



**Certificates of Origin**  
Policy Effective: January 1, 2018

**Electronic Transactions** — Must be submitted by email to [info@madechamber.org](mailto:info@madechamber.org) as a PDF or DOC. PDF is the preferable submission.

Submission Time	Turnaround Time	Member Cost	Non-Member Cost
Midnight to 1:00 p.m. Monday — Friday	By 4:00 p.m. same day	\$10 per document, \$250 30 Document Bundle or \$500 Unlimited Bundle	\$25 per document
3:00 p.m. to Midnight Monday — Friday	Within 24 hours	\$10 per document, \$250 30 Document Bundle or \$500 Unlimited Bundle	\$25 per document

**Paragraph of Indemnity** — Must be included on every page that needs a certification.

*Disclaimer: The Mason Deerfield Chamber, a recognized Chamber of Commerce under the laws of the Ohio, USA, states that, based solely on the exporter's declaration, the Chamber believes that the goods described are products of the designated country. The Chamber assumes no responsibility and makes no warranty, expressed or implied, concerning the goods, or any documents relating thereto, and assumes no responsibility for the truth or accuracy of any statements or any of the documents mentioned therein.*

**Supporting Documentation** — When supporting documents require verification they must be presented along with the Certificate of Origin. This may only include a Commercial/Manufacturer Invoice 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 printed at your location and then presented to the Chamber to have the raise seal applied. Per document charges indicated above will also apply to paper document processing. Paper document processing is available by appointment at the Chamber between the hours of 9:30am – 4:00pm Monday – Friday with exceptions as indicated below. Please call Stephanie Chelf at (513) 336-0125 or email [stephanie@madechamber.org](mailto:stephanie@madechamber.org) to set up an appointment. **Please note the Chamber does not notarize nor do state declaration signing.**

**Holidays** — The Chamber is closed on the following Holidays.

New Year's Day | Martin Luther King Jr. Day | Presidents' Day | Memorial Day | Independence Day  
Labor Day | Thanksgiving Day | Thanksgiving Friday | Christmas Eve | Christmas Day | New Year's Eve