

# GRAND RAPIDS CHAMBER

## Certificates of Origin

**Policy Effective: June 1, 2016**

Electronic Transactions: <https://www.grandrapids.org/member-resources/certificates-of-origin-forms/>

Submission Time	Turnaround Time	Member Cost	Non-Member Cost
Midnight to 1:00pm EST, Monday – Friday	By 4:00pm same day	\$30 per document	\$50 per document
3pm to midnight EST, Monday – Friday	Within 24 hours	\$30 per document	\$50 per document

**Letter of Indemnity** – must be signed by the user prior to submissions and updated every two years.

**Application** – must be completed by the user prior to submissions and updated every two years.

**Supporting Documentation** – When supporting documents require verification they must be presented along with the Certificate of Origin. This may be one of the following: Commercial/Manufacturer Invoice | Letter of Declaration by Manufacturer on manufacturer letterhead. It is the responsibility of the exporter/freight forwarder to determine which documents are required for the importing company. The Chamber does not make recommendations on required documentation but simply verifies information as supplied.

**Country of Origin** – It is important to note that the Country of Origin refers to the country in which the product was manufactured, **not** the country from where the product is being shipped.

**Raised Seal Processing** - Documents requiring the raised seal must be sent through the online system for processing, printed at your location and then presented to the Chamber to have the raise seal applied. Per document charges indicated above will also apply to paper document processing. Paper document processing is available at the Chamber between the hours of 8:30am – 4:00pm Monday – Friday with exceptions as indicated below.

**Holidays** – The Chamber is closed on the following Holidays. New Year’s Day | Memorial Day | Independence Day | Labor Day | Thanksgiving Day | Thanksgiving Friday | Christmas Eve | Christmas Day.