

**OCALA-MARION COUNTY CHAMBER OF COMMERCE, INC.
CERTIFICATE OF ORIGIN
INFORMATION AND INSTRUCTIONS**

Certificate of Origin Policy

Any and all Certificates of Origin and additional papers submitted to the Ocala-Marion County Chamber of Commerce, Inc. dba Ocala/Marion County Chamber & Economic Partnership (CEP) are to be filled out truthfully and the products named on the Certificate of Origin are manufactured in the United States of America and are of United States of America origin.

1. The Certificate of Origin must be filled out completely and notarized before being presented to the Ocala/Marion County Chamber & Economic Partnership.
2. An Affidavit of Origin and Indemnification Agreement must be signed by a company officer and presented to the Ocala/Marion County Chamber & Economic Partnership. For those businesses that are partners of the CEP, this document can be signed yearly and will be kept on file. For a non-partner business, an Affidavit of Origin and Indemnification agreement must accompany each Certificate of Origin. This document must be provided to the CEP before a Certificate of Origin will be issued.
3. Certificates of Origin will be issued at No Charge for CEP partners. There will be a fee of \$100 per certificate (or per use of stamp) for non-partners.

Please adhere to the following steps to ensure timely processing of your Certificates of Origin:

1. Make sure you are filling out the proper Certificates of Origin for the country to which you are exporting.
2. Make sure you fill out the Certificate completely and accurately.
3. Make sure that the product information listed is verbatim to what is on the invoice. Do not leave off product numbers, quantities, or descriptions.
4. Do not alter the Certificate in any way.
5. Have the Certificate notarized before having the CEP sign it.
6. Do not wait until the day of your shipment to bring in your certificate.
7. Check with the CEP office anytime during or near the holidays to confirm holiday hours.

CEP staff members have the right of refusal for any document that they feel does not meet the Ocala/Marion County Chamber & Economic Partnership's guidelines.

There are other Chambers of Commerce that have provided this service. If you are not able to meet the Ocala/Marion County Chamber & Economic Partnership requirements, we will refer you to other regional Chambers of Commerce that issue Certificates of Origin.

Certificate of Origin Frequently Asked Questions

Q: Why is the CEP implementing these new requirements?

A: Our policy change was prompted by lawsuits incurred by other Chambers in the U.S. that issued Certificates of Origins that accompanied shipments where the exporter of record misrepresented the actual origin of the materials or when a Chamber's Certificate of Origin was falsified. These cases resulted in fines, monetary settlements, travel expenses and associated liability insurance premiums, causing all chambers to review existing policies.

Q: Why do I need a Certificate of Origin to ship my product?

A: There are a number of reasons why governments require a Certificate of Origin. The United States has numerous trade agreements with many foreign countries, and under the terms of many of these agreements, American products receive lower tariff rates. The foreign customs office verifies product qualifications for these preferential duty rates by accompanying Certificates of Origin. Also, some countries have banned certain products from countries that have been caught dumping. The Certificate of Origin helps prove that the product is allowed into that particular country.

Q: What are the differences in Certificates of Origin?

A: There are several types of Certificates of Origin. The most common are:

- 1) **General Certificate of Origin:** This form is used for almost all exports. There are several versions available because the government has updated the form on numerous occasions, but older versions are still valid. Also, a number of private companies produce the forms and they each have slightly different formats.
- 2) **NAFTA Certificates of Origin:** This form is used only for products that are made in the U.S., and are being shipped into Mexico or Canada. The form must be included with the shipment or else the manufacturer will have to pay the tariffs and duties imposed on non-NAFTA countries. It can be used only for goods produced in the U.S., and not just passing through from another country. A Chamber of Commerce is not required to sign this form.

Q: Why is the Chamber of Commerce in the business of signing Certificates of Origin?

A: The 1923 Geneva Convention named Chambers of Commerce the official body to issue, sign and stamp Certificates of Origin worldwide. Through world trade agreements on an international level, it has been determined and agreed upon by all countries that local Chambers of Commerce are reputable, and are in the best position to know the local companies and their product lines. In several other countries, Chamber of Commerce membership is a requirement of doing business, and is not voluntary.

Q: Does the Certificate have to be notarized?

A: All certificates, with the exception of the NAFTA Certificate, require a notary signature and stamp. The Ocala/Marion County Chamber & Economic Partnership requires that the Certificate be notarized before we sign it. Also, the company employee named at the top of the Certificate is the person who must sign the Certificate in front of the notary.