

3

Export Program
Manual

General Procedures

Replacing Export Certificates

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Replacing Export Certificates

The term “replace” refers to issuing new PPQ Form(s) 577 or 579 to substitute for a previously issued certificate.

Replaced certificates are based on the same inspection date(s) and results of the original certificates. If a new inspection is required the certificate needs to be issued according to [Table 3-8-1](#) on [page-3-8-4](#) or [Table 3-8-4](#) on [page-3-8-21](#). The date of issuance must always be the actual date the ACO signs the certificate. When replacing a certificate, review the time limits for the country to ensure the original PPQ Form(s) 577 or 579 was issued according to the country’s time limits. If the replacement occurs outside of the country’s time limit, include an AD referring to the original certificate and the original date of issuance.

Refer to [Table 3-12-1](#) on [page-3-12-2](#) to help decide whether to replace PPQ Form 577 or 579.

TABLE 3-12-1: Decide Whether to Replace PPQ Form 577 or 579 Based on Original Issuance

If the original PPQ Form 577 or 579 is:	And:	And the replacement date is:	Then:	
Surrendered to the ACO	The consign-ment is rein-spected	→	<ol style="list-style-type: none"> VOID the original PPQ Form 577 or 579 (refer to Keeping Records on page 3-14-1) RETURN all voided certificates (including those ruined while typing or preparing) that were prepaid by exporters to the issuing office ISSUE a new PPQ Form 577 (Table 3-8-1 on page-3-8-4) or 579 (Table 3-8-4 on page-3-8-21) at any duty station¹ based on the new inspection 	
	The consign-ment is not reinspected	Within 30 days of inspection or specific country requirements		<ol style="list-style-type: none"> VOID the original PPQ Form 577 or 579 (refer to Keeping Records on page 3-14-1) RETURN all voided certificates (including those ruined while typing or preparing) that were prepaid by exporters to the issuing office CHANGE the appropriate entries REPLACE the PPQ Form 577 or 579 at any duty station,¹ with no AD referencing the replacement ATTACH the original or a copy (if the original is returned to the originating office) to the file copy of the new PPQ Form 577 or 579
		Not within 30 days of inspection or specific country requirements ²		<ol style="list-style-type: none"> VOID the original PPQ Form 577 or 579 (refer to Keeping Records on page 3-14-1) RETURN all voided certificates (including those ruined while typing or preparing) that were prepaid by exporters to the issuing office CHANGE the appropriate entries REPLACE the PPQ Form 577 or 579 at any duty station,¹ with an AD “This certificate replaces phytosanitary certificate (or phytosanitary certificate for reexport) [number], issued on [date], at [issuing office], because [reason for issuing new PPQ Form 577 or 579].” ATTACH the original or a copy (if the original is returned to the originating office) to the file copy of the new PPQ Form 577 or 579
Not surrendered	The document was already mailed	→	<ol style="list-style-type: none"> CHANGE the appropriate entries REPLACE the PPQ Form 577 or 579 at the originating duty station only,³ with an AD “This certificate replaces phytosanitary certificate (or phytosanitary certificate for reexport) [number], issued on [date], at [issuing office], because [reason for issuing new PPQ Form 577 or 579].” 	
	The document was lost	→	<ol style="list-style-type: none"> CHANGE the appropriate entries REPLACE the PPQ Form 577 or 579 at the originating duty station only,³ with an AD “This certificate replaces the exporter’s lost original of phytosanitary certificate (or phytosanitary certificate for reexport) [number], issued on [date], at [issuing office].” 	

1 ACOs may have to contact the originating office for supporting documents.

2 The original export certificate was issued according to PPQ policy concerning time limits.

3 With the use of PCIT, PPQ Form 577 can be replaced at any duty station. Until version 3.1 is released, ACOs may have to contact the originating office for supporting documents. With the release of PCIT version 3.1, ACOs will also be able to replace PPQ Form 579 at any duty station.

Voiding or Returning Unused Export Certificates

Issuing offices document on APHIS Form 80-R, Export Certificate Record, when PPQ Forms 578 or 579 are voided or returned unused by industry.



Important

Do **not** use APHIS Form 80-R with PPQ Form 577. With the use of PCIT, PPQ Form 80-R is **not** necessary, since prepaid PPQ Form 577s are no longer maintained outside of the PCIT system.

Issuing offices maintain file copies of either the original APHIS Form 80-R or voided certificates. If your ECS wants to be notified of voided certificates, consider attaching the original or copy of the voided or returned unused certificate to APHIS Form 80-R in order to substantiate the credit.

See also [Step 5: Replace Export Certificates](#) on [page 3-11-8](#) when collecting a user fee for replaced export certificates.

For directions on refunding or crediting voided certificates, see [Handling Refunds and Credits](#) on [page 3-11-9](#).



Important

All voided certificates (including those ruined while typing or preparing) that were prepaid by exporters **must** be returned to the issuing office.

PPQ retains a \$7 administrative fee from the refund or credit for voided certificates.

