



SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

Hugh E. Weathers, Commissioner

CONSUMER PROTECTION DIVISION

123 Ballard Court, West Columbia, SC 29172

Request for Customs Documents/ Export Certificates

(Certificates of Free Sales, GMP Certificates, Etc.)

- Please send written request, payment, and return prepaid envelope to:
South Carolina Department of Agriculture
Attention: Export Certificate Request
123 Ballard Court
West Columbia, SC 29172
- Requests for Customs Documents MUST include the following:
 - a. Specific wording for each requested certificate.
 - b. List of products to be included on the certificate if required by customs.
 - c. Country of Import if required by customs.
 - d. Prepaid, self- addressed envelope with return postage.
- Request may be sent electronically, but Certificates will not be returned prior to receipt of payment and return shipping. Email request may be sent to lgunn@scda.sc.gov.
- Return postage is the Requesting firm's responsibility. A prepaid, self- addressed envelope or return label **MUST** be included with the request. We can ship UPS, FED EX, or USPS.
- Full payment for the certificate(s) must be included with the request. SCDA will not invoice or bill the requesting firm. SCDA accepts CHECK, CASH, or MONEY ORDER. **SCDA DOES NOT ACCEPT CREDIT CARD PAYMENTS FOR CERTIFICATES.**
- **Please allow a minimum of 4 full business days for processing. The requestor may ask to expedite for an additional fee.**
- Firms not under the South Carolina Department of Agriculture's jurisdiction may be subject to provide additional paperwork with their request.

Certificate Fees

First Original Certificate per Request: \$10.00

Each Original Copy per Request/ Attachments requiring notarization: \$3.00

Attachments on letterhead: Minimum of \$1.00 per page

Special Certificate (non-standard) or Expedited Service Request: Minimum of \$25.00

Example: 4 Certificates of Free Sale with notarized attachments

First Original Copy:	\$10.00
Three Additional Original Copies:	\$ 9.00
Four attachments requiring notary:	\$12.00
<u>Two day service</u>	<u>\$25.00</u>
Total Cost for Request:	\$56.00

If you need further assistance, please feel free to contact
South Carolina Department of Agriculture 803-737-9700.

Consumer Services
803-737-9690

Food and Feed Safety & Compliance
803-734-7321

Laboratory Services
803-737-9700

Metrology Services
803-253-4052



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Date

CERTIFICATE OF FREE SALE

To Whom It May Concern:

This is to certify that **COMPANY NAME** operates a food manufacturing facility located at **ADDRESS**, South Carolina, U.S.A., in which the following product is produced:

Products Name

This product is freely sold in the State of South Carolina and to the best of my knowledge other states of the United States of America.

In processing this product and distributing it in the United States of America, **COMPANY NAME** is subject to the statutes and regulations of the South Carolina Food and Cosmetic Act and the United States Food, Drug and Cosmetic Act and is routinely inspected by the Consumer Services Division of the South Carolina Department of Agriculture. As of the current date, no violations of the above mentioned statutes or regulations requiring legal action have been found.

This certificate is issued upon request of **COMPANY NAME** for the submission to the authorities of **Country**.

This Certificate covers only current existing conditions and should not be interpreted as a guarantee, explicit or implied, for all products of the said Company at all times in the future; neither should it be used for advertising purposes.

STATE OF SOUTH CAROLINA

Subscribed and sworn to before me
This XX day of _____, 201X

SCDA Employee
Title
South Carolina Department of
Agriculture
Department

Name
South Carolina Notary Public
My Commission expires:

This CERTIFICATE is issued for the official use of the authorities of countries outside the United States of America and cannot be used for advertising or endorsement of products.



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DATE

CERTIFICATE OF FREE SALE

The undersigned member of the Department of Agriculture of the State of South Carolina, United States of America certifies that _____, a South Carolina corporation with its principal place of business at _____, South Carolina has filed with the Department of Agriculture a sworn certificate stating that:

1. _____ maintains offices and laboratories located at _____, South Carolina, United States of America and manufactures _____ products.
2. Products manufactured by _____ are required to comply with all federal, state, and local laws and regulations.
3. _____ manufactures the products _____ in accordance with all applicable Good Manufacturing Practices.
4. To the best of my knowledge and belief, _____, products are sold freely in interstate commerce throughout the United States.
5. The product listed in this certificate is fit for human consumption.

STATE OF SOUTH CAROLINA

Subscribed and sworn to before me
This XX day of _____, 201X

SCDA Employee
Title
South Carolina Department of
Agriculture
Department

Name
South Carolina Notary Public
My Commission expires:

This CERTIFICATE is issued for the official use of the authorities of countries outside the United States of America and cannot be used for advertising or endorsement of products.