



Certificates of Origin

Policy Effective: November 1, 2016

Submission Time	Turnaround Time	Member Cost	Non-Member Cost
Midnight to 1:00pm EST, Monday – Friday	By 4:00pm same day	\$25 per document	\$50 per document
3pm to midnight EST, Monday – Friday	Within 24 hours	\$25per document	\$50 per document
Optional Rush: After 3pm EST on Friday to Midnight EST Sunday (available for electronic transactions only)	Within 24 hours	\$50 per document	\$75 per document
Optional Rush: Holidays (see list below) (available for electronic transactions only)	Within 24 hours	\$50 per document	\$75 per document

Letter of Indemnity – must be signed by the user prior to submissions.

Supporting Documentation – Certificates of Origin must be accompanied by the supporting documentation for verification. This may be one of the following: Commercial/Manufacturer Invoice | Letter of Declaration by Manufacturer on manufacturer letterhead. It is the responsibility of the exporter/freight forwarder to determine which documents are required for the importing company. The Chamber does not make recommendations on required documentation but simply verifies information as supplied.

Country of Origin – It is important to note that the Country of Origin refers to the country in which the product was manufactured, **not** the country from where the product is being shipped.

Raised Seal Processing - Documents requiring the raised seal must be sent through the online system for printing at the Chamber office. Per document charges indicated above will also apply to paper document processing. Paper document processing is available at the Chamber between the hours of 9:00 am – 4:00 pm Monday – Friday with exceptions as indicated below.

Holidays – The Chamber is closed on the following Holidays. New Year’s Eve | New Year’s Day | Memorial Day | Fourth of July (observed) | Labor Day | Thanksgiving Day | Thanksgiving Friday | Christmas Eve | Christmas Day