NOP Import Certificate Request Instructions

Electronic version available at www.tilth.org

USDA published the Strengthening Organic Enforcement (SOE) final rule on January 19, 2023, which requires the use of electronic NOP Import Certificates for all organic products imported into the U.S., for improving the oversight and traceability of imported organic products. The use of the NOP Import Certificate will be mandatory as of March 19, 2024.

Please review these instructions carefully to ensure that each commodity to be imported in the United States is properly requested for OTCO approval. Please submit all NOP Import Certificate requests to export@tilth.org

Completing and Submitting the Transaction Certificate Request Form

Please complete the NOP Import Certificate Request form. This form is an editable .docx template. Fill out this form completely; incomplete request forms are returned.

Below is a description of how to complete an NOP Import Certificate request, by box number. Please follow these instructions carefully to ensure there are no delays with your request.

1) **Harmonized Tariff Code Commodity Type:** Provide the description as listed at https://hts.usitc.gov/current. This commodity must be represented on your Organic Certificate.
2) **Harmonized Tariff Code:** If HS Codes exist for the product being covered by the NOP Import Certificate you are completing, enter the HT Code of the product. HT Codes are listed at https://hts.usitc.gov/current.
3) **Type of Request:** Click the corresponding box for the type of request needed.
4) **Validity of Request**: For single shipment only input Date of Request. For multi-shipment input Date of Request and Date of Expiration up to 12 months.
5) **Exported By:** Enter the name, address, country, including postal code and NOP OID of the individual or business that is exporting the product.
6) **Imported By:** Enter the name, address, country, including postal code and NOP OID of the individual or business that is importing the product. The recipient must be certified organic as listed at https://organic.ams.usda.gov/integrity/
7) **Lot Number:** This box is optional but highly encourage to add any lot numbers associated with commodity listed.
8) **Shipping Identification**: The box is required for single shipment requests. For multi-shipment requests this box must be available prior to the expiration date. This box must contain the container/seal number as applicable for the product. It is critical that the information be provided accurately, as this box must clearly link import certificate to the shipment.
9) **Final Handler & NOP OID Number:** If different from the exporter (entered in Box 5), enter the contact information along with the NOP OID Number of the final handler within the country of export.

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10) **Certifying Body of Final Handler:** Enter the name and address, including postal code, of the certification body for the final handler within the country of export.
11) **Total Marked Net Weight**: This box must contain the total net weight, in kilograms, of the shipment. For single shipment weight must be exact and for multi-shipment weight is an estimated amount shipped within the validity date. Final weight for multi-shipments must be submitted to OTCO within 10 days after expiration.
12) **Total Containers:** This box must contain the total containers of the shipment. For single shipment containers must be exact and for multi-shipments this field can be left blank and submitted within 10 days after expiration.
13) **Other information (optional):** Enter additional information as necessary.
14) **Declaration:** Click the box to verify the information accurate.

Completed requests must be submitted to export@tilth.org, maintaining the editable .docx format. Any expedited, or same-day-expedited requests (or revisions) must be explicitly stated within the original email request.

Timeline and Fees
During the pilot phase, fees for the NOP Import Certificate are waived at this time.

All requests (including revisions) will be processed as standard unless expedited or same day expedited processing is explicitly mentioned within the initial request email.

Processing timelines begin when a completed request is received and will be extended if request templates are not accurate or complete. Please review all information carefully prior to submitting the request to OTCO.

We appreciate your participation with NOP Import Certificates.
For more information, visit https://www.ams.usda.gov/services/organic-certification/international-trade/Electronic-Organic-Import-Certificates

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