

EXPORT CERTIFICATE

REQUEST PROCEDURE

Companies requesting a "Certificate" document must either be headquartered in the State of Missouri or have product(s) manufactured or processed in Missouri.

Please allow up to five business days for processing.

	Date:
1. Type of certificate: <div style="text-align: right; margin-bottom: 10px;">Free Sale</div> <ul style="list-style-type: none"> * Invoice or product catalog showing sale of product(s) in U.S. required. <div style="text-align: right; margin-bottom: 10px;">Health and Sanitary</div> <ul style="list-style-type: none"> * Invoice or product catalog showing sale of product(s) in U.S. and current product manufacturing facility inspection report required. <div style="text-align: right; margin-bottom: 10px;">Other Export Certificate</div> <ul style="list-style-type: none"> * Invoice or product catalog showing sale of product(s) in U.S. and supporting documentation for certificate. 	Quantity _____ Quantity _____ Quantity _____ Type of Certificate _____ <small>(If you provide a product catalog- include in your email the page number(s) the product(s) can be found.)</small>
2. Headquarter contact information: <div style="text-align: right; margin-bottom: 5px;">Company</div> <div style="text-align: right; margin-bottom: 5px;">Contact Person</div> <div style="text-align: right; margin-bottom: 5px;">Mailing Address</div> <div style="text-align: right; margin-bottom: 5px;">City, State/Province, Country</div> <div style="text-align: right; margin-bottom: 5px;">Postal Code, Phone</div> <div style="text-align: right; margin-bottom: 5px;">E-mail Address</div>	<p><i>Must be filled out completely</i> Do not include on certificate</p>
3. Product manufacturing or processing facility contact information: <div style="text-align: right; margin-bottom: 5px;">Company</div> <div style="text-align: right; margin-bottom: 5px;">Contact Person</div> <div style="text-align: right; margin-bottom: 5px;">Mailing Address</div> <div style="text-align: right; margin-bottom: 5px;">City, State/Province, Country</div> <div style="text-align: right; margin-bottom: 5px;">Postal Code, Phone</div> <div style="text-align: right; margin-bottom: 5px;">E-mail Address</div>	<p><i>Must be filled out completely</i> Do not include on certificate</p>
4. For human consumption:	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Country of destination:	
6. Approximate CIF value of shipment: (For Internal Use Only)	

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8. Return certificate to:	
Company	
Contact Person	
Mailing Address	
City, State/Province, Country	
Postal Code, Phone	
E-mail Address	
9. Preferred method of delivery: (If "urgent" is marked, please provide billing account number.)	
<u>Include billing account numbers</u>	
US Mail <input type="checkbox"/>	FEDEX # _____
Urgent <input type="checkbox"/>	UPS # _____

In order to fulfill your certificate request, we ask that you **complete the Request Procedure form** and email it to the Agricultural Business Development Division at abd@mda.mo.gov. **If you require additional information to be included on your certificate, please indicate those requirements in your email with the attached request.**

Please refer to the following export certificate examples:

[Certificate of Free Sale Template](#)
[Certificate of Health and Sanitary Template](#)

All Certificates Will Expire Exactly One Year From Processing Date.