



## 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 Madeleine Waddoups at (804) 545-5758 or [mwaddoups@vedp.org](mailto:mwaddoups@vedp.org).

COMPANY INFORMATION (Print or type)		CONTACT INFORMATION	
<b>Name Of Company</b>		<b>Contact Person's Name</b>	
<b>Street Address</b>		<b>Telephone Number</b>	
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Email Address</b>
PRODUCT INFORMATION (A separate product list may be attached)			
<b>Product Name</b> (Exactly as you wish it to appear on the certificate)		<b>Product Label</b>	<b>Destination Country</b>
CERTIFICATE INFORMATION			
<b>Check One:</b>		<b>Is a CERTIFICATE OF AUTHORITY or APOSTILLE required?</b>	
<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: (Expedited Shipping is no longer an option due to COVID-19 restrictions)			
<input type="checkbox"/> \$75 Standard Processing: 2 weeks			
<b>Additional Information to Include on Certificate</b> (Optional – Must be approved by VEDP)			

PAYMENT INFORMATION				
<b>Total Number of Certificates Requested</b>		<b>Fee Per Certificate</b>		<b>Total Amount Due to Virginia Economic Development Partnership</b>
	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			
<b>Select One:</b>			
<input type="checkbox"/> First Class Mail – USPS (No cost)			
<input type="checkbox"/> UPS 2 <sup>nd</sup> 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:	
		Name on Account:	
		Delivery Speed:	
<b>Delivery Address</b> (If different than company address on Page 1)	<b>City</b>	<b>State</b>	<b>Zip Code</b>

ENCLOSURES	
<b>Check corresponding boxes next to what is enclosed with this application:</b>	
<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.	
<b>Name of Applicant</b>	<b>Title</b>
<b>Signature</b>	<b>Date</b>

**Direct any questions and Return completed form to:**

Madeleine Waddoups  
[mwaddoups@vedp.org](mailto:mwaddoups@vedp.org)  
 804.240.2962

*Due to work-from-home restrictions, we are only accepting PDF requests. Do not send your requests via mail.*