



PLAINFIELD
CHAMBER OF COMMERCE
BELONG • ENGAGE • SUCCEED

Manufacturer Requirements for Plainfield Chamber of Commerce Certificate of Origin Verification

In most countries, membership in an industry-specific or regional Chamber of Commerce is mandatory. This requirement gives Chambers some regulatory authority over their members. Because of this important role, the International Chamber of Commerce has stipulated that Chambers of Commerce are the only organizations that can notarize most certificates of origin. While membership in a Chamber is not compulsory in the United States, U.S. Chambers are still responsible for signing off on the certificate of origin. Thus, the Chamber's signature is an assurance to foreign buyers that the goods "originate" in the United States.

The Plainfield Chamber of Commerce will certify a certificate of origin in efforts to support local manufacturers and international trade. However, U.S. Chambers of Commerce are certifying a legal document based on the claims of a manufacturer – not the origin of the goods themselves based on independent inspection. (Thus the reason not all Chambers certify.) Therefore, we kindly ask you to provide the following to us when making a request for certification:

1. A completed and signed (by the manufacturer) certificate of origin with the following (or similar) Chamber affidavit:

The _____, recognized under the laws of the State of Indiana, certifies, in reliance on the exporter's representation and not on the basis of independent verification, that to the best of its knowledge and belief, the products described herein originated in the United States of America.

Signed, _____

2. A manufacturer's invoice and/or signed letter from the manufacturer on the manufacturer's letterhead to the Chamber (a) requesting certification and (b) clearly stipulating that the goods are of U.S. origin.

If the business requesting the certification is not the manufacturer of the goods (i.e. is a shipping company), it must still provide numbers 1 and 2 on the manufacturer's behalf, along with:

3. A commercial invoice and/or signed letter from the manufacturer on the manufacturer's letterhead to the Chamber indicating that the business (i.e. shipping company) has been contracted/authorized to perform the certification services on the manufacturer's behalf. (This statement may be made on the same letter as might be used to satisfy number 2.)

We have had requests to certify multiple blank certificates of origin (to simplify and speed up the manufacturer's shipping process). Unfortunately, we cannot verify incomplete certificates of origin. Also, we cannot sign a certificate of origin for foreign goods; only products made in the United States can be certified. Similarly, we cannot provide stamps for companies to process their own certificates of origin. <http://globalreach.blogs.census.gov/2011/09/21/stamps-for-certificates-of-origin/>

Fees / Indemnification:

- \$10 certification fee per page payable to the Plainfield Chamber of Commerce (cash, check, Visa/Master). Companies may either pay at time of service or be billed on a monthly basis.
- **Fee is reduced to \$2 per page for Plainfield Chamber of Commerce members**
- We do not presently require the manufacturer to sign a "hold harmless" (indemnity) agreement (subject to change)

In order to best serve you, please note the following:

- Our office hours are 9 a.m. to 4 p.m., Monday through Friday. However, we advise you call ahead as we do step out of the office for occasional meetings.
- Our office phone number is (317) 839-3800 and fax number is (317) 839-9670

Congratulations on your business success and international trade. Exports direct outside money into the local economy. **Thank you for stimulating our local economy!**