



# Monroe Chamber of Commerce

## CERTIFICATE OF ORIGIN PROCESS

### What is a Certificate of Origin?

A Certificate of Origin (COO) is a document whose main goal is to identify the origin of goods being exported. It is required by customs as one of the key bases for applying tariff rates by identifying the origin of the goods being exported. ICC's World Chambers Federation now for the first time has issued a set of Guidelines on the issuance of such documents. A chambers' role in the issuance and attestation of Certificates of Origin is both unique and vital in facilitating international trade.

### Certificate of Origin Steps:

1. The Monroe Chamber will only seal completed Certificate of Origin. The proper Certificate of Origin must be completely filled out and notarized prior to presenting it to the Monroe Chamber.
2. The business who submits a COO to the Monroe Chamber must include:
  - corresponding manufacturer's invoices
  - shipper's affidavits
  - other documents that confirm the origin of the goods.
  - The product information that is listed must match the product on the invoice. Do not leave off product numbers, quantities or descriptions.
3. Copies of these documents, including the COO, will be kept by the Monroe Chamber for a period of three years. A copy of the COO and pertaining documents must be provided by the business requesting the COO.
4. Certificate of Origin requests will be processed by appointment only. Monday through Friday and authorized at the chamber's office located at 125 South Lewis Street, Monroe, WA 98272. Requestors are urged to submit COOs (2) two days prior to the day of shipment to allow time for processing. COO requests are coordinated by Yvonne Gallardo-Van Ornam. Appointments can be made at online [here](#) or by calling our office at 360.794.5488.

### Important Information

1. The Monroe Chamber only attests to the documents as they are presented—it is not attesting to the validity of the claim of where the goods were produced. Furthermore, the Monroe Chamber will not be held liable if the U.S. Company does not present all the appropriate documentation needed for international importation or exportation, or any other reason that may result in the company's shipment being held at foreign customs.
2. Certificate of Origin is offered only to members of the Monroe Chamber of Commerce.