

3

Export Program
Manual

General Procedures

Completing Application for Export Certification (PPQ Form 572)

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Introduction

It is the exporter's (exporter, broker, shipper, or representative from another government office such as Agricultural Research Service (ARS) and Agricultural Marketing Service (AMS)) responsibility to submit a request for a certificate.

PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export, is specifically designed to provide the information needed to determine a commodity's eligibility and import requirements, and to complete a certificate.

A written application is best because it serves these purposes:

- ◆ Places the responsibility on the applicant for providing the required information and its accuracy
- ◆ Provides information necessary to determine the phytosanitary requirements a commodity may need to meet for certification
- ◆ Provides Authorized Certification Officials (ACOs) with reliable information for properly completing a certificate
- ◆ Serves as a worksheet for ACOs to record inspection and treatment results (see [PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export](#) on [page K-1-12](#) for directions on completing the form¹)

1 PPQ Form 572 can be downloaded as a PDF file from Web site address: <http://www.aphis.usda.gov/library/forms/>. This application may be available online at locations piloting the Phytosanitary Certificate Issuance Tracking System (PCIT); contact the PCIT Coordinator of PPQ Export Services (ES) for further information.

Required Information

Applicants **must** provide the following information in order for an ACO to determine if a commodity may be certified. Most of this information should be provided on PPQ Form 572 or other comparable form. Any missing information **must** be provided by the exporter and should be provided in writing.

- ◆ Commodity's scientific (botanical) name—if the exporter **only** provides a common name, have the exporter precisely identify the commodity for the purpose of identifying specific import requirements (e.g., wheat grain versus wheat seeds). The scientific name is required in most cases to search EXCERPT, and it is the exporter's responsibility to provide the scientific name.
- ◆ Country to which the commodity is being exported, including port(s) of entry
- ◆ Exportation date
- ◆ Location where the commodity can be inspected
- ◆ Location where the commodity was grown (country, State, or county)
- ◆ Supporting documents: foreign export certificate or equivalent, import permit, State or other Federal agency inspection certificate, laboratory test results, etc.
- ◆ Whether the commodity is a processed product and if so, a description of the process

After you have collected the key information, go to [Determining Eligibility for Certification](#) on page 3-3-1.