

## CERTIFICATE OF ORIGIN

### Certificate of Origin

A Certificate of Origin (COO) is an important international trade document attesting that goods in a particular export shipment have been wholly obtained, produced, manufactured or processed in a particular country. It is also a declaration by the exporter. Virtually every country in the world considers the origin of imported goods when determining what duty will be assessed on the goods or, in some cases, whether the goods may be legally imported at all. The 1923 Geneva Convention named Chambers of Commerce the official body to issue, sign and stamp Certificates of Origin worldwide.

### East Orlando Chamber of Commerce Certificate of Origin Policy:

Companies requesting a Certificate of Origin must email for consideration:

- Completed Certificate of Origin (with shipping (Bill of Laden) and invoice).
- The Company who submits a COO to the East Orlando Chamber must include corresponding manufacturer's invoices, shipper's affidavits (Bill of Laden), and other documents that confirm the origin of the goods, Made in the USA. The product information that is listed matches the product on the invoice. Do not leave off product numbers, quantities or descriptions.
- Documents must contain the name of the person authorized by Company to make Certificate of Origin requests on behalf of the company. This person must be a senior level corporate representative.
- All companies will be searched and located on Florida's Official website: Sunbiz, Divisions of Florida Corporations. Authorized company representative will be listed on Sunbiz filings.
- Once the Chamber has reviewed that all document requirements have been satisfied the Company will be notified to make a COO appointment. Appointments should be made 24 hours ahead of COO need date and representative should estimate ten minutes per certificate in the Chamber office.
- Certificate of Origin requests will be processed between 9:00 a.m. and 1:30 p.m. Monday through Friday and authorized at the Chamber's office located at 12301 Lake Underhill Drive, Suite 245, Orlando FL 32828. Requestors are urged to submit COOs prior to the day of shipment to allow time for processing. COO requests are coordinated by Michelle Miller. Members can contact Michelle directly at 407.277.5951 or [michellem@eocc.org](mailto:michellem@eocc.org) and appointments are recommended.
- The proper Certificate of Origin must be completed prior to presenting it to the East Orlando Chamber. The COO will be notarized when it is sealed, therefore it cannot be changed. Authorized company representatives must bring identification (Driver's License recommended)
- The initial email consideration is for EOCC representatives to verify the Company has the necessary items for a Certificate of Origin. The Company must bring to the appointment the COMPLETED ORIGINALS TO BE SEALED.
- **An Affidavit of Origin Indemnification Agreement** will be signed by a company officer also listed on Sunbiz filings at the COO appointment. The original will be completed by all businesses who utilize our services and placed on file with the East Orlando Chamber. This form will be kept current and updated annually when there is a change of signatory officer.
- The East Orlando Chamber only attests to the documents as they are presented—it is not attesting to the validity of the claim of where the goods were produced. Furthermore, the East Orlando Chamber will not be held liable if the U.S. Company does not present all of the appropriate documentation needed for international

importation or exportation, or any other reason that may result in the company's shipment being held at foreign customs.

### Schedule and Guidelines:

All of the following are effective May 24, 2017. The East Orlando Chamber of Commerce fees remain below the nationwide average.

#### Members:

\$7.50 per Certificate of Origin (one Certificate and one invoice or Bill of Lading.)

\$5.00 per additional copy to be stamped and/or signed, this fee is for each additional copy.

\$50.00 same day rush fee (see guidelines below)

\$25.00 next day rush fee (see guidelines below)

#### Non-Members:

\$15.00 per Certificate of Origin

\$5.00 per additional copy to be stamped and/or signed, this fee is for each additional copy.

\$50.00 same day rush fee (see guidelines below)

\$25.00 next day rush fee (see guidelines below)

### Processing Hours

- The hours for processing Certificates of Origin will be Monday through Friday 9:30 a.m. to 1:30 p.m., excluding holidays and other office closings. Appointments are suggested and recommended. Calling and emailing ahead will save the business time
- If you have not provided an email address to us, please call 407.277.5951 or email Michelle Miller at [michellem@eocc.org](mailto:michellem@eocc.org) to ensure that you receive notifications of our office holidays and closings in the future.
- The processing timeframe for authenticating Certificates of Origin is two business days. Depending on the complexity and length of the Certificate of Origin, same day service may not be available. If it is imperative that your Certificate is processed before two business days, a rush fee will be charged. See the fee schedule above.