

## **Certificate of Free Sale Worksheet**

**1. Is your Company or a Branch of your Company based in Arizona?**

Yes\_\_\_\_\_

No\_\_\_\_\_

- If your answer is 'No', you are not eligible to receive a Certificate of Free Sale from the State of Arizona.

**2. Please provide us with 3 invoices/bills of lading for each product to be included on the Certificate of Free Sale to prove that the products are freely traded within the U.S.** Invoices must be dated within 3 months prior to the application date - one of the invoices must be from an Arizona buyer, and the other two can be from anywhere within the U.S. All must contain customer names, addresses, and phone numbers.

**3. Listing the Products on the Application:** Products sold abroad under a different name than in the U.S. must be listed using the U.S. name.

- The Certificate will only be issued in English language.

**4. There is no longer a fee/cost associated with the Certificate of Free Sale from the State of Arizona. Certificates expire one year from the date issued. The above 3 steps must be followed to renew a Certificate.**

**5. Reprints or Copies of Certificate of Free Sale**

- Reprints or copies of newly/previously-issued certificates are available by request within one year of the original date of issuance.
- To receive a reprint/copy, submit a copy of the Certificate that was issued or request the number needed on the original application

**6. Certificates of Free Sale for Non-Consumable items are issued by the Arizona Commerce Authority.** Send your completed application form and copies of three separate invoices as described above per product to:

**Arizona Commerce Authority**

Certificate of Free Sale

333 N. Central Avenue, Suite 1900

Phoenix, AZ, 85004

Phone: 602 845 1200

Fax: 602 845 1201

[www.azcommerce.com/services/international-business](http://www.azcommerce.com/services/international-business)

**7. For Certificates of Health / Free Sale for Consumable items, contact the Arizona Department of Agriculture.**

Arizona Department of Agriculture

ESD Licensing Section

1688 W. Adams

Phoenix, AZ, 85007

Phone: 602 542 0965

Fax: 602 542 0466

<http://www.azda.gov/Common/forms.aspx>

**Arizona Commerce Authority**

International Trade and Investment

333 N. Central Avenue, Suite 1900

Phoenix, AZ, 85004

Phone: 602 845 1200

FAX: 602 845 1201

**FOR ACA USE ONLY****Line Number Products:****Date mailed to Arizona Secretary of State:** \_\_\_\_\_**Date mailed out to customer:** \_\_\_\_\_**Application for a Certificate of Free Sale**

Company Name: \_\_\_\_\_ Arizona Tax #: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Contact: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address to mail certificates to: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country of Exportation: \_\_\_\_\_ Value of Shipment: \_\_\_\_\_

**Please provide the number of copies requested on this line: \_\_\_\_\_.****Please note that the turnaround time to process your request may be approximately two weeks.****List of Non-Consumable items to appear on Certificate:**

	Brand	Product	Type	Packaging
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The above information is true and correct:

Printed name and title of Company Official: \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Arizona Commerce Authority  
Certificate of Free Sale  
Continuation List of Non-Consumable products**

	<b>Brand</b>	<b>Product</b>	<b>Type</b>	<b>Packaging</b>
18				
19				
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22				
23				
24				
25				
26				
27				
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	Brand	Product	Type	Packaging
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