

INSTRUCTIONS for Phytosanitary Certification Application Form:

APPLICANT – Complete items 1 thru 11. Forward the original and any supporting documents to the Authorized Certifying Official (ACO) who will be doing the inspection, and/or treatment, and certification.

Please notify the department of your request for application prior to 48 hours in advance of exportation, as official laboratory testing may be needed, and can interfere with anticipated shipping dates.

Item 1: Name and complete address of Exporter. (Note: The exporter must live in the United States.)

Item 2: Name and complete address of Applicant if different from Exporter, and phone number.

Item 3: Name and complete address of Foreign Consignee (Importer).

Item 4: Place where the shipment will be made available for inspection and/or treatment and certification. If the articles will be tested by an official laboratory, please provide contact information.

Item 5: Approximate date of shipment.

Item 6: The Port of Export is required in some cases. Please check with your local Inspector.

Item 7: Commodity to be certified for export:

a. Total Quantity in grams, kilograms, pounds, tons, cases, or pieces. The common name ('seed' is intended for planting, 'grain' is intended for processing, human consumption, or for use as animal feed, 'fresh' or 'dried beans' are for consumption, botanical name (genus and species) and how much of each. If exporting propagative materials, list the total number of pieces for each plant followed by the botanical name.

b. The number and types of shipping containers: (wooden crates, cardboard boxes, burlap bags, poly bags.) Bulk shipments should be listed as 'bulk'.

c. Marks applied to containers, cartons, bags, bales, boxes, products, i.e. lot numbers, bin numbers, shed numbers, rail car numbers, certification numbers, trade names, etc...

d. Certified origin of commodity is where the product was grown, including county, state and country.

e. If any treatments have been applied, documentation to support statements of treatment must be attached.

f. If an import permit was obtained for the shipment, a copy of the permit and a certified and signed English translation must be attached. The translators name and signature is required.

Item 8: Method of transport (choose one): 'airmail', 'airfreight', 'ocean vessel', 'railroad', or 'truckline'.

Item 9: The declared Port of Entry must be identified, except for mail shipments.

Item 10: Signature of applicant or agent certifying the origin of the commodity for export.

Item 11: Date of Signature.

Authorized Certifying Official – Completes items 12 thru 19.

Export Certification Contact List – Updated January, 2011

Arlee Sean Mulla Agricultural Specialist PO Box 496 Arlee, MT 59821 (406) 329-1347 fax (406) 726-3100 smulla@mt.gov	Billings Bob Bales Agricultural Specialist 321 S 24 th Street West Billings, MT 59102 (406) 652-3616 fax (406) 652-3617 bbales@mt.gov	Bozeman Ryan Solberg Agricultural Specialist 2273 Boothill Court Suite 120 Bozeman, MT 59715 (406) 556-4535 Fax (406) 587-3766 rsolberg@mt.gov	Forsyth Lori Vance Agricultural Specialist 270 S. Prospect PO Box 1322 Forsyth, MT 59327 (406) 346-5483 fax (406) 346-5483 lvance@mt.gov
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