



## 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\*
- The Greater Sarasota Chamber of Commerce Liability statement\*\* (Wording of liability statement must be correct).

The certificate must be notarized before it is authenticated. If you do not have access to a Notary Public, we will provide Notary services. The cost per notarized document is \$10.00. The individual signing the document must be present, sign in the presence of the Notary and must present valid photo identification, such as a current driver's license or passport.

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

\*\* One of the following liability statements (whichever is applicable) must be included on all Certificates.

For commodities of **United States origin**, for authentication at The Greater Sarasota Chamber of Commerce:

**The Greater Sarasota Chamber of Commerce, a recognized Chamber of Commerce under the laws of the State of Florida, 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 Greater Sarasota Chamber of Commerce, 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 Greater Sarasota Chamber of Commerce:

**The Greater Sarasota Chamber of Commerce 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, for authentication (stamped or signed) at The Greater Sarasota Chamber of Commerce:

The Greater Sarasota Chamber of Commerce, a recognized Chamber of Commerce under the laws of the State of Florida, 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.

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

- 1 notarized original Certificate of Origin
- 1 corresponding commercial invoice or Bill of Lading
- 1 notarized original affidavit either:
  - o The Greater Sarasota Chamber of Commerce Affidavit of US Origin, or
  - o The Greater Sarasota Chamber of Commerce Affidavit of Non-US Origin

**3. Fees for documents submitted at our office: Each set or shipment will be charged as follows:**

**Members**

Business Connector:

- Certificate of Origin - 3 Services / 50% off any additional services (\$25)
- Notary Service - Complimentary

Market Mover:

- Certificate of Origin - 5 Services / 50% off any additional services (\$25)
- Notary Service – Complimentary

Corporate Trustee and Above:

- Unlimited Services

**Non-Members**

- \$50.00 per Certificate of Origin set (a set is one Certificate and one invoice or Bill of Lading.)
- \$5.00 per additional copy to be stamped and/or signed, this fee is for each additional copy, not per set
- \$5.00 per additional 20 items
- \$25.00 same day rush fee

- \$10.00 per Notary Service (if document has not yet been notarized.)

**\*\*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.