

## Export Document Application

SCDA Consumer Protection Division issues Customs/Export Documents for products regulated and manufactured in South Carolina.  
SCDA Marketing issues Certificates of Free Sale for products freely sold in South Carolina.

<b>1. APPLICANT CONTACT INFORMATION AND ROLE:</b> <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor						
Contact Name		Telephone Number		Email Address		
Address		City		State	ZIP Code	
Manufacturer or Company Name						
Distributor Name						
Address		City		State	ZIP Code	
<b>2. ISSUE CERTIFICATE IN THE NAME OF:</b> <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor Only <input type="checkbox"/> Manufacturer & Distributor <i>(requires special wording)</i>						
<b>3. PRODUCT TYPE (CHECK ONLY ONE):</b> <input type="checkbox"/> Food <input type="checkbox"/> Feed/Pet Food <input type="checkbox"/> Drug/Nutritional Supplement/Cosmetic <input type="checkbox"/> Other						
<b>4. CERTIFICATE TYPE:</b> <input type="checkbox"/> CFS <input type="checkbox"/> COH <input type="checkbox"/> GMP <input type="checkbox"/> Other						
<b>5. ATTACHMENTS:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>IF YES:</b> <input type="checkbox"/> Notarized <input type="checkbox"/> Letterhead Only						
<b>6. IF MORE THAN FOUR PRODUCTS, an electronic product list <u>must</u> be provided to <a href="mailto:kbackman@scda.sc.gov">kbackman@scda.sc.gov</a> or <a href="mailto:mheidkacmp@scda.sc.gov">mheidkacmp@scda.sc.gov</a></b>						
Products to be Shipped						
1.						
2.						
3.						
4.						
<b>7. ARE SEPARATE CERTIFICATES REQUIRED FOR EACH PRODUCT?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>8. NAME OF COUNTRY(IES) WHERE PRODUCT(S) ARE TO BE SHIPPED:</b> If separate certs are required for each product, only 1 country may be listed.						
Name of Country(ies)		Number of Certificates		Name of Country(ies)		
1.				3.		
2.				4.		
<b>9. RETURN CERTIFICATES VIA:</b> <input type="checkbox"/> UPS <input type="checkbox"/> Federal Express <input type="checkbox"/> U.S. Mail						
Self-addressed envelope with prepaid postage or prepaid shipping label required. Account numbers are not accepted in lieu of shipping labels.						
<b>10A. ALL FEES ARE NON-REFUNDABLE AND MUST BE INCLUDED WITH THIS REQUEST FOR CERTIFICATES.</b>						
Normal processing time is 6 – 10 business days with larger requests no less than 14 days.						
Expedited processing is 2 – 3 business days with a \$25 charge per request. (!) on email means expedited.						
Certificates Requested		Number of Certificates	X	Fee (per certificate)	=	Amount Enclosed
Original Free Sale, GMP, Certificate of Health			X	\$10.00	=	
Copy of Document			X	\$3.00	=	
Notarized Attachment			X	\$3.00	=	
Letterhead Only Attachment			X	\$1.00	=	
Expedited Fee			X	\$25.00	=	
Certificate of Authority or Apostille		<small>*Check payable to SC Secretary of State must be included</small>	X	\$5.00	=	
<b>B. Any special wording or special handling of certificates requires SCDA approval and is subject to additional fees.</b>						
<i>*Note: Check, money order, or cash only</i>					<b>TOTAL to SCDA</b>	
<b>TOTAL to Secretary of State</b>						
Signature			Title		Date	

**PLEASE RETURN COMPLETED FORM TO:**

**For products manufactured in SC**  
Kayte Backman  
SCDA Consumer Protection  
123 Ballard Court | West Columbia, SC 29172  
[kbackman@scda.sc.gov](mailto:kbackman@scda.sc.gov)

**For freely sold products**  
Megan Heidkamp  
SCDA Marketing  
PO Box 11280 | Columbia, SC 29211  
[mheidkamp@scda.sc.gov](mailto:mheidkamp@scda.sc.gov)

**PLEASE DO NOT WRITE BELOW THIS LINE**

Date Received	Payment Type	Amount	Reviewer	Date Denied	Date Approved
---------------	--------------	--------	----------	-------------	---------------

## Instructions for Export Document Application

**Export Documents:** South Carolina Department of Agriculture (SCDA) Consumer Protection Division issues export documents to Manufacturers registered with SCDA Food Safety. Manufacturers can request documents for export that will include manufacturer, product list, and import country. If specific wording is required, or non-traditional documents are requested additional fees will apply.

**Good Manufacturing Practices Certificates:** Only products manufactured in South Carolina facilities licensed, registered, permitted, or certified by SCDA will be issued Good Manufacturing Practices Certificates.

**Distributor Certificate:** Products distributed, but not manufactured in South Carolina are considered freely sold products and not regulated or licensed by the SCDA. The name of the distributor and the products will appear on the certificate, but legally binding information in regards to registrations, permits or licenses will not.

A firm must complete the application form, provide appropriate information, sign the form, pay all necessary fees, and include return shipping to obtain any export documents. Instructions to complete the application are as follows:

1. Applicant Contact Information and Role: This information will be used as the contact information for any necessary correspondence regarding the application.
  - a. Contact Name, telephone, and email are required for correspondence.
  - b. Address of the Manufacturer or Company must be how it appears on all other documents for Customs.
  - c. Manufacturer Name: Exact name of the product manufacturer whose name appears on the license, registration, permit, or certification issued by the SC Department of Agriculture.
  - d. Distributor Name: If exporting under a DBA name please indicate the name as you wish to appear.
  - e. Address of the Distributor as appears on product or Customs documents
2. Issue certificate in the name of: Choose from the listed options. **\*\*PLEASE NOTE if it is requested in the Distributors information and the Distributor is not licensed by SCDA, products are considered freely sold products and the request should be sent to SCDA Marketing.\*\***
3. Product type: Please choose from the listed options. A separate application is required for each product type.
4. Certificate type: Please choose from the listed options.
5. Attachments: Please choose from the listed options. If exhibits or attachments please notate if notarization is required.
6. Products to be shipped: List the product name to reflect the exact name on the product label. **\*\*PLEASE NOTE if the application has more than 4 products please submit an electronic product list along with the application. We will only accept electronic copies in Word of Excel formats.\*\***
7. Separate certificates: If separate certificates are required for each product, please check yes. If separate certificates are required for items listed, please complete individual applications for each country.
8. Name of Country: Please list country names where documents will be shipped. If multiple countries are listed, we will process requested documents with all products listed per country.
9. Return Certificate Via: Please indicate shipping method and include return postage or label with the application.
10. Fee Schedule: All fees are non-refundable. Please submit one check per application. Fees should be calculated as follows:
  - a. Original Certificate: \$10.00
  - b. Copy of Certificate: \$3.00
  - c. Notarized attachment: \$3.00 per page of attachment
  - d. Letterhead attachment only: \$1.00
  - e. Expedited fee: \$25.00 per request (emails with ! will be charged expedited fees.)
  - f. Certificate of Apostille requires a Secretary of State cover letter and a separate check payable to SC SOS. Documents will be processed then sent via courier to Secretary of State for further processing. Only one return postage envelope is required.  
<http://www.sos.sc.gov/Apostilles>

Typical processing time is 6-10 business days. Expedited documents 1-2 business days.

Processing time for Emailed document starts upon receipt of payment.

For larger document request, please allow a minimum of 14 days processing time.

Please sign, date, and print title of signatory. Email, mail, or ship the application with the product list, shipping label, and all appropriate fees to:

**Products Manufactured in SC**  
Kayte Backman  
SCDA Consumer Protection  
123 Ballard Court | West Columbia, SC 29172  
[kbackman@scda.sc.gov](mailto:kbackman@scda.sc.gov)  
803-737-9700

**Products Freely Sold in SC**  
Megan Heidkamp  
SCDA Marketing  
PO Box 11280 | Columbia, SC 29211  
[mheidkamp@scda.sc.gov](mailto:mheidkamp@scda.sc.gov)  
803-734-2210

If you have any questions please contact Consumer Protection Division at 803-737-9700 for assistance.

Application for Export Documents information can be found online at [agriculture.sc.gov](http://agriculture.sc.gov)