



# Midwest Organic Services Association

PO Box 821 - Viroqua, WI 54665 – (608) 637-2526 Fax: (608) 637-7032, email: [mosa@mosaorganic.org](mailto:mosa@mosaorganic.org) [www.mosaorganic.org](http://www.mosaorganic.org)

## Export Certificate Request Instructions

Your organic producer/handler certificate is your proof of MOSA certification, as well as proof of additional verification, if requested, such as JAS or EU verification. When an operator applies for additional JAS verification, MOSA verifies that the applicant or Associate is in compliance with the NOS, as well as the more restrictive requirements of Japan.

### How it Works:

1. After the certification process (including the additional verification) is complete, a MOSA Associate wishing to sell product to Japan must then complete an Export Certificate Request Form and send it to the MOSA office. You will need to obtain information from your buyer to complete this form. Blank Request Forms may be copied by the Associate or additional copies may be obtained from the MOSA office or off the MOSA website.
2. The MOSA office reviews the Request Form for completeness, verifies that the Associate's certification is current, and that the products listed on the Request Form are covered by the Associate's certification.
3. MOSA completes the Export Certificate and sends it to the Associate. Your buyer must receive your Export Certificate from you in order for him/her to accept your product for export to Japan.

### What to do:

1. Make several copies of the master Request Form on the back of this sheet.
2. Fill out a separate Export Certificate Request Form for each product intended to be sold for export to Japan and mail, fax or deliver it to the MOSA office using the above address or fax number.
3. The MOSA office will mail you an original Export Certificate for you to present to the buyer for the sale.

**If you have any questions, please call the MOSA office.**



# Midwest Organic Services Association

PO Box 821 - Viroqua, WI 54665 – (608) 637-2526 Fax: (608) 637-7032 Email: mosa@mosaorganic.org  
www.mosaorganic.org

## Export Certificate Request Form

**This form must be filled out completely** and sent to MOSA before an export certificate can be issued. A separate request form must be completed for each product exported.

**Consigner Information** (The individual or business in the country of destination to which the product will be transferred, assigned or delivered.)

Country of Destination \_\_\_\_\_ Date: \_\_\_\_\_

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

**Product Exported From:** (Name and address of the port of embarkation)

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

<b>Product as Labeled:</b> name of the raw product or packaged products. For raw product, name will be the common name of the product (rice, apples). For packaged products, the name will be the name shown on the principal display panel.	
<b>Total Marked Net Weight:</b> the total net weight of the shipment covered by the export certificate	
<b>Total Containers:</b> total number of air or vessel containers	
<b>Lot Number:</b> the lot number assigned to product by the exporter	
<b>Marked Weight of the Lot:</b> The marked net weight of the lot assigned to the product by the exporter whose name appears below	
<b>Number of Packages in Lot:</b> if applicable, number of packages contained under the lot number above	
<b>Shipping Marks:</b> Flight number, vessel name or number, or container number as applicable	

**Exported By:** (Name and address of the producer or handler of the product as applicable. For producers and handlers with multiple locations, the address will be the common or corporate address.)

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

**This completed Export Certificate Request form must be mailed, faxed, or delivered to the Midwest Organic Services Association office in order to receive an Export Certificate for the above commodity/product.**