



**GREATER FALLS CHURCH CHAMBER OF COMMERCE
CERTIFICATE OF ORIGIN
INFORMATION AND INSTRUCTIONS**

Certificate of Origin Policy

The Greater Falls Church Chamber of Commerce, a Virginia Corporation has revised its policy on the issuance of Certificates of Origin effective June 1, 2014.

Any and all Certificates of Origin and additional papers submitted to the Greater Falls Church Chamber of Commerce are to be filled out truthfully and the products named on the Certificate of Origin are manufactured in the United States of America and are of United States of America origin.

1. The Certificate of Origin must be filled out completely and notarized before being presented to the Greater Falls Church Chamber of Commerce.
2. Certificates must be originals, not photocopies.
3. The Certificate of Origin must be accompanied by a manufacturer's invoice or shipper's affidavit which must indicate the origin of the goods.
4. Company representatives must fill out and sign a log sheet.
5. An original Affidavit of Origin and Indemnification Agreement must be signed by a company officer and presented to the Greater Falls Church Chamber of Commerce. For those businesses that are members of the Chamber of Commerce, this document can be signed yearly and will be kept on file. For a non-member business, an Affidavit of Origin and Indemnification Agreement must accompany each Certificate of Origin. This document must be provided to the Chamber before a Certificate of Origin will be issued.

6. The Greater Falls Church Chamber requires that the following words, and no other, appear above the line for our signature:

The Greater Falls Church Chamber of Commerce, a Virginia corporation, has examined the manufacturer's invoice or shipper's affidavit concerning the origin of the items and based solely on these documents and without independent verification, believes that the products named are from the United States of America. The Chamber 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 document, statement, or authenticity of any signature therein.

7. There will be a fee of \$25 per certificate (or per use of stamp) for Chamber members and \$50 for non-members. For bulk users, an annual fee of \$500 for Greater Falls Church Chamber member businesses or \$1,200 for non-Chamber businesses is available. If a business asks for an invoice to receive a stamp, they will be charged at the same rate as the certificate.

Please adhere to the following steps to ensure timely processing of your Certificates of Origin:

1. Make sure you are filling out the proper Certificates of Origin for the country to which you are exporting.
2. Make sure you fill out the Certificate completely and accurately.
3. Make sure that the product information listed is verbatim to what is on the invoice. Do not leave off product numbers, quantities, or descriptions.
4. Do not alter the Certificate in any way.
5. Have the Certificate notarized before having the Chamber sign it.
6. Do not wait until the day of your shipment to bring in your Certificate.
7. Check with the Chamber office before you come to ensure that someone with the authority to sign will be available. Normal Chamber office hours are Monday, Tuesday and Friday from 9:00 a.m. – 3:00 p.m.

The Chamber staff member has the right of refusal for any document that they feel does not meet the Greater Falls Church Chamber's guidelines.