GCIA Organic Certification Program
TRANSACTION / EXPORT CERTIFICATE COVERSHEET
(Please complete this form and return to GCIAOCP for each and every transaction/export certificate)

FROM: _____
EMAIL: _____
DATE:

Electronic Authorization:
YES, please digitally authorize ☐
NO, apply actual signatures and stamps ☐
PAGES:

Destination of Original Certificate Document:

To ensure accuracy, please enter below the information for the destination to which the original certificate should be sent (if applicable):

Contact name: _____
Company name: _____
Address: _____
_____
_____
Phone Number: _____

Delivery/Billing Method:

Please select from the following delivery options (a copy will always be sent to the address you provide):

☐ **United Parcel Service (UPS)**
- ☐ Send prepaid shipping label
- ☐ Bill me for the shipping cost

☐ **USPS (Standard Mail for US/Canada)**
☐ **No Delivery (email only)**

Required Documentation:

GCIAOCP Transaction Certificate

☐ Attach: Completed Transaction (complete all but Authorization Field)
☐ Attach: Bill of Lading and/or Invoice for shipment (must be able to verify what is on TC)

All questions, inquiries and supporting documentation should be sent to:
Georgia Crop Improvement Association Organic Certification Program (GCIAOCP)
2425 South Milledge Avenue
Athens, GA 30605
(706) 542-2351 Fax: (706) 542-9397
www.georgiacrop.com

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Signature Print Name Date