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Greater Spokane Incorporated Certificate of Origin Procedures & Guidelines

A Certificate of Origin is a document which identifies the Country of Origin of the item(s) being exported. Each country's customs authority has its own standards/regulations for declaring country of origin. The country of destination and the commodity determine if a certificate of origin is required. If a certificate is asked for, a U.S. exporter can only complete one if their product qualifies for that country's specific regulations regarding a certificate of origin.

There are two types of CO's, preferential and non-preferential. Preferential are used for those countries which the U.S. has a Free Trade Agreement (FTA) with, if that FTA has an actual certificate used instead of a basic statement. A non-preferential certificate, also known as a general or generic certificate of origin, is used to countries we do not have an FTA with. GSI can only issue a **non-preferential** certificate of origin. This is because the standard used to determine eligibility is different for FTA countries and only the exporter can determine that information. And generally (other than for Israel) no Chamber is required to certify the results of an FTA Certificate of Origin.

Information on all U.S. FTAs can be found [here](#). Additionally, information on the NAFTA Certificate of Origin can be found [here](#).

Greater Spokane Incorporated (GSI) issues **non-preferential** COs provided the necessary supporting documentation is produced. Only one original certified CO shall be issued for each consignment.

In order for GSI to process a CO we must first have on file from the exporter:

An **Affidavit of Origin and Indemnification Agreement**. This releases GSI from any liability with regards to issuing the CO. For GSI members this must be updated annually, for non-members an Affidavit of Origin and Indemnification Agreement must accompany each CO.

With the above affidavit on file with GSI, authorized signatories may request a certification by submitting the following:

1. **A completed and notarized Certificate of Origin form.** Please be aware that many countries require the Certificate of Origin form to be typed and not hand-written. You may verify this with the importing country.

2. **Documentation which verifies the product origin.** The exporter must provide an **exporter's commercial invoice** clearly matching the item on the invoice with the certificate of origin. In addition, *one* of the following must be provided:

- If you are the manufacturer/producer – a Bill of Materials showing the content of all components that clearly identifies the country of origin being U.S.
- If not the manufacturer/producer – a Manufactures affidavit/declaration indicating the U.S. is the country of origin for that item.
- Statement on the exporting company's letterhead swearing the item(s) do in fact qualify as a U.S. made product and are not being exported to a country the U.S. currently has a FTA with.

Upon examination of the CO and supporting documentation, and authentication of origin, GSI will certify the CO with our embossed seal. We will retain copies of the CO and supporting documents for two years. It is suggested that the applicant maintain copies for their records for five years.

In the event we are unable to authenticate the origin of goods based off the supporting documentation, additional evidence will be requested.

Appointments

Certificates of Origin are authenticated by appointment only. Please schedule an appointment with Drew Repp at drepp@greaterspokane.org or 509.321.3634 to drop off your documents. Appointments are available Monday – Friday from 9:00 am - 3:30 pm. For documents submitted via a carrier, please include a pre-paid return envelope.

Please check our website (<https://greaterspokane.org/certificates-of-origin/>) for holiday dates, during which times GSI will not be available to authenticate certificates.

Pricing

GSI Member: Free

Non-Member: \$25/certificate

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

- Make sure you fill out the Certificate completely and accurately. Be sure you do not sign in the space provided for the Notary or GSI.
- Make sure that the product information listed is verbatim to what is on the invoice. Do not leave off product numbers, quantities or descriptions.
- Do not alter the Certificate in any way.
- Have the Certificate notarized before submitting to GSI.
- Do not wait until the day of your shipment to bring in your Certificate.