



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 Anne Phillips at (804) 545-5759 or aphillips@vedp.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 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"/>	Yes (Additional \$10 per certificate)	
<input type="checkbox"/> All products on same certificate	<input type="checkbox"/>	No	
Select a Processing Method:			
<input type="checkbox"/> \$75 Standard Processing: 2 weeks OR			
<input type="checkbox"/> \$100 Expedited Processing: 3-5 business days		Date certificate(s) needed:	
Additional Information to Include on Certificate (Optional – Must be approved by VEDP)			

PAYMENT INFORMATION				
Total Number of Certificates Requested		Fee Per Certificate		Total Amount Due to Virginia Economic Development Partnership
	X	\$75 Standard Processing \$100 Expedited Processing	=	\$
If you require a CERTIFICATE OF AUTHORITY or APOSTILLE, there is an additional fee of \$10 per certificate.				

RETURN MAIL METHOD				
Select One:				
<input type="checkbox"/>	First Class Mail – USPS (No cost)			
<input type="checkbox"/>	UPS 2 nd Day Air (Shipping cost will be included on your invoice)			
<input type="checkbox"/>	I have enclosed a pre-addressed, stamped return envelope (Must be 8.75" x 11.25" or larger)			
<input type="checkbox"/>	Company Shipping Account	Carrier:	Account Number:	
<input type="checkbox"/>	Name on Account:			
<input type="checkbox"/>	Delivery Speed:			
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"/>	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:

Anne Phillips
 Virginia Economic Development Partnership – International Trade
 901 East Cary Street, FLR 8
 Richmond, VA 23219
 Email: aphillips@vedp.org