

MANHATTAN CHAMBER OF COMMERCE
CERTIFICATES OF ORIGIN



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Certificates of Origin

Certificates of Origin

A Certificate of Origin is a document required by foreign governments that validates the country of origin of where the product was manufactured. The Certificate of Origin must be signed by the exporter, notarized, and then validated by a locally designated agency such as the Manhattan Chamber of Commerce (MCC) in order to be acceptable and valid.

The MCC offers Certificates of Origin for goods made in the United States and for goods NOT made in the United States. Certificates may be obtained by downloading the relevant form. If you have any questions please contact us at 212-473-7875.

You may bring your documents to the Chamber for processing by appointment only.

Appointments are usually made Monday - Thursday
10 am – 12 noon or 2:30 – 4:00 pm and Fridays 10 a.m. – 12 noon.



Certificates of Origin

The Chamber is now offering e-Certify – a convenient and cost effective way to process Certificates of Origin. E-certify gives exporters the opportunity to turn the existing paper process into an electronic process, saving time and courier costs.

With e-Certify you will:

- * Eliminate courier costs
- * Reduce administrative costs
- Get your certificate without ever having to leave your desk
- Avoid having to get an affidavit notarized



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If you are not using e-Certify fill out the appropriate affidavit (see related documents) for either U.S. Originated Goods or Non-U.S. Originated goods and have it notarized. The affidavit releases the Chamber from any liability with regards to the goods.

All Certificates of Origin and corresponding documents **MUST** be e-mailed to (Certificates@manhattancc.org) or delivered. There is a \$10 rush fee for any documents that are not emailed to us or requested to be processed in under 24 hours (weekdays).

The notarization can be done at any bank. See links below for affidavit forms or contact us if you are not sure.



Obtaining a Certificates of Origin

Obtaining a Certificate of Origin

1. Fill out the appropriate Manhattan Chamber affidavit (see related documents) and have notarized by a notary ([not needed if using e-Certify](#))
2. Provide either a manufacturer's invoice or commercial invoice for all items referenced on the certificate and that clearly indicates the country of origin of your goods.
3. Fill out the Certificate of Origin document (Typed).
4. Submit via e-Certify or E-mail your notarized affidavit, certificate of origin document and corresponding invoices to Certificates@manhattancc.org
5. Indicate in the e-mail or the 'Notes' section of e-Certify submission form which documents you would like to be stamped and whether it's a "Rush Request".
6. Wait for a response indicating that the documents have been processed or are ready to be collected or mailed out.
7. [Requests submitted after 4:00 p.m will be considered received on the following work day.](#)

Notable Mentions

- 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.
- * If you are shipping your goods to the Middle East all documents must be signed in **BLUE INK**
- Documents must indicate that the goods are made in the United States for Certificates of Origin for goods made in the U.S. Please note if you have goods from U.S. and Non-U.S., two separate forms must be used as they cannot be on the same Certificate of Origin.
- A rush fee of \$10 will be applied for each document that is requested to be processed within 24 hours.
- You can also request that the completed documents be mailed out to you instead of being picked up from our office. This is an extra \$10 fee and is only available once you provide a FedEx account number or UPS shipping label



Obtaining a Certificates of Origin

MCC Member Cost

Certificate of Origin of U.S. and Non-U.S. made goods \$30.00 (Per Document)

Non MCC Member Cost

Certificate of Origin of U.S. and Non-U.S. made goods \$40.00 (Per Document)

Extra Services

Rush Service * \$10.00 (Per Request)

Mail-Out Service ** \$10.00 (Per Request)

*A separate fee will be charged for each request that must be processed within 24 hours (weekdays) and requests that have not been previously e-mailed.

**A separate fee will be charged if you prefer to receive the completed forms in the mail, as opposed to picking them up in person. Please note this option requires you to provide a FedEx account number or UPS shipping label.

Related Documents for Certificates of Origin

- **U.S Made Goods**

[Certificate of Origin Generic Form for U.S. Made Goods](#)

[Affidavit for Certificate of Origin U.S. Made Goods](#)

- **Non-U.S Made Goods**

[Certificate of Origin Form for Non-U.S. Goods](#)

[Affidavit for Certificate of Origin Non-U.S. Made Goods](#)

- **Multi-Country Origin of Goods**

[Affidavit for Certificate of Origin Multi-Country Origin Goods](#)

[Certificate of Us and Non-U.S Origin](#)



Certificates of Free Sale

Certificate of Free Sale

(Not available on e-Certify)

Many countries require a Certificate of Free Sale, sometimes called a "Certificate for Export" or "Certificate to Foreign Governments". The Certificate of Free Sale is evidence that goods, such as food items, cosmetics, biologics, or medical devices are legally sold or distributed in the open market, freely without restriction, and approved by the regulatory authorities in the country of origin (United States).

Obtaining a Certificate of Free Sale

Fill out the affidavit (for Certificate of Free Sale)

Provide two (2) invoices from two different U.S. buyers of your products

E-mail you product list either in Word or Excel format to Certificates@manhattancc.org

Cost

COFS \$75.00

Extra Services

Rush Service * \$10.00 (Per Request)

Mail-Out Service ** \$10.00 (Per Request)

*A separate fee will be charged for each request that must be processed within 24 hours (weekdays) and requests that have not been previously e-mailed.

**A separate fee will be charged if you prefer to receive the completed forms in the mail, as opposed to picking them up in person. Please note this option requires you to provide a FedEx account number or UPS shipping label.

Related Documents:

[Affidavit for Certificate of Free Sale](#)



Related Documents

U.S Made Goods Related Documents:

[Certificate of Origin Generic Form for U.S. Made Goods](#)

[Affidavit for Certificate of Origin U.S. Made Goods](#)

Non-U.S Made Goods Related Documents:

[Certificate of Origin Form for Non-U.S. Goods](#)

[Affidavit for Certificate of Origin Non-U.S. Made Goods](#)

Multi-Country Origin of Goods Related Documents:

[Affidavit for Certificate of Origin Multi-Country Origin Goods](#)

Certificate of Free Sale Related Documents:

[Affidavit for Certificate of Free Sale](#)

Related Sites:

[Certificates of Origin for NAFTA from US Commercial Services](#)

Overview of Certificates of Origin from the International Chamber of Commerce Need link

<http://www.export.gov/turkey/doingbusinessinturkey/exporterregistryform/index.asp>

<http://www.export.gov/index.asp>

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