**Effective July 1, 2018**

**Instructions for Requesting Export Certificates**

(Certificates of Free Sales, Sanitation, Origin, GMP Certificates)

Please mail request to:

**Products Manufactured in SC \*\*Products Freely Sold in SC**

Kayte Backman Stephanie Crowe

 SCDA Consumer Services SCDA Marketing

 123 Ballard Court PO Box 11280

 West Columbia, SC 29172 Columbia, SC 29211

 kbackman@scda.sc.gov scrowe@scda.sc.gov

 803-737-9700 803-734-2210

* All requests must include the following:
	1. Specific wording for each requested certificate.
	2. List of products to be included on the certificate if required by customs.
	3. Country of Import if required by customs.
	4. Prepaid, self- addressed envelope with return postage.
* A company may email their request, but the certificate(s) will not be returned until full payment is received. The requestor may send return postage with one of the following: USPS, FEDEX or UPS. SCDA will not process requests that do not include return postage for the certificate(s) nor will SCDA invoice or bill the requesting firm.
* A minimum of **7** business days is required for proper processing. The requestor may ask to expedite for an additional fee. An **“!”** in the email will be considered an expedited request.
* Firms not under the South Carolina Department of Agriculture’s jurisdiction may be subject to an inspection fee and provide additional paperwork with their request. ***See \*Note below***

**Free Sale or Origin (Marketing Services or Consumer Protection)**

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 $100.00

**GMP, Photo Sanitary, Export (Consumer Protection Only) \***

First Original Certificate per Request: $25.00

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 $100.00

**\*Note: All Export certificates in this category requires registration with SCDA. Firms not registered with SCDA and requiring an inspection for the sole purpose of receiving a certificate must first pay a $500 Inspection Fee.**