



Certificate of Origin Policy

The **1923 Geneva Convention** named Chambers of Commerce the official body to issue, sign and stamp Certificates of Origin (COO) worldwide. Chambers of Commerce are asked to stamp and sign documents called certificates of origin. These certificates are prepared by exporting companies (or their agents, known as freight forwarders) to show where their products were made. For chambers, the key task is not to find where the products were made, but to check that the documents are correctly completed, the certificate of origin matches the commercial invoice, and the document is signed by a designated person from the exporter.

Chambers automatically have the authority to obtain a COO seal and issue Certificates of Origin.

All Certificates of Origin and additional papers submitted to the Michigan City Chamber of Commercial are to be filled out truthfully and the products named on the Certificate of Origin are manufactured in the United States of America and are of United States of America origin.

- The Certificate of Origin and all Commercial Invoices must be completed in full and signed and/or stamped by the exporter prior to being presented to the Michigan City Chamber of Commerce for COO seal.
- An Affidavit of Origin and Indemnification Agreement must be signed by a company officer and presented to the Michigan City Chamber of Commerce.
 - a. Members may submit this signed document yearly to the Chamber and it will be kept on file.
 - b. Non-Members must submit these signed documents with each Certificate of Origin request.
- Certificate of Origin Fees
 - Members
 - The first ten (10) stamped certificates in a given calendar year are provided at no cost.
 - Certificate stamps in excess of ten (10) during a calendar year will have a charge of \$10 per certificate stamp.
 - Non-Members
 - Each certificate stamp will have a charge of \$25 per certificate stamp and must be prepaid.

Please adhere to the following steps to ensure timely processing of your Certificates of Origin:

- Make sure you are filling out the proper Certificates of Origin for the country to which you are exporting.
- Make sure you fill out the Certificate completely and accurately.
- Make sure that the product information listed is verbatim to what is on the invoice. Do not leave off product numbers, quantities, or descriptions.
- Do not alter the Certificate in any way.
- Do not wait until the day of your shipment to bring in your certificate.
- Check with the Chamber office anytime during or near the holidays to confirm holiday hours.

The Michigan City Chamber of Commerce has the right of refusal for any document that they feel does not meet the implemented guidelines.