

**FORT WORTH CHAMBER OF COMMERCE
CERTIFICATE OF ORIGIN
INFORMATION AND INSTRUCTIONS**

Certificate of Origin Policy

The Fort Worth Chamber of Commerce has revised its policy on the issuance of Certificates of Origin effective March 12, 2012.

The changes are as follows:

1. The Certificate of Origin must be filled out completely and notarized before being presented to the Fort Worth Chamber of Commerce.
2. An Affidavit of Origin and Indemnification Agreement must be signed by a company officer and presented to the Fort Worth Chamber of Commerce. For those businesses that are members of the Chamber of Commerce, this document can be signed yearly and will be kept on file. For a non-member business, an Affidavit of Origin and Indemnification Agreement must accompany each Certificate of Origin. This document must be provided to the Chamber before a Certificate of Origin will be issued.
3. There will be a fee of \$25 per certificate (or per use of stamp) for Chamber members and \$50 for non-members. If a business asks for an invoice to receive a stamp, they will be charged at the same rate as the certificate.

Please adhere to the following steps to ensure timely processing of your Certificates of Origin:

1. Make sure you are filling out the proper Certificates of Origin for the country to which you are exporting.
2. Make sure you fill out the Certificate completely and accurately.
3. Make sure that the product information listed is verbatim to what is on the invoice. Do not leave off product numbers, quantities, or descriptions.
4. Do not alter the Certificate in any way.
5. Have the Certificate notarized before having the Chamber sign it.
6. Do not wait until the day of your shipment to bring in your Certificate.
7. **You must call our office and make an appointment to bring in your Certificate of Origin.** Normal Chamber office hours are Monday – Friday, 8:30 a.m. – 5:00 p.m.

The Chamber staff member has the right of refusal for any document that they feel does not meet the Fort Worth Chamber's guidelines.