

# GREATER HAMILTON CHAMBER OF COMMERCE

## CERTIFICATE OF ORIGIN PROCESS

The following information is provided to answer questions that you may have regarding certificates of origin, their purpose and how to obtain certification. It also explains the steps needed in order for the Greater Hamilton Chamber of Commerce to complete this certification.

- A Certificate of Origin is a document certifying that goods being exported were manufactured in a particular country. It usually accompanies the exporter's/shipper's invoice or the Bill of Lading and is required by most countries. Whenever certificates of origin are requested of United States manufacturers, they usually apply to countries in which the U.S. has a special trade relationship/agreement and countries in which U.S. products are favored by lower than usual tariff rates or duties (i.e., NAFTA).
- A Certificate of Origin and Affidavit may be obtained from the Greater Hamilton Chamber of Commerce office or on our website at [www.hamilton-ohio.com](http://www.hamilton-ohio.com), click on the Membership tab, Membership Benefits tab and Certificate of Origin Process.
- **To obtain certification from the Greater Hamilton Chamber of Commerce the following is needed:**
  1. Completed and signed Certificate of Origin form stating country of origin for goods to be shipped. **The exact form and language to be used must be obtained from the Greater Hamilton Chamber of Commerce.** Please type. The Greater Hamilton Chamber of Commerce will supply the Certificate of Origin form. A Certificate of Origin is available on our web site.
  2. Completed, signed and notarized Affidavit. **The exact form and language to be used must be obtained from the Greater Hamilton Chamber of Commerce.** Please type. The Greater Hamilton Chamber of Commerce will supply the Affidavit. An Affidavit is available on our website.
  3. To ensure the most efficient service, please call the Greater Hamilton Chamber of Commerce office at (513)844-1500 when you plan on requesting a certification.
- **The fee for each Certificate of Origin is:**
  1. No charge for Greater Hamilton Chamber of Commerce Members.
  2. \$100.00 for non-Greater Hamilton Chamber of Commerce Chamber of Commerce members for each Certificate of Origin.
  3. Additional copies are \$5.00 per page.

**Please make check payable to the Greater Hamilton Chamber of Commerce.**

- **Hand deliver completed forms and payment to:  
Greater Hamilton Chamber of Commerce  
201 Dayton Street  
Hamilton, Ohio 45011**

# Certificate of Origin

The undersigned \_\_\_\_\_  
(Owner or Agent)

for \_\_\_\_\_ declares  
(Shipper's Name and Address)

the following listed goods shipped on \_\_\_\_\_  
(Name of Carrier)

on \_\_\_\_\_ consigned to \_\_\_\_\_  
(Shipment Date)

are the products of the United States of America.

Marks and Numbers	No. of Pkgs Boxes or Cases	Weight in Kilos Full		Description of Item
		Gross	Net	

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

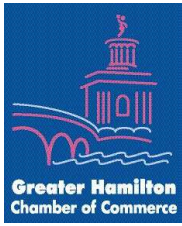
\_\_\_\_\_  
 (Signature of Owner or Agent)

-----Do Not Write Below This Line-----

The Greater Hamilton Chamber of Commerce, a recognized Chamber of Commerce under the laws of Ohio, certifies in reliance on the exporter's representation and not on the basis of independent verification that, to the best of its knowledge and belief, the products named in this document originated in the United States of America.

**Certified this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
**Signed by:**  
**Greater Hamilton Chamber of Commerce**  
**201 Dayton Street**  
**Hamilton, OH 45011**  
**513-844-1500**



# Greater Hamilton Chamber Of Commerce

201 Dayton Street  
Hamilton, OH 45011  
513-844-1500  
www.hamilton-ohio.com

## AFFIDAVIT

Now comes the affiant who deposes and says:

In regard to the material and work being performed for \_\_\_\_\_ by \_\_\_\_\_, the affiant certifies that all materials purchased were of United States origin and that work performed was performed in the United States.

In consideration of the Greater Hamilton Chamber of Commerce certifying that all materials purchased were of United States origin and all work performed was performed in the United States, the affiant covenants and agrees to indemnify and save harmless the Greater Hamilton Chamber of Commerce its' agents, servants, employees, principals, officers, directors, parent corporations, holding companies, successors and predecessors, from and against any and all claims and demands made by or on behalf of the above-mentioned buyer by reason of asserted rights, claims or demands for contribution (statutory or common law), indemnification or indemnity (express or implied), subrogation, assignment and any and all claims and demands, actions, and causes of action, of whatever nature, kind, or character, including any and all costs, expenses and attorney fees incurred by reason of any such claim, demands, or causes of action arising from and by reason of the above-mentioned certification by the Greater Hamilton Chamber of Commerce

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, TO WIT:

Subscribed and sworn to before me, a notary public in and for the county and state aforesaid, by \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public