



## Requirements for Authentication of Certificates of Origin

### 1. The Certificate of Origin (CO) document should include the following information:

- Company
- Shipper
- Port of Loading
- Port of Unloading (if known)
- Date
- Address
- Cross Reference Number (corresponding invoice or bill of lading number)
- Description of goods
- Weight and markings
- Country of origin\*
- Woodstock Chamber of Commerce and Industry and Industry Liability statement\*\*  
(Wording of liability statement must be correct). The certificate must be notarized before it is authenticated.

\*The country of origin must be on the certificate and in the Woodstock Chamber of Commerce and Industry Liability statement – these must be the same country.

\*\* One of the following liability statements (whichever is applicable) must be included in all C.O.s.

For commodities of **United States origin**, for authentication at the Woodstock Chamber of Commerce and Industry and Industry:

**The Woodstock Chamber of Commerce and Industry, a recognized Chamber of Commerce under the laws of the State of Illinois, states that, based solely on the above exporter's affidavit, the Chamber believes that the goods described in the above affidavit are products of the United States of America. The Woodstock Chamber of Commerce and Industry and Industry assumes no responsibility beyond obtaining the sworn statements in the above affidavit. It makes no warranty, expressed or implied, concerning the goods, affidavit, or any documents relating thereto, and assumes no responsibility for the truth or accuracy of any statements contained in said affidavit or any of the documents mentioned therein.**

For commodities of **non-US origin**, for authentication at the Woodstock Chamber of Commerce and Industry:

**The Woodstock Chamber of Commerce and Industry certifies, in reliance on the exporter's representation and not on the basis of independent verification that, to the best of its knowledge and belief, the product(s) named in this document was purchased in the United States but did not originate in the United States of America but originated in <insert country name>.**

The following statement must be included on corresponding commercial invoices and/or bill of ladings, if required, for authentication (stamped or signed) at the Woodstock Chamber of Commerce and Industry:

**The Woodstock Chamber of Commerce and Industry, a recognized Chamber of Commerce under the laws of the State of Illinois, states that it makes no warranty, expressed or implied, concerning the management of the company, affidavit, or any documents relating thereto, and assumes no responsibility for the truth or accuracy of any statements contained in any of the documents mentioned therein.**



## Requirements for Authentication of Certificates of Origin

**2. For our records, please provide the following:**

- 1 notarized copy of the original Certificate of Origin
- 1 copy of corresponding commercial invoice or Bill of Lading
- 1 original, notarized:
  - Woodstock Chamber of Commerce and Industry and Industry Affidavit of US Origin, or
  - Woodstock Chamber of Commerce and Industry Affidavit of Non-US Origin

**3. Fees:**

Each set or shipment will be charged as follows:

Members	Non-Members
<ul style="list-style-type: none"> <li>• One free set per month</li> <li>• \$5.00 per Certificate of Origin up to 20 items or per set (A “set” is one Certificate and one invoice or Bill of Lading.)</li> <li>• \$1.00 per additional copy to be stamped and/or signed, this fee is for each additional copy, not per set</li> <li>• \$1.00 per additional 20 items</li> <li>• \$25.00 same day rush fee</li> <li>• \$10.00 next day rush fee</li> </ul>	<ul style="list-style-type: none"> <li>• \$25.00 per Certificate of Origin up to 20 items or per set (A set is one Certificate and one invoice or Bill of Lading.)</li> <li>• \$5.00 per additional copy to be stamped and/or signed, this fee is for each additional copy, not per set</li> <li>• \$5.00 per additional 20 items</li> <li>• \$50.00 same day rush fee</li> <li>• \$25.00 next day rush fee</li> </ul>

**Customized fee quotes for high volumes are available**

**\*\* NOTE:** Each set consists of one certificate of origin and one invoice/bill of lading. Any copy of the documents in addition to the original set is considered an additional copy and the copy fee will be charged.

For questions please call or email The Woodstock Chamber of Commerce and Industry at (815) 338-2436 or [chamber@woodstockilchamber.com](mailto:chamber@woodstockilchamber.com)