



# South Carolina DEPARTMENT OF AGRICULTURE

Hugh E. Weathers, Commissioner

## EXPORT DOCUMENT APPLICATION INSTRUCTIONS

**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 or 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 of Free Sale: \$10.00
  - b. Original GMP / COH: \$25.00
  - c. Notarized Copy of Certificate: \$3.00

- d. Notarized attachment: \$3.00 per page of attachment
- e. Letterhead attachment only: \$1.00
- f. Expedited fee: \$100.00 per request (emails with ! will be charged expedited fees.)

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:**

**FOR PRODUCTS MANUFACTURED IN SC**

Export Certificates  
 SCDA Consumer Protection  
 123 Ballard Court  
 West Columbia, SC 29172  
[bjeffcoat@scda.sc.gov](mailto:bjeffcoat@scda.sc.gov)

**FOR FREELY SOLD PRODUCTS**

Stephanie Crowe  
 SCDA Marketing  
 1200 Senate Street  
 Wade Hampton Bldg, 5<sup>th</sup> Floor  
 Columbia, SC 29201  
[scrowe@scda.sc.gov](mailto:scrowe@scda.sc.gov)

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

## EXPORT DOCUMENT APPLICATION

Applicant Role     Manufacturer     Distributor

Contact Name \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_      Email \_\_\_\_\_

Manufacturer or Company Name \_\_\_\_\_

Distributor Name \_\_\_\_\_

Full Address \_\_\_\_\_

Issue Certificate in the Name of     Manufacturer     Distributor Only     Manufacturer & Distributor *(requires special wording)*

Product Type (Check Only One)     Food     Feed/Pet Food     Drug/Nutritional Supplement/Cosmetic     Other

Certificate Type     CFS     COH     GMP     Other

Attachments     Yes     No    If yes:     Notarized     Letterhead Only

Products to be Shipped

*If more than four products, an electronic product list must be provided in Word or Excel to [bjeffcoat@scda.sc.gov](mailto:bjeffcoat@scda.sc.gov) or [scrowe@scda.sc.gov](mailto:scrowe@scda.sc.gov)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Are separate certificates required for each product?  Yes  No *If separate certs are required, only 1 country may be listed.*

Name of Country(ies)	Number of Certificates
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Return Certificates via  UPS  FedEx  US Mail

*Self-addressed envelope with prepaid postage or prepaid shipping label required. Account numbers are not accepted in lieu of shipping labels.*

**All fees are non-refundable and must be included with this request for certificates.**

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 \$100 charge per request. (!) on email means expedited.

Certificates Requested	Number of Certificates	x	Fee (Per Certificate)	=	Amount Enclosed
Original Free Sale		x	\$10.00	=	
Original GMP / COH		x	\$25.00	=	
Notarized Copy of Document		x	\$3.00	=	
Notarized Attachment		x	\$3.00	=	
Letterhead Only Attachment		x	\$1.00	=	
Expedited Fee		x	\$100.00	=	
Special Certificate (Non-Standard)		x	\$100.00 minimum	=	
<b>Any special wording or special handling of certificates requires SCDA approval and is subject to additional fees.</b>					
*Note: Check, money order, or cash only			<b>Total to SCDA</b>	=	

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED FORM TO  
FOR PRODUCTS MANUFACTURED IN SC**

Export Certificates  
SCDA Consumer Protection  
123 Ballard Court, West Columbia, SC 29172  
[bjeffcoat@scda.sc.gov](mailto:bjeffcoat@scda.sc.gov)

**FOR FREELY SOLD PRODUCTS**

Stephanie Crowe, SCDA Marketing  
1200 Senate Street, Wade Hampton Bldg, 5<sup>th</sup> Floor  
Columbia, SC 29201  
[scrowe@scda.sc.gov](mailto:scrowe@scda.sc.gov)

**SCDA USE ONLY**

Date Received \_\_\_\_\_

Check # \_\_\_\_\_ Amount \_\_\_\_\_

Reviewer \_\_\_\_\_

Date Denied \_\_\_\_\_

Date Approved \_\_\_\_\_