



INSTRUCTIONS FOR COMPLETION OF AN EU EXPORT CERTIFICATE REQUEST

1. Please read ALL directions before starting the process of completing a request form.
2. Companies with a current contract with the USDC Seafood Inspection Program may proceed to STEP 3. A company that does not have a current contract with the USDC Seafood Inspection Program needs to pre-pay for all certificates requested. Each certificate will require payment of \$103.50US. Payments must be made through the Pay.Gov website. [Click Here](#) to access the website.
 - a. Enter all information requested on the Pay.Gov website
 - b. Enter TEUCER as the vendor ID
 - c. The bill number should be left blank Click submit data
 - d. Fill in the payment information. Bank transfers are the first section; credit cards are in the second section. Click on continue
 - e. Enter your email and check the authorization box. Click submit payment
 - f. You will receive an email from pay.gov with your payment confirmation number. You will need to enter your “Agency Tracking ID” on your EU Export certificate request as proof of payment.
3. Choose the appropriate menu for product to be exported. All molluscan shellfish will use the specialized Molluscan Shellfish certificate. All other fishery product will use the Fishery Products certificate.
4. Identify the “Port of Entry” into the EU. Go to the menu for PDF Certificates and download the EU Export Certificate Request Form / EU Export Certificate appropriate to the port. The certificate is required to be completed in the language of the exporting country and the country of the “Port of Entry” into the European Union. All PDF certificates have already been formatted for English, choose the appropriate certificate for the country at port of entry.
5. All entries in the Request Form section are mandatory. (Including the “Agency Tracking ID.” This is your proof of payment and certificate will not be processed without payment. Contract companies will enter their USDC contract number)
6. Read directions for completion of EU Fishery Products Certificate and fill the export certificate template accordingly. http://www.seafood.nmfs.noaa.gov/EU_Certificates.html
7. Save the completed certificate and the request form to your computer, choose the appropriate office and then email them to the address listed below for that office.

Gloucester Massachusetts
Fairhaven
Delmarva and DC

Gloucester.Lot@noaa.gov
Fairhaven.Lot@noaa.gov
alan.thomas@noaa.gov and
austin.nute@noaa.gov

New Jersey

larry.hardwick@ag.state.nj.us, and
marvin.robinson@ag.state.nj.us



Philadelphia and eastern PA

William.Michener@dla.mil and
philadelphiapafvppb@ams.usda.gov

Baltimore area

Norman.Upton@usda.gov

New York

NewYork.Lot@noaa.gov

Tampa/St. Pete Florida

Southfloridainspection@noaa.gov

Hollywood Florida

Southfloridainspection@noaa.gov

Mobile Alabama

Southfloridainspection@noaa.gov

Long Beach California

HaccpQmpCoordinator@noaa.gov

Seattle Washington

HaccpQmpCoordinator@noaa.gov

Dutch Harbor Alaska

HaccpQmpCoordinator@noaa.gov



SEAFOOD INSPECTION PROGRAM
U.S. DEPARTMENT OF COMMERCE
1315 EAST-WEST HIGHWAY
SILVER SPRING, MARYLAND 20910-3282
USA



REQUEST FOR INSPECTION SERVICES

COMPANY NAME

NAME OF REQUESTER

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE NO.

FAX NO.

EMAIL

LOCATION OF PRODUCT(s)

CITY

STATE

ZIP CODE

DATE OF REQUEST

DATE OF SHIPMENT

DELIVERY OF CERTIFICATES (choose one)

OVERNIGHT

CUSTOMER PICK-UP

AGENCY TRACKING ID



**UNITED STATES OF AMERICA
U.S. DEPARTMENT OF COMMERCE
HEALTH CERTIFICATE
European Union – Switzerland**



Date
Reference number

This certificate is admissible in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with any Federal or State laws. WARNING: Any person who shall falsely make, issue, alter, forge, or certify, or participate in any action thereto, is subject to a fine of not more than \$1,000 or imprisonment for not more than one (1) year, or both (7 U.S.C. 1622 (h)).

For fishery products from United States and intended for export to the European Community

Country of dispatch: United States of America
Competent authority¹: National Marine Fisheries Service - National Oceanic & Atmospheric Administration (NMFS-NOAA)

I. Details identifying the fishery products

Description of fishery/aquaculture¹ products: _____

- Species (scientific name): _____

- Presentation of product and type of treatment²: _____

Code Number (where available): _____

Type of packaging: _____

Number of packages: _____

Net weight: _____

Requisite storage and transport temperature: _____

II. Origin of products

Name(s) and official number(s) of premise (s) approved or registered by FDA, NMFS-NOAA¹ for export to the EC

III. Destination of products

The products are dispatched

From: _____
(place of dispatch)

To: _____
(country and place of destination)

By the following means of transport: _____

Name and address of dispatcher: _____

Name of consignee and address at place of destination: _____

IV. Health attestation

The official inspector hereby certifies that the fishery products specified above:

- were caught and handled on board vessels and were landed, handled and where appropriate prepared, processed, frozen, thawed, packaged, marked, stored and transported hygienically and in compliance with the relevant United States public health standards requirements of the Code of Federal Regulation which have been recognized for this purpose as equivalent to the European Community standards as prescribed in Council Decision 98/258/EC;
- have satisfactorily undergone health controls and organoleptic, parasitological, chemical and microbiological checks laid down for certain categories of fishery in compliance with the relevant United States public health standards requirements of the Code of Federal Regulation which have been recognized for this purpose as equivalent to the European Community standards as prescribed in Council Decision 98/258/EC;
- do not come from toxic species or species containing biotoxins;
- in addition, in the case of frozen or processed bivalve molluscs, the later have been gathered in production areas subject to conditions at least equivalent to those laid down in Council Directive 91/492/EEC of 15 July 1991 laying down the health conditions for the production and placing on the market of live bivalve molluscs.

Done at _____ on _____
(Place) (Date)

Official Stamp³

Signature of official inspector³
Name in capital letters, capacity and qualifications of person signing)

¹ Delete as appropriate.
² Live, refrigerated, frozen, salted, smoked, preserved,...
³ The color of the stamp and signature must be different from that of the other particulars in the certificate.