



Certificate of Origin Guide

Step 1. Start a New Application

Active Applications

Search

+ Certificate of Origin + Certificate of Free Sale + Other Documents

Last Activity ↑ Type Who Consignor Ref Certificate Number Consignor Destination Status Action

- From your **Active applications** screen, select the **+ Certificate of Origin** application

Step 2. Upload Invoice(s)

Home > Application

Create Application - Certificate of Origin

Application Settings

Click to add Export Invoice Optional

Click to Add Other Document Optional

Close Save as Draft

Certificate of Origin In Progress Preview

1. Consignor / Exporter *

This field is required

Consignor Preview *

Select Consignor in field above or create new

Consignor/Exporter invoice or reference number *

Enter Consignor/Exporter Invoice or reference number

This field is required

2. Consignee *

This field is required

Consignee Preview *

Select Consignee in field above or create new

3. Country(ies) of origin *

Country Preview *

Select Country (ies) of origin in field above or create new

Application Details

PO Number for fees payable to Chamber (optional)

Enter PO Number

☐ Tick to save PO Number for future Applications. You can update PO number at any time

Processing Method

☒ Electronically return Certified PDF

☐ Chamber print, wet stamp/sign and ship

☐ Legalize/Apostille and ship

Enter instructions here

Summary

US Certificate Of Origin USD

Certification Fees USD


- At the top of the application, select **Click to add Export Invoice**

Add Export Invoice



Drag and drop or browse to choose *

PDF file under 50 MB



Certification Method

- ☒ **None**
No certification needed
- ☐ **Chamber Certify**
Chamber will Certify Document
- ☐ **Legalize/Apostille**
Chamber will Certify, then arrange Legalization or Apostille

Cancel

Add Document

- Upload your invoice by either:
 - Using the **Browse** button
 - Or
 - Dragging and dropping the file.
- If you require additional services:
 - **Chamber Certify** → select this if you need a Chamber stamp on the invoice.
 - **Legalization/Apostille** → select this if you require additional authentication services.

(Please note: additional services incur extra charges. For fee details, contact support@awtcc.org)

 - Select **Add Document**.

If you need to upload additional files (packing list, bill of lading, etc.), use **Click to add Other Document** at the top right.

Step 3. Complete Application Details

- **Box 1 – Consignor Exporter**

1. Consignor / Exporter *

This field is required

Consignor Preview *

Select Consignor in field above or create new

This field is required

- **Smaller header only Text box (top):** Use for creating or selecting saved Consignor/Exporter information for routine use. Any information typed directly into the small box will not save or be added to the application.
 - **Large open text box (bottom):** Use for one-time Consignor/Exporter information that does not need to be saved.
- **How to add information for future use:**

1. Consignor / Exporter *

+ Create New...

AWTCC | Ridgewood

- Click once in the small box. A dropdown menu will appear. Select **+Create New**

- A new window will appear, fill in the Consignor/ Exporter Name, Country, Address, City, State and Post Code, select **Save**
- **Box 2 – Consignee/Importer**
 - Use the same steps as Box 1 to input Consignee/Importer information, select **Save**
- **Consignor/Exporter invoice or reference number**

- This can be any number you choose (often an invoice or shipment reference number).
- **Box 3 – Country of Origin**

- Select the Dropdown arrow.
- Type the beginning of the country name or scroll to select.
- To select multiple countries, hold **CTRL** while clicking.

- **Box 4 – Transportation Details**

4. Transport Details (optional)

Air Freight

Ocean Freight

Rail

Truck

- This is how your shipment is arriving to its destination, while it is optional, it is very recommended.

- **Box 5 – Remarks**

5. Remarks (optional)

Add remarks here if needed

- Leave blank unless your shipment requires special notes.
- Example: Letter of Credit number, importer-specific requirements.

- **Box 6 – Product Details**

6. Item number, marks, number and kind of packages, description of goods

Item number, marks, number and kind of packages, description of goods *

Item number, marks, number and kind of packages, description of goods here

This field is required

- Enter full description of goods and quantity.
- Details must **match the uploaded invoice**.

- If you only need certification for one item, list that item specifically.
- **Smaller header only Text box (top):** Use for creating or selecting saved product information for routine use. Any information typed into the small box will not save or be added to the application.
- **Large open text box (bottom):** Use for one-time product information that does not need to be saved.
- **How to add information for future use:**

6. Item number, marks, number and kind of packages, description of goods

+ Create New...

5 oz Bottles

- Click once in the small box, a dropdown menu will appear, select **+Create New** to save product details you will reuse in the future

Create New Repeat Shipment Text

General Information

Brief Description *

Enter Brief Description

Repeat Shipment Text *

Enter Repeat Shipment Text

Cancel Save

- **Important:** If you type directly in the small box without creating new or saving, the information will disappear.

- **Box 7 – Shipment Weight**

☒ Add weights and measures grid for total shipment

7. Total shipment weight (specify net or gross) or measures *

	LBS	Gross Weight
	LBS	Net Weight
	M3	Cube
	QTY	

Add Total shipment weight (specify net or gross) or measures here

- Enter the total shipment weight (individual item weights not required).

Step 4: Application Details

Application Details

PO Number for fees payable to Chamber (optional)

☐ Tick to save PO Number for future Applications.
You can update PO number at any time

Processing Method

☒ Electronically return Certified PDF

☐ Chamber print, wet stamp/sign and ship

☐ Legalize/Apostille and ship

Summary

US Certificate Of Origin	USD \$:
Certification Fees	USD \$
Fee only on final approval	

- **PO Number (Optional):** Only required if your company needs a purchase order reference for tracking.
- **Instructions Box:** Use this for any special requests or notes to our team.

Step 5: Choose Print Type

We offer three service options:

1. **Electronically return Certified PDF:** Same-day service, electronic delivery only.
2. **Chamber Print & Ship:** Hard copy with wet seal stamp, courier to you. (*Shipping fees apply.*)
3. **Legalization/Apostille & Ship:** Please specify details in the Instructions Box. For questions, email legalization@awtcc.org or support@awtcc.org.

Step 6: Preview

The screenshot shows a web form titled 'Certificate of Origin' with a 'Draft' status and a 'Preview' button. Below the title, there are two input fields: '1. Consignor / Exporter*' and 'CO Number'. To the right, under 'Application Details', there is a label 'PO Number for fees payable to Chamber (optional)' and an input field 'Enter PO Number'.

- Use the **Preview** button near the top of the application to review your document(s) for any errors before submission.
- Especially helpful for any instances where you require approval or additional review from any necessary parties on your end.

Step 7: Submit Application

- Select **Submit Application**
- If you chose Chamber Print or Legalization/Apostille, enter your shipping details.
- Save shipping information for future use with the checkbox at the bottom of the window.
- Enter payment details, select **Submit Application**.


Step 8: After Submission

Last Activity ↑	Type	Who	Consignor Ref	Certificate Number	Consignor	Destination	Status	Action
29 Aug 2025 00:34	USCO		1234569789	AW-25-100412	Brock's Biz	Taiwan, Province of ...	✓ Draft	Recall
29 Aug 2025 00:40	USCO	KF	123456	AW-25-102214	AWTCC	Taiwan, Province of ...	🏠 At Chamber	Recall

1-2 of 2 < >

- You'll see on-screen confirmation once your application is sent.
- Status will show "**At Chamber**" while under review
- Need to make changes? Use the blue **Recall** link.

Once approved:



America's
Export Team™
American World Trade Chamber of Commerce

Chamber Certification

Your Reference 123456	Consignor AINTCC
Consignee Kell's Imports	
Certification Reference AW-25-102214	

>> Auto-generated confirmation, please do not reply.
>> Direct inquiries to support@awtcc.org

The American World Trade Chamber of Commerce has approved your Chamber Certification request.

[Log-in Here](#) to print or download your document.

Billing Detail (Do not pay - invoiced monthly)

Service	Price
US Certificate Of Origin	
Total	

American World Trade Chamber of Commerce
America's Export Team™
Thank you for helping to build the American economy through exports!

- You'll receive an **email confirmation** and a **receipt** within the body of the email.
- For print of **Electronically return Certified PDF:**
 - Log into your account (via the email link or your Active Applications screen).
 - Select the blue **Issue** link in the Action column.
 - Your certified color PDF will open in a new window.