

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 note 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
aattaway@scda.sc.gov

FOR FREELY SOLD PRODUCTS

Stephanie Crowe
SCDA Marketing
PO Box 11280 • Columbia, SC 29211
scrowe@scda.sc.gov

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

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.

1. APPLICANT CONTACT INFORMATION AND ROLE: <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
2. ISSUE CERTIFICATE IN THE NAME OF: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor Only <input type="checkbox"/> Manufacturer & Distributor (requires special wording)					
3. PRODUCT TYPE (CHECK ONLY ONE): <input type="checkbox"/> Food <input type="checkbox"/> Feed/Pet Food <input type="checkbox"/> Drug/Nutritional Supplement/Cosmetic <input type="checkbox"/> Other					
4. CERTIFICATE TYPE: <input type="checkbox"/> CFS <input type="checkbox"/> COH <input type="checkbox"/> GMP <input type="checkbox"/> Other					
5. ATTACHMENTS: <input type="checkbox"/> No <input type="checkbox"/> Yes IF YES: <input type="checkbox"/> Notarized <input type="checkbox"/> Letterhead Only					
6. IF MORE THAN FOUR PRODUCTS, an electronic product list <u>must</u> be provided in Word or Excel to aattaway@scda.sc.gov or scrowe@scda.sc.gov					
Products to be Shipped					
1.					
2.					
3.					
4.					
7. ARE SEPARATE CERTIFICATES REQUIRED FOR EACH PRODUCT? <input type="checkbox"/> Yes <input type="checkbox"/> No					
8. NAME OF COUNTRY(IES) WHERE PRODUCT(S) ARE TO BE SHIPPED: 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.	
9. RETURN CERTIFICATES VIA: <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.					
10A. 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	=
10B. Any special wording or special handling of certificates requires SCDA approval and is subject to additional fees.					
*Note: Check, money order, or cash only				TOTAL to SCDA	
Signature		Title			Date
PLEASE RETURN COMPLETED FORM TO:					
FOR PRODUCTS MANUFACTURED IN SC			FOR FREELY SOLD PRODUCTS		
Export Certificates SCDA Consumer Protection 123 Ballard Court • West Columbia, SC 29172 aattaway@scda.sc.gov			Stephanie Crowe SCDA Marketing PO Box 11280 • Columbia, SC 29211 scrowe@scda.sc.gov		
DO NOT WRITE BELOW THIS LINE					
Date Received	Check Number	Amount	Reviewer	Date Denied	Date Approved