



Alcohol and Tobacco  
Tax and Trade Bureau  
U.S. Department of the Treasury

# TTB Webinar Series

## TTB Export Certificates

MARCH 24, 2021



# TTB Disclaimer

This information is being presented to help the public understand and comply with the laws and regulations that the Alcohol and Tobacco Tax and Trade Bureau (TTB) administers.

It is not intended to establish any new, or change any existing, definitions, interpretations, standards, or procedures regarding those laws and regulations.

In the case of any conflict between any statement in this presentation and a TTB statute or regulation, the terms of the regulatory or statutory text will prevail.

In addition, this presentation may be made obsolete by changes in laws and regulations.

Please consult the applicable laws and regulations for the most current requirements.



# Purpose

This Webinar is being provided to all industry members as a basic guide to obtaining export certificates. It is aimed at people who need a refresher on what the requirements are and for those who are new to the process on obtaining an export certificate.

As a result of receiving this Webinar, it is expected that industry members will increase their understanding of the export certificate process and TTB's requirements for processing, which will reduce the number of delays and rejections and result in a faster turnaround time.



# Overview

- How to obtain an Export Certificate
- Export Certificates for Beer, Wine, and Distilled Spirits
  - TTB Regulations
  - Export Certificate Process and Forms
- Common Export Certificate Errors
- Export Certificate Resources
- Contact Information

# IAD's role in Export Certificates

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# IAD's role in Export Certificates

We assist industry members seeking to export their products by providing export certificates, or documents, that are often required by other countries in order for U.S. alcohol beverage products to be imported into a foreign market.

TTB is not required by law to provide export certificates.

# How to obtain a TTB export permit

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# How to obtain a TTB permit

If you want to obtain an export certificate, you must have a TTB permit. In order to obtain a TTB permit, please review this website:

<https://www.ttb.gov/ponl/permits-online.shtml>.

Using Permits Online is the fastest way to obtain a TTB permit. If you need assistance with Permits Online, please contact 1-855-882-7665 or use

[Permits.Online@ttb.gov](mailto:Permits.Online@ttb.gov).



# Types of Export Certificates

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# Types of Export Certificates

Any export certificate required by a foreign country and submitted to TTB for approval must be one of the types listed in the following slides with all the information requested on the certificates. The type of certificate required should be expressed to you by your foreign importer based on what he/she needs to clear the shipment. Every country has its own variation on what export certificates they require.

TTB also provides some limited guidelines on foreign government import requirements at <https://www.ttb.gov/itd/international-imports-exports-requirements>. Here you will find a 'drop down' menu for finding various countries and their requirements.

**However, we still highly recommend working with your foreign importer as the information on our website may not be current.**



# Types of Export Certificates

The most common types of export certificates processed by the International Affairs Division (IAD) are:

- Certificate of Free Sale
- Certificate of Origin and/or Age
- Certificate of Health
- Certificate of Sanitation
- Certificate of Authenticity
- Certificate of Bottling
- Sanitary Statement/Certificate
- Certificate of Manufacturing Process



# Types of Export Certificates

- Consolidated Wine Export Certificate (for wine exported to China)
- APEC Model Wine Certificate
- VI1 Form
- TTB F 5110.42 (Certificate of Authenticity Bourbon Whiskey)
- TTB F 5110.58 (Certificate of Origin and Age of Distilled Spirits)
- Certificate of Analysis and Typicity (typically used for shipments to Brazil)

# Requirements for Standard Letterhead Export Certificates

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# Requirements for Standard Letterhead Export Certificates

The standard letterhead certificates are the most commonly requested certificates, and accepted by many foreign countries.

The current template does not require images of your company letterhead, and will only allow the company name to be typed. You may still print the certificate out on your company's letterhead and scan it.

The type of export certificate you are requesting must be typed below the company letterhead.



# Requirements for Standard Letterhead Export Certificates

The name and full address (street, city, state, and zip code) of the exporting company, as well as the TTB Permit, Registry, or Brewer's Notice Number for the exporting company **must** be provided on the certificate.

All of the information for the foreign importer must be provided in the Shipped To section to include the name of the country, importing company's name, and complete address.



# Requirements for Standard Letterhead Export Certificates

In the description section you will list the name of the product and type, the number of cases, bottles per case, and bottle/can volume. This information must be provided unless you are registering a product for the first time in that country.

If you are registering a product for the first time in that country it must be stated in the additional language section of the form. Please put "For registration purposes only".

**If you have more than five products you will need to complete more than one set of certificates.**





# Requirements for Standard Letterhead Export Certificates

You must ensure that you provide the typed name and title of the authorized signatory for the company beneath the signature line and the date.

The letterhead certificates must contain an original signature by an authorized signatory (no stamps).

**The information you entered on the company letterhead is automatically reproduced on the TTB letterhead.**



# Requirements for Standard Letterhead Export Certificates

Once you have all your certificates completed please ensure you submit both pages of each certificate together **in a pdf format** (one company letterhead and one TTB letterhead) to [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov) for processing.

Please **do not** split the letterheads when you submit them (i.e. do not submit all company letterheads in one attachment and all TTB letterheads in another).



# Export Certificates Letterhead Template

[Company Letterhead Here]

Certificate of [Insert Type Here]

This is to certify that the following listed products, exported by:

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Permit, Registry or Brewer's Notice Number: \_\_\_\_\_  
 Shipped to:  
 Country: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_

were produced in the USA and that all products:

- a) comply with the provisions governing the production and release of alcohol beverages for direct human consumption in this country, and
- b) were produced by normal and approved methods and not specifically for the purpose of export.

[Insert additional language required by the importing country]

Description, Kind and Type	Number of Cases	Bottles/Case	Bottle/Can Vol.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 [Name and title of exporter representative with signing authority certifying to the above]

(For TTB Use Only)  
 The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registry/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.

Done at Washington, DC on \_\_\_\_\_ (date)

Director, International Affairs Division  
 Alcohol and Tobacco Tax and Trade Bureau (TTB)  
 1310 G St. NW, Box 12  
 Washington, DC 20005



DEPARTMENT OF THE TREASURY  
 ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

Certificate of [Insert Type Here]

This is to certify that the following listed products, exported by:

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Permit, Registry or Brewer's Notice Number: \_\_\_\_\_  
 Shipped to:  
 Country: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_

were produced in the USA and that all products:

- a) comply with the provisions governing the production and release of alcohol beverages for direct human consumption in this country, and
- b) were produced by normal and approved methods and not specifically for the purpose of export.

[Insert additional language required by the importing country]

Description, Kind and Type	Number of Cases	Bottles/Case	Bottle/Can Vol.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 [Name and title of exporter representative with signing authority certifying to the above]

(For TTB Use Only)  
 The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registry/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.

Done at Washington, DC on \_\_\_\_\_ (date)

Director, International Affairs Division  
 Alcohol and Tobacco Tax and Trade Bureau (TTB)  
 1310 G St. NW, Box 12  
 Washington, DC 20005

# Requirements for Consolidated Chinese Wine Certificates

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# Requirements for Consolidated Chinese Wine Certificates

## General Instructions for the Consolidated Wine Export Certificate:

- TTB recommends that U.S. industry members use the one-page consolidated wine export certificate when exporting wine to the People's Republic of China (PRC).
- The certificate incorporates all three certificates (Certificate of Origin, Certificate of Health/Sanitation, and Certificate of Authenticity/Free Sale).
- If you should need a Certificate of Bottling it must be applied for separately using the export certificate letterhead template.



# Requirements for Consolidated Chinese Wine Certificates

- **The consolidated Chinese wine export certificate is not recommended to be used when exporting to Hong Kong or Taiwan. For exports going to Hong Kong or Taiwan the export certificate template (letterhead certificates) or APEC model wine certificate should be used.**
- Please fill out the consolidated certificate with all the required information, print out, sign, and submit it to [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov) as PDF files. TTB will stamp approved certificates with the date, a signature, and the TTB seal and return them to the submitter.
- **Please note that approved certificates cannot be emailed back to the submitter, as the PRC requires these documents to contain an original TTB signature and TTB seal.**
- Only one copy of the consolidated Chinese Wine certificate needs to be submitted.



# Requirements for Consolidated Chinese Wine Certificates

*In order to obtain an approved request, the submitter must (a) be permitted by TTB as a producer or wholesaler, (b) complete all required information in a complete, accurate and truthful manner, and (c) have the certificate signed by a person with signing authority on the company's TTB permit.*

## Specific Instructions for Filling out the Certificate:

- **For wineries which directly export wine to PRC:** Please indicate “**Same**” in all boxes in the Exporter/Wholesaler section.
- **For exporters/wholesalers which export wine to PRC:** Please provide all the information requested in both the Winery/Bottler/Producer section and the Exporter/Wholesaler section.
- **In the China Importer/Consignee section,** please provide all the information requested for the Chinese importer/consignee who will receive the wine.



# Requirements for the Consolidated Chinese Wine Certificates

**In the Description of the Wine section**, there are five mandatory items (name, brand, origin, net volume, and alcohol content) and three items for use where applicable (varietal or type, vintage, and appellation).

**In the Quantity section**, please use the format “# Bottles/Case, # Cases”.

**In the Bottling Date section**, date information is required but lot code information is optional.

**In the Signature section**, please make sure the person signing the document has signing authority on the company’s TTB permit.

- **Please ensure you type the name of the person who signed the certificate and provide their title in the section beneath the signature section.**







# Consolidated Chinese Wine Certificate (PIC)

## Wine Export Certificate (葡萄酒出口证书)

For Wine Products Exported to The People's Republic of China

(此证书仅适用于出口至中华人民共和国的葡萄酒)

This is a Multi-Purpose Certificate used for Certificate of Origin, Certificate of Health/Sanitation and Certificate of Authenticity/Free Sale.

(此证书具有多种用途：可用作原产地证书，健康证书，卫生证书，真品证书以及自由销售证书。)

US Winery/Bottler/Producer (葡萄酒生产厂家)

US Exporter/Wholesaler (出口商/批发商)

US Winery/Bottler/Producer Premises Address (葡萄酒生产厂家地址)

US Exporter/Wholesaler Premises Address (出口商/批发商地址)

US Winery/Bottler/Producer TTB Permit Number (葡萄酒生产厂家登记号)

US Exporter/Wholesaler TTB Permit Number (出口商/批发商登记号)

China Importer/Consignee (中国进口商/收货人)

China Importer/Consignee Address (中国进口商/收货人地址)

We state that (我们声明)：



# Consolidated Chinese Wine Certificate (PIC)

We state that (我们声明):

- a) the products listed here were produced or bottled in the US (以下列出的葡萄酒是在美国生产的或者在美国装瓶的);
- b) that all products comply with the provisions governing the production and release of products for direct human consumption per the laws of the US (葡萄酒的生产过程是完全按照美国政府制定的法规来操作的。产品是符合有关食用酒的生产 and 销售的规定);
- c) the products were produced by normal and approved methods of production and not specifically for the purpose of export (葡萄酒的生产方式是得到批准的, 是通常使用的生产流程。生产的葡萄酒不是专门用于出口。);
- d) and the product is authentic and is fit for human consumption in the US (以下列出的葡萄酒确实是在美国生产的, 并且符合美国的安全饮用标准。).

<b>Description of Wine: name, brand, varietal or type (where applicable), vintage (where applicable), origin, net volume, alcohol content, and appellation (where applicable).</b> (葡萄酒的名称、品牌、种类(如适用)、年份(如适用)、产地、净含量、酒精度及法定产区(如适用))	<b>Quantity (数量)</b> <b># Bottles/case, # Cases</b> (#瓶/箱, #箱)	<b>Bottling Date ( Lot Code-optional)</b> (装瓶日期)(批号-可选项)



# Consolidated Chinese Wine Certificate (PIC)

<b>Signature (签字)</b>	<b>Date (签字日期)</b>	
<b>Name and title of winery/exporter/wholesaler representative with signing authority, certifying to the above</b> (酒厂或出口商或批发商代表的姓名和职务(签名者应被授予签字的权力))		
<b>For TTB use only (以下仅供 TTB 使用)</b>		
<b>The Alcohol and Tobacco Tax and Trade Bureau of the U.S. Department of Treasury (TTB) confirms that the producer of the wine described in this certificate holds a permit issued by TTB. ( 确认该证书中所描述的葡萄酒生产者持有 TTB 颁发的许可证.)</b>		
<b>Signature of authorized official of TTB (签字)</b>	<b>Done at Washington, DC on (签字日期)</b>	<b>Seal of TTB (TTB 图章)</b>
	<b>Expiration Date: one year from the stamping date</b> (有效期 1 年)	

# Requirements for the APEC Model Wine Certificate

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# Requirements for the APEC Model Wine Certificate

U.S. wine exported to Asia-Pacific Economic Cooperation (APEC) economies may be accompanied by an APEC Model Wine Certificate (except for wine that is shipped to China).

APEC is comprised of 21 economies (Australia, Brunei Darussalam, Canada, Chile, Chinese Taipei, Hong Kong, China, Indonesia, Japan, Malaysia, Mexico, New Zealand, Papua New Guinea, People's Republic of China, Peru, Republic of Korea, The Republic of the Philippines, The Russian Federation, Singapore, Thailand, United States of America, and Vietnam).



# Requirements for the APEC Model Wine Certificate

The purpose of this certificate is to help streamline wine exports to the APEC region in a more efficient manner by consolidating existing certificate requirements into a single certificate usable across the region.

The APEC Model Wine Certificate is a multi-purpose certificate used for Certificates of Authenticity/Free Sale, Certificates of Health/Sanitation, and Certificates of Origin.



# Requirements for the APEC Model Wine Certificate

The use and scope of the APEC Model Wine Export Certificate is at the discretion of the importing APEC economy, and it is highly suggested that exporters consult with their importer to ensure they meet all requirements and that they have adopted the certificate in lieu of pre-existing requirements.

The APEC Model Wine Certificate does not affect any agreements in APEC economies that were agreed to previously via free trade agreements, economic partnership agreements, or other types of agreements.

Exporters should refer to instructions for completing the APEC Model Wine Certificate.







# APEC Model Wine Certificate (PIC)

<b>APEC Model Wine Certificate</b> for Wine Shipped Between APEC Economies	
<i>See instructions that accompany this form.</i>	
1. Exporter:	2. Importer/Consignee:
3. Exporter's Address:	4. Importer/Consignee's Address:
5. Exporter's Wine Regulatory License or Permit Information (if applicable):	6. Importer/Consignee's Wine Regulatory Registration Information (if applicable):
7. Exporting Economy:  <b style="color: red;">USA</b>	8. Exporting Economy Regulatory Authority and Contact Information: <b style="color: red;">Alcohol &amp; Tobacco Tax &amp; Trade Bureau (TTB)</b> <b style="color: red;">iad@ttb.gov – +1 (202) 453-2260</b>
9. The wine listed on this certificate: a) was produced in the below stated Economy of Origin (subject to trade agreement Rules of Origin, as applicable); and b) was produced by normal and approved methods of production and may be freely sold in the Exporting Economy	
10. Description of Wine, including Economy of Origin: [see instructions]	11. Quantity: [see instructions]



# APEC Model Wine Certificate (PIC)

12. Additional Information from Exporter (if required):

Exporter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of exporter's representative with signing authority, certifying to the above:

For Use By Exporting APEC Economy's Regulatory Authority

13. Additional Information from Exporting APEC Economy's Regulatory Authority (if required):

The Alcohol and Tobacco Tax and Trade Bureau of the U.S. Department of the Treasury (TTB) confirms that the exporter of the wine described in this certificate holds a proper permit or registration issued by TTB as identified by the permit or registration number listed on this certificate and that the information about the exported product(s) is based on representations made by the exporter.

14. Signature of authorized official:

15. Date of signature:

16. Official Seal:

(Expires one year from the stamping date.)

# Requirements for the VI1 form

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# Requirements for VI1 form

VI1 forms are needed to export wine to Europe. There are two options when exporting wine to the EU and they are: non self-certifying and self-certifying. The following links provide information on the two options available to process and submit the VI1 forms  
<https://www.ttb.gov/itd/export-documents-certificates>.

The VI1 form is only required when the exporter is not the producing winery. This form is a five-part form and should be submitted with all five parts.

Wineries can self-certify wine exports to the EU if the steps in Industry circular 2007-2 are followed. TTB strongly recommends that you consider becoming a self-certifier.

For specific information on becoming a self-certifying winery, please visit this site: <https://www.ttb.gov/images/pdfs/vi1notice.pdf>.



# Requirements for VI1 form

**Prior to exportation**, the U.S. exporter is required to have each shipment of the product analyzed by a TTB-certified laboratory (a list of TTB-certified laboratories can be found on this link <https://www.ttb.gov/scientific-services-division/chemist-certification-program>).

The laboratory will need to include the results of the analysis on the bottom "analysis" portion of the certificate. The exporter or laboratory should then forward the certificate for TTB to process the form.



# Requirements for VI1 form

## VI1 FORM (PIC)

<input type="checkbox"/>	1. Exporter <input type="checkbox"/>	THIRD COUNTRY OF ISSUE: <b>VI1</b> Serial No:	
	2. Consignee	DOCUMENT FOR THE IMPORTATION OF WINE, GRAPE JUICE OR GRAPE MUST INTO THE EUROPEAN COMMUNITY	
	3. CUSTOMS STAMP (*)	(*) Obligatory only for wines benefiting from a reduced customs tariff. (2) Delete as appropriate. (3) Put an 'x' in the appropriate box.	
	4. Means of transport (*)		
	5. Place of unloading (*)		
6. Marks and reference Nos — Number and nature of packages — Description of product		7. Quantity in (litre) (2)	
		8. Number of bottles	
		9. Colour of product	
<b>10. CERTIFICATE</b> The product described above (2) <input type="checkbox"/> (3) <input type="checkbox"/> is not intended for direct human consumption, complies with the conditions governing production and entry into circulation applying in the country of origin of the product and, if intended for direct human consumption, has not been subjected to oenological practices which are not permitted under current Community provisions relating to the import of the product in question. Full name and address of the official agency: _____ Place and date: _____ Signature, name and title of official: _____ Stamp: _____			
<b>11. ANALYSIS REPORT</b> describing the analytical characteristics of the product described above FOR GRAPE MUST AND GRAPE JUICE: density: _____ FOR WINE AND GRAPE MUST STILL IN FERMENTATION: _____ total alcoholic strength: _____ actual alcoholic strength: _____ FOR ALL PRODUCTS: total dry extract: _____ total acidity: _____ volatile acidity: _____ citric acidity: _____ total sulphur dioxide: _____ (2) <input type="checkbox"/> presence, <input type="checkbox"/> absence of products obtained from varieties resulting from interspecific crossings (direct producer hybrids) or from other varieties not of the species <i>Vitis vinifera</i> . Full name and address of the laboratory: _____ Place and date: _____ Signature, name and title of official: _____ Stamp: _____			



# Requirements for VI1 form

## VI1 FORM (PIC)

1. Exporter <input type="checkbox"/>	THIRD COUNTRY OF ISSUE: <b>VI1</b> Serial No:  <b>DOCUMENT          FOR THE IMPORTATION OF WINE, GRAPE JUICE          OR GRAPE MUST INTO          THE EUROPEAN COMMUNITY</b>	
2. Consignee	(1) Obligatory only for wines benefiting from a reduced customs tariff. (2) Delete as appropriate. (3) Put an × in the appropriate box.	
3. CUSTOMS STAMP (1)		
4. Means of transport (1)		
5. Place of unloading (1)		
6. Marks and reference Nos — Number and nature of packages — Description of product	7. Quantity in lit/kg (2)	
	8. Number of bottles	
	9. Colour of product	





# Requirements for VI1 form

## VI1 FORM (PIC)

### 10. CERTIFICATE

The product described above  is/  is not intended for direct human consumption, complies with the conditions governing production and entry into circulation applying in the country of origin of the product and, if intended for direct human consumption, has not been subjected to oenological practices which are not permitted under current Community provisions relating to the import of the product in question.

Full name and address of the official agency:

Place and date:

Signature, name and title of official:

Stamp:

### 11. ANALYSIS REPORT

describing the analytical characteristics of the product described above

FOR GRAPE MUST AND GRAPE JUICE density:

FOR WINE AND GRAPE MUST STILL IN FERMENTATION

total alcoholic strength

actual alcoholic strength

FOR ALL PRODUCTS:

total dry extract

total acidity

volatile acidity:

citric acidity:

total sulphur dioxide:

presence/  absence of products obtained from varieties resulting from interspecific crossings (direct producer hybrids) or from other varieties not of the species *Vitis vinifera*.

Full name and address of the laboratory:

Place and date:

Signature, name and title of official:

Stamp:



# Requirements for VI1 form SEC (PIC)

## Simplified Export Certificate for U.S. Wine for Export to the European Community

Commercial document<sup>1</sup> to accompany wine products originating in  
the United States of America

1. Exporter (name and address)		2. Serial number	
		4. Competent authority in the US at place of dispatch (name and address)	
3. Importer (name and address)			
5. Customs stamp (For official EC use only)		6. Date wine clears EC customs (For official EC use only)	
7. Means of transport and transport details		8. Intended place of delivery (if different from 3)	
9. Description of the imported product		10. Quantity	
In particular: actual alcoholic strength: color of the product:			
11. Certificates The product described above is intended for direct human consumption, complies with the conditions governing the production and entry into circulation applicable in the United States of America, has been produced using oenological practices in accordance with the terms of the EC-U.S. Agreement on Trade in Wine, and has been produced by a winery licensed by the Alcohol and Tobacco Tax and Trade Bureau for the production of grape wine and is subject to inspection and control by the office of that agency specified above. Federal permit number (winery):			
12. Record of control for EC only. For use by competent authority		13. Signatory's company, Federal permit number and telephone number	
		14. Name of signatory	
		15. Place and date	
		16. Signature	

<sup>1</sup> According to Annex III of the Agreement between the European Community and the United States of America on Trade in Wine.

# Requirements for Wine Exports to Uruguay

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# Wine Exports to Uruguay

## Wine Exports to Uruguay:

On February 14, 2019, the Board of Directors of Uruguay's National Institute of Vitiviniculture (INAVI) adopted a resolution regarding exogenous water content in imported wine.

- An unofficial English translation of the resolution is available at <https://www.ttb.gov/images/pdfs/itd/attachment2.pdf> .
- Uruguay will not require, for wine of the United States, the certificate established by the resolution nor any declaration or proof regarding exogenous water (document available [here](#)).
- An unofficial English translation of Uruguay's decision is available at <https://www.ttb.gov/images/pdfs/itd/attachment4.pdf>.

# Requirements for TTB F5110.42 Certificate of Authenticity Bourbon Whiskey

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# Requirements for TTB F5110.42

- Item 5 must have the Distillery Permit Number.
- All other information for this form is self-explanatory.



# Requirements for TTB F5110.42

## TTB F5110.42 (PIC)

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB) Certificate of Authenticity Bourbon Whiskey		Number
1. Consignor (full name and address)		2. Consignee (full name and address)
3. Means of transport		
Name of Boat, Ship, or Vessel <hr/> Name of Airline		United States Department of the Treasury Alcohol and Tobacco Tax and Trade Bureau Notes
5. Serial numbers and marks - Number and kind of packages		6. Gross mass (kg)
		7. Net mass (kg)
		8. Number of casks
		9. Number of bottles
		10. Quantity in liters
11. Observations		
The Alcohol and Tobacco Tax and Trade Bureau certifies that the above Bourbon whiskey was distilled in the United States at not exceeding 160° proof (80° Gay-Lussac) from a fermented mash of grain of which not less than 51% was corn grain (maize), and aged for not less than two years in charred new oak containers.		
Place and date	Signature of authorized Bureau Officer	Seal of the Department of the Treasury
12. Reserved for the customs authorities in the community		

TTB F 5110.42 (7/2005)



# Requirements for TTB F5110.42

## TTB F5110.42 (PIC)

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB) Certificate of Authenticity Bourbon Whiskey		Number
1. Consignor (full name and address)  		
	2. Consignee (full name and address)  	
3. Means of transport  Name of Boat, Ship, or Vessel <hr/> Name of Airline <hr/>	4. Issuing body  United States Department of the Treasury Alcohol and Tobacco Tax and Trade Bureau  Notes 	
5. Serial numbers and marks - Number and kind of packages  		
	6. Gross mass (kg) 	
	7. Net mass (kg) 	





# Requirements for TTB F5110.42

## TTB F5110.42 (PIC)

	7. Net mass (kg)	
	8. Number of casks	
	9. Number of bottles	
	10. Quantity in liters	
11. Observations:		
<p>The Alcohol and Tobacco Tax and Trade Bureau certifies that the above Bourbon whiskey was distilled in the United States at not exceeding 150° proof (80° Gay-Lussac) from a fermented mash of grain of which not less than 51% was corn grain (maize), and aged for not less than two years in charred new oak containers.</p>		
Place and date	Signature of authorized Bureau Officer	Seal of the Department of the Treasury
12. Reserved for the customs authorities in the community:		

TTB F 5110.42 (7/2005)

# Requirements for TTB F5110.58 Certificate of Origin and Age of Distilled Spirits

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# Requirements for TTB F5110.58

## 27 CFR 28.104.

- ***The entry of distilled spirits at ports in certain foreign countries is permitted only upon the filing by the importer of an official certificate showing the origin and age of such spirits.***
- An appropriate TTB officer may, on request of the applicant, furnish a certificate showing the origin and age of the spirits described on TTB Forms 5100.11 or 5110.30. Such officer may require supporting documentation to be provided by the applicant.
- ***Certificates of origin and age shall be furnished on Form 2177 (5110.58). Form 2177 (5110.58) may also be issued for distilled spirits removed to a foreign-trade zone, in which case the number and location of the foreign-trade zone shall be shown on the form in lieu of the name of the foreign country.***

Please complete the form in its entirety.



# Requirements for TTB F5110.58

## TTB F5110.58 (PIC)

<b>DEPARTMENT OF THE TREASURY</b> <b>ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)</b> Certificate of Origin And Age of Distilled Spirits					
This is to certify that the distilled spirits described in this certificate were produced at the distillery identified below, located in the United States of America, in compliance with the laws of the United States of America and regulations issued under those laws and they were consigned for export to the location shown below.					
PRODUCER				DISTILLERY REGISTRATION NO.	
PREMISES ADDRESS					
LOCATION WHERE SPIRITS ARE TO BE EXPORTED				DATE CONSIGNED FOR EXPORT	
DESCRIPTION OF SPIRITS					
TYPE OF CONTAINER	CONTAINER IDENTIFICATION NUMBER	KIND OF SPIRITS	DATE PRODUCED	TYPE OF COOPERAGE	MONTHS STORED ON BONDED PREMISES
(a)	(b)	(c)	(d)	(e)	(f)
Signature of authorized official of the Alcohol and Tobacco Tax and Trade Bureau				DATE OF ISSUANCE	

TTB F 5110.58 (7/2006)

Alcohol and Tobacco Tax and Trade Bureau



# Requirements for TTB F5110.58 TTB F5110.58 (PIC)

**DEPARTMENT OF THE TREASURY**  
**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)**  
*Certificate of Origin And Age of Distilled Spirits*

This is to certify that the distilled spirits described in this certificate were produced at the distillery identified below, located in the United States of America, in compliance with the laws of the United States of America and regulations issued under those laws and they were consigned for export to the location shown below.

PRODUCER

DISTILLERY REGISTRATION NO.

PREMISES ADDRESS

LOCATION WHERE SPIRITS ARE TO BE EXPORTED

DATE CONSIGNED  
FOR EXPORT



# Requirements for TTB F5110.58

## TTB F5110.58 (PIC)

DESCRIPTION OF SPIRITS					
TYPE OF CONTAINER	CONTAINER IDENTIFICATION NUMBER	KIND OF SPIRITS	DATE PRODUCED	TYPE OF COOPERAGE	MONTHS STORED ON BONDED PREMISES
(a)	(b)	(c)	(d)	(e)	(f)
Signature of authorized official of the Alcohol and Tobacco Tax and Trade Bureau					DATE OF ISSUANCE

# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity

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# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity

As of November 2019, Brazil requires separate forms for certificates of origin and certificates of analysis, which apply to all imported alcohol beverage products. (Previously, a combined certificate of origin and analysis was required).

For exports to Brazil please use the template on the below website for Certificate of Origin requests.

For products that do not meet Brazil's standards of identity for alcohol beverages (such as wines above 14% alcohol by volume), you may also request a Certificate of Typicity ("certificado de tipicidade"). Please note this certificate is required by Brazil for such products in addition to the above Certificate of Origin.

The templates for all beverages can be found at:  
<https://www.ttb.gov/itd/export-documents-certificates>.





# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity

**Prior to exportation**, the U.S. exporter is required to have each shipment of the product analyzed by a TTB-certified laboratory (a list of TTB-certified laboratories can be found on this link

<https://www.ttb.gov/scientific-services-division/chemist-certification-program>).

The laboratory will need to include the results of the analysis on the bottom "analysis" portion of the certificate. The exporter or laboratory should then forward the certificate for TTB to process the form.



# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity

The Certificates of Origin/Age or Analysis must have the following information when submitted to TTB:

- On line 1 (Exporter) and line 2 (Producer) of the document, you must provide the name of the company, company's complete address, and TTB registry/permit number.
- In order to receive an endorsement/approval from TTB, the Certificate of Origin and Analysis & Typicity must also have the below statement above our endorsement in addition to other required language stated on the template on the link above:

**The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registry/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.**



# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity

*For faster turnaround, we **highly recommend** this certificate be e-mailed to [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov) because **our** original signature is the only signature required by Brazil.*

The old format required it to be mailed in because the lab signature had to be original in addition to ours.

- The lab chemist signature is no longer required on the new version of this form.



# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity

## Certificate of Typicity (Brazil)

This certificate is requested by Brazil for products that do not meet Brazil's standards of identity for alcohol beverages (such as wines above 14% alcohol by volume).

- One of the biggest errors that is made on this form is an incorrect TTB permit, registry, or distillery number. The statement below must be provided in section 4.5;

**The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registry/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.**



# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity (PIC)

## CERTIFICADO DE ORIGEM DE BEBIDAS, FERMENTADOS ACÉTICOS, VINHOS E DERIVADOS DA UVA E DO VINHO PARA O BRASIL CERTIFICATE OF ORIGIN OF BEVERAGES, VINEGARS, WINE AND PRODUCTS OF GRAPE AND WINE TO BRAZIL

Certificado de Origem nº/Certificate of origin no.:		País emissor/Issuing country:	
Exportador (razão social, endereço e país)/Exporter (Trade name, address and country): [For U.S. exporters, also include permit/registration/brewer's registration number]			
Produtor/engarrafador (razão social, endereço e país)/Producer/bottler (Trade name, address and country): [For U.S. producers/bottlers, also include permit/registration/brewer's registration number]			
Importador (razão social, endereço e país)/Importer (Trade name, address and country):			
Meio de Transporte/Means of transportation:		Local de Descarga/Place of unloading:	
Produto/Product:			
Denominação/Type:		Marca/brand:	
Nº Lote/Batch no.:			
Indicação Geográfica* (se houver)/Geographical indication* (if any):			
Tipo da Embalagem/Type of packaging:	Capacidade da Embalagem (L ou Kg)/Packaging Capacity (L or Kg):	Nº de Embalagens/No. of Packages:	Volume Total (L ou Kg)/Total volume (L or Kg):

\*A Indicação Geográfica deve ser a mesma constante no rótulo/The Geographical indication must be the same as the one on the label

Certificado ou Laudo de Análise nº (referente ao produto acima indicado)/Certificate or Analysis Report no. (referring to above product):

Nome do laboratório/Name of laboratory:

Endereço do laboratório/Address of laboratory:

O estabelecimento produtor ou engarrafador acima especificado exerce no país as atividades de produção ou engarrafamento ou ambas e o(s) produto(s) acima especificado(s) atende(m) o(s) padrão(ões) de identidade e qualidade nacional(is) e está(ão) apto(s) para o consumo no mercado interno./The producing or bottling establishment specified above carries out in the country the activities of production or bottling, or both, and the aforementioned product(s) meet(s) the national identity and quality standard(s) and is(are) fit for consumption in the internal market.

O Departamento de Comércio e Tributação de Alcool e Tabaco (TTB) do Departamento do Tesouro dos EUA confirma que o produtor/exportador identificado neste certificado possui uma licença/registo/aviso de cervejeiro emitido pela TTB, conforme identificado pelo número de licença/registo/aviso de cervejeiro listado neste certificado e que as informações sobre o(s) produto(s) exportado(s) são baseadas em representações feitas pelo produtor/exportador./The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registration/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.

Nome do organismo oficial/ Official agency name:

Endereço do organismo oficial/ Official agency address:

Local e data/Date and place:

Assinatura e carimbo ou assinatura eletrônica do responsável pelo órgão oficial do país de origem ou entidade por ele reconhecida para tal fim.  
Signature and stamp or electronic signature of the representative in charge of the origin country or entity recognized for this purpose

documento o Laudo de Análise emitido pelo laboratório cadastrado no SISCOLE  
Attach to the document the Report of Analysis Analyzed by the laboratory registered in SISCOLE

## COMPROVAÇÃO OFICIAL DE TIPICIDADE E REGIONALIDADE DE BEBIDAS ALCÓOLICAS, VINHOS E DERIVADOS DA UVA E DO VINHO PARA IMPORTAÇÃO PELO BRASIL OFFICIAL FORM FOR TYPICAL AND REGIONAL PRODUCTS FOR ALCOHOL BEVERAGES, WINE, AND DERIVATIVES OF GRAPE AND WINE FOR IMPORT INTO BRAZIL

- DADOS DO PRODUTOR (Producer information)**
  - 1.1 País de origem (Issuing country):  1.2 Número de Certificado de Origem (Certificate of Origin No.):
  - 1.3 Nome do estabelecimento (Name of producer):
  - 1.4 Endereço (Address):
  - 1.5 Registro do Estabelecimento no país de origem, se houver (Permit, Registry, or Brewer's Notice Number):
- DADOS DO PRODUTO (Product Information)**
  - 2.1 Denominação do Produto (Product Type):  2.2 Marca (Brand):
  - 2.3 Legislação de referência no país de origem (Legislation in the issuing country):
- DADOS DA TIPICIDADE (Typical Characteristics)**
  - 3.1 Descrição Geral Das Características De Tipicidade (Description of the typical characteristics):
  - 3.2 O produto é característico de alguma região no país de origem? ( ) sim / yes ( ) não / no. Caso positivo, qual a região?: (Is the product from a typical region of its original country? Mark an X in the Yes or No box. If Yes, describe the region below)
  - 3.3 O nome do produto é consagrado na região? ( ) sim ( ) não. Caso positivo, descrever referências que demonstram ser o nome do produto consagrado na região: (Is the product recognized and valued in the region of its origin? Mark an X in the Yes or No box. If Yes, mention how the name is recognized and valued in the region below)
  - 3.4 O produto é de consumo normal e corrente na origem? ( ) sim / yes ( ) não / no. Caso positivo, relacionar as evidências (dados atuais de produção e consumo na região de origem): (Is the product for regular human consumption in the country of its origin? Mark an X in the Yes or No box. If Yes, include data on production and consumption below)
- DADOS DA INSTITUIÇÃO RESPONSÁVEL, LOCAL, DATA E ASSINATURA/CARIMBO (Information on the Official Authority, Place, Date, and Signature/Stamp)**
  - 4.1 Órgão oficial credenciado para emissão deste documento cadastrado no sistema SISCOLE: (Official authority accredited to issue this document in the SISCOLE system):
  - 4.2 Local (Place):  4.3 Data (Date):
  - 4.4 Nome e credenciais do responsável pelas declarações (Name and title of official authority representative):
  - 4.5 Assinatura e carimbo ou assinatura eletrônica passível de verificação do responsável pelo órgão oficial do país de origem ou entidade por ele reconhecida para tal fim. (Signature and stamp from official authority of the country of origin)
 

O Departamento de Comércio e Tributação de Alcool e Tabaco (TTB) do Departamento do Tesouro dos EUA confirma que o produtor/exportador identificado neste certificado possui uma licença/registo/aviso de cervejeiro emitido pela TTB, conforme identificado pelo número de licença/registo/aviso de cervejeiro listado neste certificado e que as informações sobre o(s) produto(s) exportado(s) são baseadas em representações feitas pelo produtor/exportador./The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registration/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.



# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity (PIC)

CERTIFICADO DE ORIGEM DE BEBIDAS, FERMENTADOS ACETICOS, VINHOS E DERIVADOS DA UVA E DO VINHO PARA O BRASIL  
 CERTIFICATE OF ORIGIN OF BEVERAGES, VINEGARS, WINE AND PRODUCTS OF GRAPE AND WINE TO BRAZIL

Certificado de Origem nº/Certificate of origin no.:		País emissor/Issuing country:	
Exportador (razão social, endereço e país)/Exporter (Trade name, address and country): [For U.S. exporters, also include permit/registration/brewer's registration number]			
Produtor/engarrafador (razão social, endereço e país)/Producer/bottler (Trade name, address and country): [For U.S. producers/bottlers, also include permit/registration/brewer's registration number]			
Importador (razão social, endereço e país)/Importer (Trade name, address and country):			
Meio de Transporte/Mean of transportation:		Local de Descarga/Place of unloading:	
Produto/Product:			
Denominação/Type:		Marca/brand:	
Nº Lote/Batch no.:		Indicação Geográfica* (se houver)/Geographical Indication* (if any):	
Tipo da Embalagem/Type of packaging:	Capacidade da Embalagem (L ou Kg)/Packaging Capacity (L or Kg):	Nº de Embalagens/No. of Packages:	Volume Total (L ou Kg)/Total volume (L or Kg):



# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity (PIC)

\*A Indicação Geográfica deve ser a mesma constante no rótulo/*The Geographical Indication must be the same as the one on the label*

Certificado ou Laudo de Análise nº (referente ao produto acima indicado)/*Certificate or Analysis Report no. (referring to above product):*

Nome do laboratório/*Name of laboratory:*

Endereço do laboratório/*Address of laboratory:*

O estabelecimento produtor ou engarrafador acima especificado exerce no país as atividades de produção ou engarrafamento ou ambas e o(s) produto(s) acima especificado(s) atende(m) o(s) padrão(ões) de identidade e qualidade nacional(is) e está(ão) apto(s) para o consumo no mercado interno./*The producing or bottling establishment specified above carries out in the country the activities of production or bottling, or both, and the aforementioned product(s) meet(s) the national identity and quality standard(s) and is(are) fit for consumption in the internal market.*

O Departamento de Comércio e Tributação de Alcool e Tabaco (TTB) do Departamento do Tesouro dos EUA confirma que o produtor/exportador identificado neste certificado possui uma licença/registo/aviso de cervejeiro emitido pela TTB, conforme identificado pelo número de licença/registo/aviso de cervejeiro listado neste certificado e que as informações sobre o(s) produto(s) exportado(s) são baseadas em representações feitas pelo produtor/exportador./*The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registry/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.*

Nome do organismo oficial/*Official agency name:*

Endereço do organismo oficial/*Official agency address:*

Local e data/*Date and place:*

Assinatura e carimbo ou assinatura eletrônica do responsável pelo órgão oficial do país de origem ou entidade por ele reconhecida para tal fim  
*Signature and stamp or electronic signature of the representative in charge of the origin country or entity recognized for this purpose*

documento o Laudo de Análise emitido pelo laboratório cadastrado no SISCOLE

Attach to the document the Report of Analysis Analyzed by the laboratory registered in SISCOLE



# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicality (PIC)

COMPROVAÇÃO OFICIAL DE TIPICIDADE E REGIONALIDADE DE BEBIDAS ALCÓOLICAS, VINHOS  
E DERIVADOS DA UVA E DO VINHO PARA IMPORTAÇÃO PELO BRASIL

OFFICIAL FORM FOR TYPICAL AND REGIONAL PRODUCTS FOR ALCOHOL BEVERAGES, WINE, AND DERIVATIVES OF GRAPE AND WINE FOR IMPORT INTO BRAZIL

**1. DADOS DO PRODUTOR (Producer Information)**

1.1 País de origem (Issuing country)	1.2 Número de Certificado de Origem (Certificate of Origin No.)
USA	
1.3 Nome do estabelecimento (Name of producer):	
1.4 Endereço (Address):	
1.5 Registro do Estabelecimento no país de origem, se houver (Permit, Registry, or Brewer's Notice Number):	

**2. DADOS DO PRODUTO (Product Information)**

2.1 Denominação do Produto (Product Type)	2.2 Marca (Brand)
2.3 Legislação de referência no país de origem (Legislation in the issuing country)	

**3. DADOS DA TIPICIDADE (Typical Characteristics)**

3.1 Descrição Geral Das Características De Tipicidade (Description of the typical characteristics)

3.2 O produto é característico de alguma região no país de origem? ( ) sim/yes ( ) não/no Caso positivo, qual a região?:  
(Is the product from a typical region of its original country? Mark an X in the Yes or No box. If Yes, describe the region below)

3.3 O nome do produto é consagrado na região? ( ) sim ( ) não  
Caso positivo, descrever referências que demonstram ser o nome do produto consagrado na região:  
(Is the product recognized and valued in the region of its origin? Mark an X in the Yes or No box. If Yes, mention how the name is recognized and valued in the region below)





# Brazil Requirements for Certificates of Origin and Analysis & Certificates of Typicity (PIC)

3.4 O produto é de consumo normal e corrente na origem? ( ) sim/yes ( ) não/no

Caso positivo, relacionar as evidências (dados atuais de produção e consumo na região de origem):

*(Is the product for regular human consumption in the country of its origin? Mark an X in the Yes or No box. If Yes, include data on production and consumption below)*

**4. DADOS DA INSTITUIÇÃO RESPONSÁVEL, LOCAL, DATA E ASSINATURA/CARIMBO** *(Information on the Official Authority, Place, Date, and Signature/Stamp)*

4.1 Órgão oficial credenciado para emissão deste documento cadastrado no sistema SISCOLE: *(Official authority accredited to issue this document in the SISCOLE system:)*

Alcohol and Tobacco Tax and Trade Bureau (TTB)

4.2 Local *(Place)*

4.3 Data *(Date)*

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4.4 Nome e credenciais do responsável pelas declarações *(Name and title of official authority representative):*

4.5 Assinatura e carimbo ou assinatura eletrônica passível de verificação do responsável pelo órgão oficial do país de origem ou entidade por ele reconhecida para tal fim. *(Signature and stamp from official authority of the country of origin)*

O Departamento de Comércio e Tributação de Alcool e Tabaco (TTB) do Departamento do Tesouro dos EUA confirma que o produtor/exportador identificado neste certificado possui uma licença/registo/aviso de cervejeiro emitido pela TTB, conforme identificado pelo número de licença/registo/aviso de cervejeiro listado neste certificado e que as informações sobre o(s) produto(s) exportado(s) são baseadas em representações feitas pelo produtor/exportador. *(The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registry/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.*

# Signing Authority Requirements for Export Certificates

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# Signing Authority Requirements for Export Certificates

All export certificates must be signed by a person with power of attorney (POA), or other proper notification of signature authority on file with TTB (when required).

The name on the certificate must match what was given to us on your TTB permit, brewer's notice, or Power of Attorney (POA), so no abbreviations or nicknames can be used. Recently we have found that a lot of companies have had a high turnover and need to update their authorized signatories.

**\*Please submit the name of only one authorized signatory on the certificates.**



# Signing Authority Requirements for Export Certificates

If you are new to the company or aren't sure as to whether you are an authorized signatory, please contact us via email at [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov).

When you contact us, we will be able to tell you if you are an authorized signatory, but we are not permitted to tell you if others in your company are an authorized signatory.



# Signing Authority Requirements for Export Certificates

If you have a Permits Online (PONL) account, you can update the authorized signatories online and submit a Power of Attorney (POA).

If you don't have a PONL account but would like to get one, please follow the directions provided on this link <https://www.ttb.gov/ponl/customer-support>.



# Signing Authority Requirements for Export Certificates

You may also use either of the following forms to make updates to your authorized signatories:

- [TTB Form 5000.8](#) Power of Attorney
- [Form 5100.1](#) Signing Authority for Corporate Officials

**Mail completed form to our National Revenue Center (NRC):**

Director, National Revenue Center

550 Main St, Ste. 8002

Cincinnati, OH 45202-5215

If you have any questions about obtaining signing authority, please contact the NRC at 1-877-882-3277

# Submitting Export Certificates

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# Submitting Export Certificates

TTB recommends submitting export certificates via email to [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov). If you use the portal please make sure you include a prepaid shipping label to return your certificates.

Submitting export certificates by mail is also permitted but will result in longer processing times.

[Exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov) **is the required email** for export certificate submissions, and is the only **email** export certificates should be submitted to unless otherwise directed.

***You will receive a faster response time if there is an issue or error with your submission.***





# Submitting Export Certificates

Please ensure that you have reviewed your certificates for accuracy prior to submitting to IAD.

When you submit your export certificates you must ensure that you include

- any special instructions
- export certificates
- return address (**\*Until further notice, we can only return export certificates via prepaid shipping labels due to COVID restrictions.**), or a prepaid shipping label from USPS, UPS, or FedEx (**if you want to be able to track and expedite your documents**).

**All electronic documents must be submitted in an Adobe PDF format (.pdf).** No other formats will be accepted because they alter the size of the export certificates when printed which causes rejection and delays.



# Submitting Export Certificates

You may also mail in the export certificates. **However, due to the COVID-19 pandemic, TTB processing of paper forms is currently halted.** TTB encourages requestors to submit export certificates electronically to TTB so that exporters may get their products to foreign marketplaces as soon as possible.

When you submit your certificates via mail please ensure you submit a business card or point of contact information (name, email, and phone number) with your certificates in case there are any errors or questions in regard to your submission.



# Submitting Export Certificates

**If you are submitting your export certificates using USPS, please use the following address:**

Alcohol and Tobacco Tax and Trade Bureau  
(TTB)

International Affairs Division  
Attn: Export Certificate Program  
1310 G St. NW, Box 12  
Washington, DC 20005



# Submitting Export Certificates

**If you are submitting your export certificate requests through a commercial carrier (e.g. FedEx or UPS), please use the following address:**

Alcohol and Tobacco Tax and Trade Bureau (TTB)  
International Affairs Division  
Attn: Export Certificate Program  
1310 G St. NW, Suite 400E  
Washington, DC 20005



# Export Certificate Submission Process

Industry Member completes the appropriate export certificates and submits it to TTB via email to [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov)

IAD will review the certificates for accuracy and compliance with requirements. If the certificates are approved the process will follow the arrow to the bottom right. If the certificates are denied and corrections need to be made prior to moving forward it will follow the arrow to the bottom left of this box

Denied  
Corrections need to be made

At this point the industry member will be contacted via email or phone about the corrections that must be made prior to processing their request.

Approved  
Everything is correct

All certificates will be processed accordingly and returned via the return mailing address or prepaid shipping label provided. (Export certificates are only returned via mail at this time.)

# Changes or Updates to Export Certificates

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# Changes or Updates to Export Certificates

Any modifications or corrections that need to be changed **must be done by the industry member** (IAD will not annotate changes on behalf of industry members).

If you need to modify or correct export certificates that have been submitted, you should do so **immediately** and indicate that the submission is a “REVISION” in the subject line.

If the certificates have already been processed and returned you will have to submit a new submission with the corrections and a new prepaid shipping label.

# Timeframes and Status Updates

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# Timeframes and Status Updates

We aim to have all export certificates processed within **15 calendar days**.

Unexpected events may cause delays in normal processing (i.e. gov't shutdown, building issues, pandemics).

Please be mindful of these timeframes when submitting your export certificates.



# Timeframes and Status Updates

Unless it is an urgent request, please **email** us to inquire about the status of applications only if we have **exceeded** the maximum processing time described, *and after you have already checked the status of your prepaid label, if provided.*

- **The best way to receive an update on the status of your submission is to send an email to [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov).**



# Timeframes and Status Updates

At this time, export certificates are mailed back to industry members.

## **Plan Ahead!**

- We recommend that you plan ahead and submit documents in a timely manner especially around the holidays and end of the year.
- Repeated instances to submit export certificates incorrectly and in a timely manner will result in your shipments being delayed.



# Timeframes and Status Updates

*We suggest waiting for approved documents prior to exporting shipments, which will avoid any delays or fees (from the foreign importer) incurred due to incorrect submissions or lack of planning.*

# Apostilles

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# Apostilles

Apostilles for documents that are signed by TTB (such as export certificates) are done through the State Department. The inquirer will need to obtain the Certificate of Free Sale from TTB first, and then submit it to the State Department once they receive it back.

Details on the apostille process are available at <https://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/apostille-requirements.html>.



# Apostille Submission Process

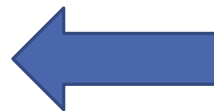
Create a Certificate of Free Sale using the Export Certificate Letterhead Template



Submit the Certificate of Free Sale to TTB via Email to [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov)



IAD will review and process the certificates (if everything is correct). The certificates will then be returned to you via the return mailing address or prepaid shipping label that was provided.



Once the certificates are received you will need to submit them to the State Department for them to be apostilled.

# Common Export Certificate Errors

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# Common Export Certificate Errors

- -Not providing the typed name and title of the authorized signatory below their signature.
  - The only certificates that do not require the signatory's typed name and title are the VI1 Form and TTB forms 5110.58 and 5110.42.
- ***The person signing the export certificate isn't an authorized signatory on file with TTB or doesn't have a National Revenue Center (NRC) approved power of attorney for the company.***
  - ***We cannot process an export certificate if it is not signed by someone with signing authority or power of attorney. This is the most common reason for delayed TTB approval.***



# Common Export Certificate Errors

- The export certificate submitted doesn't comply with the format on our template.
  - Please use the template provided on our website and ensure you provide all the requested information.
  - TTB requires that the physical address (street, city, state and zip code) provided on the export certificates, match the address on file with your permit with TTB.



# Common Export Certificate Errors

- When incorrect TTB permit, registry or brewer's notice numbers are submitted it slows down processing time because we aren't able to see if the company is compliant with the requirements or if the certificates were signed by an authorized signatory.
- Please provide the TTB permit, registry, or brewer's notice numbers listed on the TTB permit for the company (s) on the certificates.



# Common Export Certificate Errors

Not providing a return mailing address or prepaid shipping label. Please ensure that you provide a prepaid shipping label with your submission if you want to be able to track your documents and receive an expected delivery date.

- If you provide a return mailing address for return via USPS regular mail, please understand that there is no way to provide an expected delivery date or to track the documents.

# Export Resources

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# Governing Regulations

Regulation	Regulation Title
27 CFR part 28.1 to 28.335	Code of Federal Regulations Exportation of Alcohol



# Locating Forms on TTB.gov

Visit TTB.gov for forms and form resources




## File Returns and Reports with TTB: Helpful Hints and Tips

This page offers quick tips and helpful hints in completing common tasks or reporting required information. Be sure to check out our [Glossary](#) if you run across any unfamiliar terms.



Let TTB help simplify the process for filing required **tax returns** and **operational reports**:

- Skip the forms. You can use [Pay.gov](#) to electronically file your returns for federal excise taxes and operational reports. Visit our [TTB and Pay.gov Customer Page](#) for more information.
-  **TIP:** Stay current with filing frequencies and [operational reports](#), [excise tax](#), and [export due dates](#) by subscribing to receive automated reminders when it is time to file your tax returns and operational reports. Visit our [Automated Reminders for Filing Tax Returns and Operational Reports](#) page to subscribe.

### All TTB Forms

- [Search TTB Forms](#)
- [View All Forms](#)



# TTB Certified Chemists

Some foreign governments require lab analysis as a condition of entry. While TTB's laboratories do not analyze exported products, TTB offers a Chemist Certification Program for the export of beverage alcohol to foreign markets.

<https://www.ttb.gov/scientific-services-division/chemist-certification-program>





# TTB Newsletter

The TTB Newsletter (<https://www.ttb.gov/ttb-newsletter>) is our weekly electronic news source. Each edition contains the top TTB news of the week and other helpful information about TTB and the federal alcohol and tobacco laws and regulations we enforce.

It is a great way to keep up to date with the latest from TTB!



# Other Export Resources

- U.S. Department of Agriculture - Foreign Agricultural Service
- U.S. Department of Commerce - International Trade Administration [Export.gov](http://Export.gov)
- U.S. Department of State



# Questions?

If you have any export certificate questions, please see our frequently asked questions on this website <https://www.ttb.gov/faqs/alcohol#ecp>.

If you have any questions/concerns with the information provided in this webinar, please email your inquiry to [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov).



# Contact Information

## TTB National Revenue Center

- Phone: 877-882-3277
- Contact NRC Online (<https://www.ttb.gov/contact-nrc>)

## TTB International Affairs Division

- Phone: 202-453-2260
- Contact IAD Online (<https://www.ttb.gov/contact-iad>)

## Rani J. King

- Phone: 202-453-2165
- Email: [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov) **\*This is the best method to reach me.**



**Alcohol and Tobacco  
Tax and Trade Bureau**  
U.S. Department of the Treasury

# TTB Webinar Series