Export Certificates 2016

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Wisconsin Department of Agriculture, Trade and Consumer Protection
2811 Agriculture Drive, P.O. Box 8911, Madison, WI 53708-8911

Growing Wisconsin
Division of Agricultural Development

SECTION I: State of Wisconsin Export Certificates and Export Services

A. Food Safety and Inspection

The Food Safety & Inspection Bureau in the Division of Food Safety offers certificates for food products intended for human consumption produced in food processing plants and dairy plants. A Certificate of Free Sale, Sanitary, Purity and Health is required to export food products. The Division of Food Safety is the official licensing agency for all food operations in the State of Wisconsin and issues notarized certificates attesting to the licensing, inspection and standing of these operations.

The request for certificates must be in writing. Requests can be made only through our website at https://datcp-auth-uat.wi.gov/Pages/Growing_WI/ExportingDocuments.aspx. If we have furnished you with certificates in the past, include a copy with any relevant changes. This will ensure that the new set of certificates will be exactly what is required.

Wisconsin does not license nor inspect nutritional supplement manufacturers. The FDA regulates those products; please see http://www.fda.gov/ for more information.

Provide the following information in your request:

1. Name and address of the company that produced the product.
2. License number of the producing plant(s). (Dairy Plant, Food Processor, Etc.)
3. Contact person and telephone number of the individual requesting the certificates.
4. The number of sets of certificates. (1 set consists of 4 identical original documents)
5. Address to send completed certificates to.

CERTIFICATES OFFERED

Certificate of Free Sale, Sanitary, Purity, Origin and Health

Note: The Food Safety Bureau does not issue Certificates of Free Sale for processed meat such as sausage or bacon. For those products, refer to Section C.

REGULAR SERVICE – processed within 3 business days; sent via first-class mail only. The fee for each set of certificates using Regular Service is $65.00.

SPECIAL SERVICE –processed within 1 business day; sent via Fed Ex or UPS.

You must provide an account number and a copy of the waybill. The fee for each set of certificates using Special Service is $100.00.

CONTACT

Dept. of Agriculture, Trade and Consumer Protection

Food Safety & Inspection Bureau,
Division of Food Safety

2811 Agriculture Drive

Madison, WI 53718

Kathryn Young

608-224-4708

DATCPFreeSaleCertificate@wisconsin.gov

Note: All certificates for meat and pizza must be requested directly from the USDA at http://www.fsis.usda.gov/wps/portal/fsis/topics/international-affairs/exporting-products. This website facilitates food export certification by providing updated information on international certification requirements, competent US state and federal authorities who issue food export certificates and a standardized format for state-issued certificates.

B. Division of Agricultural Resource Management

Plant Industry Bureau

The Plant Industry Bureau offers inspections and certificates for plants, plant products and honey bees (apiary) intended for export. All certificates are processed within 10 business days of receipt barring any regulatory concerns or import requirements.

CERTIFICATES OFFERED	CONTACT
See below for a complete description of each certificate.	Dept. of Agriculture, Trade and Consumer Protection
Plant Health Certificate	Plant Industry Bureau
State Phytosanitary Certificate	2811 Agriculture Drive
Federal Phytosanitary Certificate	Madison, WI 53718
Export Processed Plant Product Certificate	
Re-Export Certificate	See below for contacts for specific certificates.
Apiary Certificate of Inspection	

Plant Certificate Description

- **Plant Health Certificate:** Shipping plants and plant products from Wisconsin to most other states (interstate). Good for one year.
- **State Phytosanitary Certificate:** Shipping plants and plant products from Wisconsin to other states and US territories (interstate). Good for 30 days.
- **Federal Phytosanitary Certificate (PPQ Form 577):** Shipping United States origin plants and plant products to other countries. Good for 15 days.
- **Export Processed Plant Product Certificate (PPQ Form 578):** Processed plant products to other countries. Good for 15 days.
- **Re-Export Certificate (PPQ Form 579):** Foreign origin plants and plant products re-exported from U.S. to foreign consignee. Good for 15 days.

FEE	CONTACT
$50.00 per original interstate certificates ($15 per replacement)	Greg Helmbrecht
$56.00 per original PPQ forms ($21 per replacement)	Email: greg.helmbrecht@wisconsin.gov
	Phone: 608-224-4596

TO APPLY	For Plant Health Certificates:
Visit https://pcit.aphis.usda.gov. First-time users will have to register through USDA e-authentication website with level one access. When applying, direct the requesting duty station to "Wisconsin Madison State".	Liz Meils Email: elizabeth.meils@wisconsin.gov Phone: 608-224-4572

Apiary Certificates

Apiary Certificate of Inspection: Annual certificate used for moving honey bees from Wisconsin to other states.

FEE	CONTACT
$50.00 per certificate	Liz Meils Phone: 608-224-4572 Email: elizabeth.meils@wisconsin.gov

Ginseng Certificates

In late 2009, the ginseng dealer, and ginseng grower registration packets were revised so that growers and dealers submit different forms. Previously, dealers and growers used the same form. The out-of-state dealer registration and certificate have been eliminated. Out of state dealers will use the dealer forms.

Ginseng Dealer Certificate: Annual certificate used for selling cultivated ginseng purchased from a registered grower or dealer.
Visit: https://datcp-auth-uat.wi.gov/Pages/Licenses_Permits/GinsengRegistration.aspx for more information on Ginseng Shipment Certification and Registration. Click here for the Cultivated Ginseng Dealer Registration and Shipment Certificate information.

- **Ginseng Growers Certificate:** Annual certificate used for selling ginseng.
  Visit https://datcp-auth-uat.wi.gov/Pages/Licenses_Permits/GinsengRegistration.aspx for more information.

FEE	CONTACT
$15.00 per certificate	Phone: 608-224-511

Wild Harvested Ginseng is regulated by WDNR. For more information, go to http://www.dnr.wi.gov

Agricultural Chemical Bureau

The Agricultural Chemical Bureau provides notarized certificates for the following products: livestock feeds, some pet foods, feed additives, feed ingredients, fertilizer, soil or plant additives.

CERTIFICATES OFFERED

Feed Export Certificate of Free Sale

Fertilizer, Soil and Plant Additive

Certificate of Free Sale

FEE

$15.00 per certificate (possible to have multiple products on one certificate)

CONTACT

Feed - Deb Viedma

PO Box 8911

Madison, WI 53708-8911

Phone: 608-224-4616

Email: datcpfeedexport@wisconsin.gov

RESPONSE TIME

Processed within 10 business days of receipt of payment and compliant label(s).

Note: Any animal feeds exported to the European Union must be inspected by APHIS.

TO APPLY: https://datcp-auth-uat.wi.gov/Pages/Growing_WI/ExportingDocuments.aspx

C. Division of Agricultural Development

The Wisconsin Department of Agriculture, Trade and Consumer Protection can issue a general Certificate of Free Sale to companies whose products require a Certificate of Free Sale in order to enter international commerce. The following criteria must be met: the product is manufactured in Wisconsin; the same product is freely sold in the United States; and no other regulatory agency (state or federal) has the authority to issue a Certificate of Free Sale for the product in question.

CERTIFICATES OFFERED

Certificate of Free Sale for products manufactured in Wisconsin including non-agricultural products and processed meats.

FEE

$35.00 per certificate

CONTACT

Wisconsin Department of Agriculture, Trade and Consumer Protection
2811 Agriculture Dr.

P.O. Box 8911

Madison, WI 53708

Phone: 608-224-5116

Email: Deb.Gegare@wi.gov

D. Wisconsin International Agribusiness Center

The International Agribusiness Center (IABC) offers companies guidance on the appropriate certificate and documented letters required for exporting. In addition, IABC provides one-on-one consultations, market research, referrals to export service companies, access to funding for international activities and contacts with international buyers.

CONTACT

International Agribusiness Center

2811 Agriculture Drive

Madison, WI 53718

1-800-462-5237

Email: international@wisconsin.gov

Jen Pino-Gallagher, Bureau Director

Phone: 608-224-5125

Email: jen.pinogallagher@wisconsin.gov

Jennifer Lu, Economic Development Consultant

Feed, Livestock, Genetics & Wood Products; Asia

Phone: 608-224-5102

Email: jennifer.lu@wisconsin.gov

Ashwini Rao, Economic Development Consultant

Processed Foods; European Union, Latin America & India

Phone: 608-224-5119

Email: ashwini.rao@wisconsin.gov

Lisa Stout, Economic Development Consultant

Processed Foods; Asia, Middle East & Canada

Phone: 608-224-5126

Email: lisa.stout@wisconsin.gov

Enrique Gandara, Economic Development Consultant

Feed, Livestock, Genetics & Agriculture Dairy Equipment; Latin America

Phone: 608-224-5111

Email: enrique.gandara@wisconsin.gov

SECTION II: Federal Export Certificates (USDA-APHIS, USDA-FSIS, United States Customs)

A. Live Animals & Animal Products (including dairy products)

The Wisconsin Department of Agriculture, Trade and Consumer Protection's Division of Animal Health governs movement of animals and animal origin products into and from Wisconsin to international destinations. Health papers are filed through the state offices of https://www.aphis.usda.gov/aphis/ourfocus/animalhealth

APHIS serves to facilitate safe international trade, monitor the health of animals presented at the border, and regulate the import and export of animals, animal products, and biologicals. Other products requiring certificates include hatching eggs, certain dairy products, animal and egg based research and inoculants and animal cellular cultures. **Companies should always refer to the APHIS Import/Export website for country-specific documentation requirements for their particular product.**

CERTIFICATES OFFERED	CONTACT
Live Animal Health and Genetics products; all species Animal Products Export Certificate VS Form 16-4 Export Certifications to the European Union	USDA – APHIS, VS - Wisconsin 1111 Deming Way, Suite 100 Madison WI 53717 Email: vspswi@aphis.usda.gov Phone: 608-662-0600 Fax: 608-662-0601
FEE	
$49.00 to over $100.00 Varies by species and the number of endorsements being made.	Agricultural Marketing Service (for EU questions) Ken Vorgert Phone: 630-437-5037 Email: ken.vorgert@ams.usda.gov

USDA Agricultural Marketing Service (AMS)

AMS offers a variety of fee-based, voluntary product certification and production/processing verification services that provide independent, third-party assurance that contractual agreements, foreign government requirements, and other requirements are met. http://www.ams.usda.gov/.

Export Certification of fresh shell eggs, further processed egg and egg products:

William Stone
Phone: 202-720-3100
Email: William.Stone@ams.usda.gov

Export Certification Programs:

http://www.ams.usda.gov/services/imports-exports

- Dairy Programs Export Certification Program General Overview (PDF)
- China Export Certificate
- European Union (EU) Health Certificates
- Sanitary Certificates

European Union Dairy Export Certification Programs:

http://www.ams.usda.gov/services/imports-exports/eu-dairy-exports

Dairy Questions: (for EU questions)

Ken Vorgert
Phone: 630-437-5037
Email: ken.vorgert@ams.usda.gov

Carrie Sayasithsena
Phone: 202-720-9381
Email: Carrie.Sayasithsena@ams.usda.gov

Yvette Percell
Phone: 202-690-3571
Email: Yvette.Percell@ams.usda.gov

MD McWilliams
Phone: 202-720-3171
Email: MD.McWilliams@ams.usda.gov

B. Edible Meat, Poultry & Processed Egg Products

The USDA Food Safety Inspection Service facilitates the certification of exported goods within the following categories: edible meat and poultry products; processed egg products including dried, frozen and liquid eggs, with or without ingredients.

CERTIFICATES OFFERED

Meat and Poultry Export Certificate of Wholesomeness

Egg Products Inspection and Grading Certificate

FEE

Fees vary. Contact USDA-FSIS for fee information.

CONTACT

USDA - FSIS - OPPD

Room 985, Federal Building
210 Walnut Street
Des Moines, IA 50309
Phone: (515) 727-8960 or 1-800-990-9834
Fax: (515) 727-8992
24-Hour Emergency: (515)727-8960

Website: www.fsis.usda.gov

C. Food Products and Ingredients - FDA

FDA Export Certificates indicate that the food product or ingredient is regulated by the FDA and is not subject to any enforcement action.

CERTIFICATES OFFERED

See below for a complete description of each certificate.

- Certificate of Free Sale
- Health Certificates for Food/Feed
- Specified Risk Materials of Bovine, Ovine & Caprine Origin Certificate
- Certificate of Pharmaceutical Product
- Non-Clinical Research Use Only Certificate
- Certificate to Foreign Government
- Certificate of Exportability
- Compliance with Good Manufacturing Practices

Mailing address for all FDA export certificate contacts:

U.S. FDA

Center for Food Safety and Applied Nutrition
5100 Paint Branch Parkway
College Park, MD 20740

Individual product contacts (when available):

Food

Dietary Supplements, Infant Formulas & Medical Foods (includes Vitamins, Minerals, Amino Acids, Herbals...)
Office of Nutrition, Labeling and Dietary Supplements
CAP-ONLDS-CFSAN@fda.hhs.gov

EU Animal Health and Specified Risk Material Certificates
Patricia Stephenson
Office of Food Safety
phone (240) 402-2060
fax (301) 436-2632
Patricia.Stephenson@fda.hhs.gov

Food Additives

Office of Food Additive Safety
CAP-OFAS-CFSAN@fda.hhs.gov

Plant and Dairy Foods and Beverages

CAP-OFS-CFSAN@fda.hhs.gov

Seafood

Center for Food Safety and Applied Nutrition
CAP-OFS-CFSAN@fda.hhs.gov

FEE

Up to $175.00

RESPONSE TIME

Processed within 3-8 weeks of request

Non-food

Drugs for Human Use

Phone: 301-796-4950
Email: CDERExportCertificateProgram@fda.hhs.gov

Biologics for Human Use

Phone: 301-827-6201
Email: CBERexportcertificates@fda,hhs.gov

WEBSITE

http://www.fda.gov/Food/GuidanceRegulation/ImportsExports/Exporting/default.htm

http://www.fda.gov/RegulatoryInformation/Guidances/ucm125789.htm

Medical Devices

Phone: 301-796-7400
Email: exportcert@cdrh.fda.gov

Veterinary Medicine

Phone: 240-276-9227
Email: CVMExportCertification@fda.hhs.gov

Cosmetics

Jonathan Hicks HFS-125
Office of Cosmetics and Colors

Phone: (240) 402-1375
CAP-OCAC-CFSAN@fda.hhs.gov

FDA Certificate Descriptions

- **Certificate of Free Sale:** For food, including dietary supplements, and cosmetic products that may be legally marketed in the United States (CFSAN).
- **Health Certificates for Food/Feed:** Currently required primarily by the European Union (EU), are usually consignment-specific and often contain language pertaining to "compliance" of the particular product/consignment with foreign regulations.
- **Specified Risk Materials of Bovine, Ovine & Caprine Origin Certificate**: Used for the export of gelatin that can be legally marketed in the United States. These certificates address concerns on raw material in regard to transmissible spongiform encephalopathies. (CFSAN)
- **Certificate of Pharmaceutical Product:** Conforms to the format established by the World Health Organization (WHO) and is intended for use by the importing country when considering whether to license the product in question for sale in that country. (CBER, CDER, and CVM)
- **Non-Clinical Research Use only Certificate:** For the export of a product, material, or component, for non-clinical research use only, that is not intended for human use and which may be marketed in, and legally exported from the United States.
- **Certificate to Foreign Government:** For the export of human drugs and biologics, animal drugs and devices that may be legally marketed in the United States.
- **Certificate of Exportability**: For the export of human drugs and biologics, animal drugs, and devices that may not be legally marketed in the United States but meet the requirements of sections 801(e) or 802 of the Act and may be legally exported. (CBER, CDRH, and CVM)
- **Compliance with Good Manufacturing Practices:** FDA performs inspections for compliance with cGMP regulations for drug, biologic, medical devices, human food and animal feed manufacturers that are registered and listed with the Agency. FDA bases its attestation of compliance with cGMP regulations on the manufacturer's most recent FDA inspection and other available information.

D. Fruits, Vegetables & Grains

Depending on the export destination and product, grains and fresh or frozen fruits, and vegetables might require an inspection certificate prior to export. Certificates are issued by a variety of federal agencies including USDA Plant Protection & Quarantine (PPQ) Section of APHIS, Agricultural Marketing Service and the Federal Grain Inspection Service (FGIS).

CERTIFICATES OFFERED	CONTACT
Official Export Grain Inspection Certificate	Federal Grain Inspection Service 10383 N. Ambassador Drive Kansas City, MO 64153 Telephone: 816-891-0401 Fax: 816-872-1258
Official Export Fruit/Vegetable Inspection Certificate	USDA, AMS, Fruit and Vegetable Programs Processed Products Branch 2490 Enterprise Drive Oshkosh, Wisconsin 54904-6321 Phone: 920-232-0295 Facsimile: 920-232-0341
Plant Protection and Quarantine Certificates	USDA, APHIS, PPQ Amy L. Loftus Export certification specialist, IL, MN, WI USDA, APHIS, PPQ 2300 East Devon, Suite 210 Des Plaines, IL 60018 Phone: 847-699-2421 Mobile: (312) 342-0120 Fax: 847-699-2430 E-mail: Amy.L.Loftus@aphis.usda.gov Alicia Marson USDA APHIS PPQ Plant Health Safeguarding Specialist PPQ Field Operations 5007 S. Howell Avenue Suit 115 Milwaukee, WI 53207 Phone: 414-744-6601 Mobile: 414-840-0997 Alicia.L.Marson@aphis.usda.gov Susan Emmert USDA APHIS PPQ Plant Health Safeguarding Specialist One Gifford Pinchot Drive Madison, WI 53726 Work: 608-231-9271 Cell: 608-576-1788

FEE

Varies by species and the number of endorsements being made.

USDA Certificate Descriptions

- **Official Export Grain Inspection Certificate:** For export of grains, oilseeds and related products. Learn more at http://www.gipsa.usda.gov/fgis/exportinggrain.aspx
- **Official Export Fruit/Vegetable Inspection Certificate**: For fresh fruits and vegetables. Learn more at http://www.ams.usda.gov/AMSv1.0/freshinspection.
- **Certificate of Quality and Condition:** For export of processed fruit, vegetables and other products. Learn more at http://www.ams.usda.gov/AMSv1.0/processedinspection.
- **Plant Protection and Quarantine Certificates:** A number of certificates verifying the plant or plant product has been inspected. This includes permit 526, Permit to Move Live Plant Pests or Noxious Weeds into Wisconsin. http://www.aphis.usda.gov/import_export/plants/plant_exports/index.shtml

E. All Products – Certificate of Origin

The Customs and Border Protection within the Department of Homeland Security regulates movement of all goods into and out of the United States. A certificate of Origin identifies who has produced described goods and in what country. Certificates of Origin are used to determine tariffs. **The exporter generates the Certificate of Origin** and maintains records to support representation of goods as described in the document. Certificate of Origin requirements are stated on your customer's import license as determined by the importing country and the provisions of trade agreements with the United States.

CERTIFICATES OFFERED	CONTACT
U.S. Customs Certificate of Origin	Your local Chamber of Commerce Additionally, All forms are available on line at: http://export.gov/logistics/eg_main_018121.asp
FEE	
None. Shippers and freight forwarders will charge nominal fees for the completion of this document.	Certificate of Origin forms are also available from all major freight handlers such as UPS, Fed-Ex and DHL.

F. Wood Products and Packaging

Treating wood properly and meeting the International Standards for Phytosanitary Measures (ISPM 15) are essential to reduce environmental and economic harm associated with the introduction of invasive species to a country. All solid wood components of the wood packaging materials (both hardwood and softwood species of the wood) need to be treated with **heat treatment** and/or **fumigation** depending on the destination country. Items such as plywood, particleboard, oriented strand board, and veneer are exempt from the standard. Wisconsin companies can ensure their wood packaging materials meet the ISPM 15 standards by having the wood treated at any one of many Wisconsin-based certified facilities. Companies with questions about exporting their products can contact a member of the International Agribusiness Center.

CERTIFICATES OFFERED	CONTACT
ISPM 15 Certification Wood Packaging Materials Certification (WPM)	Dept. of Agriculture, Trade and Consumer Protection Plant Industry Bureau 2811 Agriculture Drive Madison, WI 53718 Greg Helmbrecht Email: greg.helmbrecht@wisconsin.gov Phone: 608-224-4596
The ALS maintains the standards for the certification, while DATCP issues the certificates as needed.	**CONTACT** American Lumber Standard Committee, Incorporated P.O. Box 210 Germantown, Maryland 20875-0210 Telephone: 301-972-1700 Fax: 301.540.8004 E-Mail: alsc@alsc.org

SECTION III: Export Certification Process and Test Lab Information

A. Document Authentication and Apostilles

WISCONSIN SECRETARY OF STATE

Authenticating a document may also be called "flagging", "verifying", "certifying", or "attaching a certificate of magistracy", or attaching a "state seal". It means that an official certificate confirming the existence of a particular notary public or public officer, who has signed the document, must be attached to the document.

Contact:

Wisconsin Secretary of State
30 W. Mifflin, 10th Floor, Madison, WI 53703
Phone: 608-266-5503
Email: statesec@Wisconsin.gov

For more information:

http://www.sos.state.wi.us/apostilles

WISCONSIN DEPARTMENT OF FINANCIAL INSTITUTIONS

Apostilles and authentications are documents issued by the Wisconsin Department of Financial Institutions to certify signatures of public officials on documents issued in Wisconsin to be used outside the United States of America. Some examples of documents submitted include: birth certificates, adoption papers, marriage licenses, corporate documents, school transcript records and trademarks.

For more information:

Email: DFIApostilleAuthentication@wisconsin.gov

Phone: 608-266-8915

http://www.wdfi.org/ApostilleAuthentication/default.htm

UNITED STATES SECRETARY OF STATE

The Department of State, Authentications Office is responsible for signing and issuing certificates providing authentication services to U.S. citizens and foreign nationals on documents that will be used overseas. Documents include but not limited to: company bylaws, trademarks, distributorship agreements, good standing certificates, etc.

For more information:

http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/office-of-authentications.html

B. Manufacturing Processing Certification Resources

Safe Food, Safe Feed - http://www.safefeedsafefood.org

Governed by: American Feed Industry Association

Safe Feed/Safe Food Certification Program is a voluntary, third-party-certified initiative designed for feed mills and feed- and ingredient-related facilities in the United States and Canada.

Hazard Analysis & Critical Control Points (HACCP)

http://www.fda.gov/Food/GuidanceRegulation/HACCP/

Governed by: U.S. Food and Drug Administration

HACCP addresses food safety through the analysis and control of hazards throughout the production process to the consumption of the finished product.

Global Food Safety Initiative - http://www.mygfsi.com

Coordinated by: The Consumer Goods Forum

The Global Food Safety Initiative was set up to pursue improvement in our food safety systems. Harmonizing global food safety standards increases transparency and efficiency in the supply chain, cuts costs and provides assurance of safe food for consumers worldwide.

C. Radiation-Free Certificate

Some importing countries may request a Radiation Free Certificate. This can be obtained through the United States Department of Agriculture (USDA).

CERTIFICATES OFFERED	CONTACT
Radiation-Free Certificate	Processed Products and Technical Regulations Division Linda Dallos Phone: 202-720-0689 Fax: 202-690-0677 Email: linda.dallos@fas.usda.gov Email: pptrd@fas.usda.gov
FEE	
None	

D. Testing Labs Information

Occasionally, importing countries require third-party lab tests certifying the quality and purity of the product to be exported. The International Agribusiness Center provide a list of approved laboratories. Go to https://datcp-auth-uat.wi.gov/Pages/Growing_WI/InternationalAgribusiness.aspx for more information on the center's services.

The International Agribusiness Center can be contacted at 1-800-462-5237 or international@wi.gov.