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### **How to get a Certificate of Free Sale**

Powered by the Greater Chapel Hill-Carrboro Chamber of Commerce, the Carolina Chamber Export Assistance Center assists exporters in need of a Certificate of Free Sale for products manufactured and legally sold in the U.S. A Certificate of Free Sale states that the company selling the products has submitted evidence that the products listed on the certificate are freely sold in the U.S.

### **Certificate of Free Sale Requirements**

Products must be proven that they are manufactured in the U.S. by submitting a written declaration from the manufacturer (a signed declaration from your company if you are the manufacturer) stating that the products are manufactured in the U.S.

Please email the following information to [jsimmons@carolinachamber.org](mailto:jsimmons@carolinachamber.org) to obtain a Certificate of Free Sale.

- A copy of an invoice showing the sale of each product to a U.S. customer. The invoice should be dated within the last 12 months and the product names must be the same as how they will appear on the certificate. Please note that multiple products may be listed on one certificate, but invoices showing the sale of each product to a U.S. customer are required.
- A signed and notarized affidavit stating the authorized signor's role with the company and swearing to the accuracy of the product list and invoices provided.
- A specification for which country/countries the certificate(s) should be issued.
- A specification of exactly how the products should be listed on the certificate(s). (This should coincide with how they are listed on the commercial invoice). Please provide the company name and address as it should read.

If the FDA or other government agency regulates/covers the product, the Chamber cannot issue a Certificate of Free Sale. Please contact the FDA or other agency directly and have them issue the certificate.

Certificates are \$25 each for members of the Carolina Chamber Export Assistance Center partner Chambers and \$75 each for non-members.

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More information at [www.chamberexport.com](http://www.chamberexport.com). Please contact Justin Simmons at 919-357-9976 or [jsimmons@carolinachamber.org](mailto:jsimmons@carolinachamber.org) with any questions.