



CERTIFICATE OF ORIGIN PROCEDURES FOR FREIGHT FORWARDER/Exporter

FILLING OUT THE CERTIFICATE OF ORIGIN FORM

1. Be sure that the Certificate of Origin form is filled out correctly and completely. All names and addresses are spelled out in full for both the forwarding agent and the exporter.

The signature of the owner or agent is notarized.

2. When using the Certificate of Origin form that the Greater Vancouver Chamber of Commerce produces with the affidavit of origin statement on it, be sure that this statement is signed.
3. If you are not using the Certificate of Origin form that the GVCC produces, then you must have the affidavit of origin typed on a separate sheet of paper and have it stapled to Certificate of Origin form you submit for shipment.

BEFORE BRINGING IN THE CERTIFICATE OF ORIGIN TO THE GREATER VANCOUVER CHAMBER OF COMMERCE TO BE SIGNED, BE SURE THAT:

1. As the Freight Forwarder, you have an Indemnification Statement attached to your Certificate of Origin or it is already on file with the GVCC. You have an Indemnification Statement signed by the exporter and it is attached to the Certificate of Origin form or it is already on file with the GVCC. The Indemnification Statements are good for the calendar year in which they are issued.
2. Payment is enclosed such as cash or check
\$5.00 per stamp for Members of the GVCC
\$75.00 per stamp for Non-Members
3. You have an extra copy of the completed Certificate of Origin attached for the GVCC to keep on file.

IF ANY OF THESE PROCEDURES ARE NOT COMPLIED WITH, WE ARE UNABLE TO SIGN YOUR DOCUMENTS.

**Greater Vancouver Chamber of Commerce
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