

Request for Certificate of Free Sale

Depending on the nature of the product, a U.S. company must obtain a Certificate of Free Sale from the appropriate regulatory authority such as the USDA, EPA, or FDA. Virginia Economic Development Partnership (VEDP) issues Certificates of Free Sale only for products manufactured in Virginia. When a governing body should issue a Certificate of Free Sale, VEDP *will not* issue one. If you have questions about Certificates of Free Sale, please contact Mary Maier at (804) 545-5766 or mmaier@yesvirginia.org.

COMPANY INFORMATION (Print or type)			CONTACT INFORMATION	
Name Of Company			Contact Person's Name	
Street Address			Telephone Number	
City	State	Zip Code	Email Address	
PRODUCT INFORMATION (A separate product list may be attached)				
Product Name (Exactly as you wish it to appear on the certificate)	Product Description	Product Label	Destination Country	
CERTIFICATE INFORMATION				
Check One:		Is a CERTIFICATE OF AUTHORITY or APOSTILLE required?		
<input type="checkbox"/> One (1) certificate per product OR	<input type="checkbox"/> All products on same certificate	<input type="checkbox"/> Yes (Additional \$10 per certificate)		
		<input type="checkbox"/> No		
Select a Processing Method:				
<input type="checkbox"/> \$20 Standard Processing: 3 weeks OR				
<input type="checkbox"/> \$30 Expedited Processing: 1-2 weeks		Date certificate(s) needed:		
Additional Information to Include on Certificate (Optional – Must be approved by VEDP)				



VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP
 P.O. Box 798 . 901 East Byrd Street
 Richmond, Virginia 23218-0798
 804.545.5600 . www.ExportVirginia.org

PAYMENT INFORMATION

Total Number of Certificates Requested		Fee Per Certificate		Total Amount Due to Virginia Economic Development Partnership
	X	\$20 (Standard Processing: 3 weeks) \$30 (Expedited Processing: 1-2 weeks)	=	\$

If you require a CERTIFICATE OF AUTHORITY or APOSTILLE, the fee is \$10 per certificate, due as a *separate check*. Enclose a separate check payable to: Secretary of the Commonwealth

RETURN MAIL METHOD

Select One:

<input type="checkbox"/>	First Class Mail – USPS (No cost)		
<input type="checkbox"/>	Pre-addressed, stamped return envelope (ENCLOSED – Must be a full-size envelope)		
<input type="checkbox"/>	UPS (Shipping cost billed to you)		
<input type="checkbox"/>	Company Shipping Account	Carrier:	Account Number:
	Name on Account:		

Delivery Address (If different than company address on Page 1)	City	State	Zip Code

ENCLOSURES

Check corresponding boxes next to what is enclosed with this application:

<input type="checkbox"/>	Check payable to: VEDP <i>Payments not included will be invoiced to the company address.</i>
<input type="checkbox"/>	For CERTIFICATE OF AUTHORITY or APOSTILLE, separate check payable to: Secretary of the Commonwealth
<input type="checkbox"/>	Original product label(s) in English. Must be flat; do not attach to product. May also be scanned or in PDF format.
<input type="checkbox"/>	If applicable, proof in writing of denial of Certificate of Free Sale from a regulatory agency indicating that they are unable to issue the certificate(s) in the event the product(s) would normally be governed by such an agency.

I certify to Virginia Economic Development Partnership that the product(s) listed on this form is manufactured in the state of Virginia with the same formula and standards used when said product(s) is offered for sale and sold in the United States, and that said product is readily available for sale in the United States without restriction.

Name of Applicant	Title
Signature	Date

Direct any questions and Return completed form to:

Mary Maier
 Virginia Economic Development Partnership – International Trade
 P.O. Box 798
 Richmond, VA 23218-0798
 Email: mmaier@yesvirginia.org