



CERTIFICATES OF ORIGIN
Policy, Information & Instructions
Revised & Effective April 16, 2020 (REV)

A ***Certificate of Origin*** is a document used in international trade, which identifies the origin country of the goods being exported. It is a mandatory document by various country customs organizations. In many countries, the duty rate and the admissibility are affected by the country of origin of the goods. Failure to properly declare the origin of goods may result in delay, higher duty/tariff rate, fine/penalty, entry denial or seizure.

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***.

Certificates of Origin requirements may differ depending on the Country to which the goods are being sent and sometimes the validation required (i.e. requiring a signature to be notarized.) **It is the exporter's responsibility to ensure that they are using the approved Certificate of Origin for the specific destination country.**

See [Sample Certificates of Origin](#).

The **Richardson Chamber of Commerce** provides a service to Members and Non-Members to have their Certificates of Origin verified, stamped, and signed by a Richardson Chamber of Commerce staff. The following procedures must be followed by the exporter prior to receiving the Chamber's Stamp:

1. The appropriate Certificate of Origin must be filled out completely and where required, notarized before being presented to the Richardson Chamber of Commerce.
2. An [Affidavit of Origin and Indemnification Agreement](#) must be signed by an officer of the Exporter, notarized and presented to the Richardson Chamber of Commerce **PRIOR** to the Chamber stamping the Certificate of Origin.
 - a. For those exporters/freight forwarders that are **Members** of the Richardson Chamber of Commerce, the Affidavit of Origin and Indemnification Agreement can be signed and notarized yearly and will be kept on file at the Chamber. A copy of the stamped Certificate of Origin will be kept on file by the Chamber.

- b. For a **Non-member** exporter, an Affidavit of Origin and Indemnification Agreement must accompany each Certificate of Origin and it will be retained by the Chamber for their files along with a copy of the stamped Certificate of Origin.

3. Fee Structure:

The charges for processing the Certificate of Origin can be found in the Richardson Chamber's [Certificate of Origin Processing Fee Schedule](#).

4. Certification Procedure:

Please adhere to the following steps PRIOR to presenting the documents to the Chamber staff to ensure timely processing of your Certificates of Origin:

- a) Ensure that the **approved Certificate(s) of Origin** for the country to which you are exporting is(are) used for your shipment.
- b) Ensure that you fill out the Certificate of Origin completely and accurately. The Chamber staff is NOT allowed to assist you in completing your Certificates of Origin and accompanying documents.
- c) Ensure that the product information listed is verbatim to what is on the invoice. Do not leave off product numbers, quantities, or change descriptions in any way.
- d) Do not alter the Certificate of Origin in any way.
- e) **If required by the destination country**, have the Certificate of Origin **notarized before** bringing the Certificate of Origin to the Richardson Chamber of Commerce. The Chamber does not have a notary on staff.
- f) When having a staff member at the Richardson Chamber of Commerce sign and stamp the document, it is necessary that the exporter bring one copy of the Certificate of Origin form to remain with the Richardson Chamber of Commerce for our records.
- g) We recommend NOT to wait until the day of your shipment to bring in your Certificate of Origin to the Chamber offices since Chamber staff may not be available to process your documents. It is best to call the Richardson Chamber office and make an appointment to bring in your Certificate of Origin. Normal Chamber office hours are Monday – Friday, 8:30 a.m. – 5:00 p.m.
- h) The Chamber staff member has the right of refusal for any document that is not filled out completely or where the information does not match the Affidavit of Origin and Indemnification or is misleading in any way.**
- i) If you have any questions about Certificates of Origin, please contact Beth Kolman (beth@RichardsonChamber.com) or Shannon Skripka (shannon@RichardsonChamber.com).