



**SAINT PAUL AREA CHAMBER OF COMMERCE
CERTIFICATES OF ORIGIN
INFORMATION AND INSTRUCTIONS FOR EXPORTERS**

As a manufacturer you regularly need to send samples of your product to other companies as you pursue new leads and opportunities. That means that you also know that pursuant to international agreements going back to the 1923 Geneva Convention and now housed in the Kyoto Convention, exporters need Certificates of Origin to be sealed by a chamber of commerce proving that your product was manufactured in the United States. Here at the Saint Paul Area Chamber of Commerce we are happy to continue providing this service at no cost as a benefit of your membership.

Issues surrounding Certificates of Origin are complex, but we think you will find that our process for sealing them is not! Please review the following policy and let us know if you have any questions.

In submitting Certificates of Origin and additional papers to the Saint Paul Area Chamber of Commerce for the Chamber's seal, the exporting company attests that the papers are filled out truthfully, and that no alterations will be made to any Certificate of Origin after it has been sealed by the Chamber.

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

1. Make sure you fill out the Certificate completely and accurately.
2. Provide the corresponding invoice when you submit your CO. Make sure that the product information listed is verbatim to what is on the invoice. Do not leave off product numbers, quantities, or descriptions, as we need to check these against the invoice.
3. Check with the Chamber office anytime during or near holidays to confirm holiday hours.

The Chamber has the right of refusal for any document that we think does not meet our guidelines.