

# Certificates Issued Worksheet

01. From: \_\_\_\_\_

02. To: Export Certification Specialist

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	03. Date	04. Applicant	05. Certificate Number	06. ACO Error	
1.				YES	NO
2.				YES	NO
3.				YES	NO
4.				YES	NO
5.				YES	NO
6.				YES	NO
7.				YES	NO
8.				YES	NO
9.				YES	NO
10.				YES	NO
11.				YES	NO
12.				YES	NO
13.				YES	NO
14.				YES	NO
15.				YES	NO
16.				YES	NO
17.				YES	NO
18.				YES	NO
19.				YES	NO
20.				YES	NO
21.				YES	NO
22.				YES	NO
23.				YES	NO
24.				YES	NO
25.				YES	NO
26.				YES	NO
27.				YES	NO
28.				YES	NO
29.				YES	NO
30.				YES	NO
31.				YES	NO
32.				YES	NO
33.				YES	NO
34.				YES	NO
35.				YES	NO

\_\_\_\_\_  
SENT BY (SIGNATURE)

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

## **Certificates Issued Worksheet Instructions**

Block 1 – Enter the State or County name and address.

Block 2 – Enter the Export Certification Specialist (ECS) that is responsible for your duty station. The address listed in this block will be used to remit the worksheet to an ECS for verification.

Block 3 – Enter the date the export certificate was issued.

Block 4 – Enter the name of the applicant. In many cases, the applicant and exporter are the same. Enter the name of the person who actually paid for the certificate, not necessarily the exporter listed on the certificate.

Block 5 – Enter the export certificate number.

Block 6 – Indicate if the export certificate was issued to replace a previously issued certificate due to an error by the certifying official.