Import Certificate.

Box 9. **Total Containers:** If applicable, enter the total number of air or vessel containers carrying products covered by this NOP Import Certificate.

Box 10. Product as Labeled: For raw products, enter the common name of the product(s) (e.g. lemons and 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 11. HT (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 **http://bit.ly/organic-codes**.

Box 12. Shipping Marks: 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 13. Final Handler: If different from the exporter (entered in Box 4), enter the name of the producer or preparer of the product.

Box 14. Authorized 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 authorized body you represent. If another authorized body certified the product(s), enter their name and address, including postal code.

Box 15. Remarks: Enter any remarks for the product(s) covered by this NOP Import Certificate.

Box 16. Signature of the Authorized Body: Submit the completed form to the individual designated to sign NOP Import Certificates on behalf of your authorized organic certification body 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 17. Date: Enter the date this NOP Import Certificate was signed. This date may or may not be the same as the date of data entry in Box 2.