



# Electronic Export Certificates

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INTERNATIONAL AFFAIRS DIVISION

ELECTRONIC EXPORT CERTIFICATE WEBINAR

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# 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.



# Overview

- International Affairs Division
- How to obtain a TTB permit
- Certificates that aren't available on myTTB
- How to get access to the Electronic Export Certificate System
- Creating an Electronic Export Certificate
- Locating or surrendering an Electronic Export Certificate
- Export Resources
- Contact Information



# Purpose

This webinar is being provided to all industry members as a basic guide to preparing and obtaining electronic export certificates. It is aimed at people who are new to the process on obtaining an electronic export certificate.

As a result of receiving this webinar, it is intended that industry members will increase their understanding of the electronic 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.

# International Affairs Division

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# Export Certificates

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

TTB provides export certificates as a service.



# How to obtain a TTB permit to export

If you want to obtain an export certificate from TTB, you must have a TTB permit, registry or brewer's notice number. In order to obtain a TTB permit, registry or brewer's notice number 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 email [Permits.Online@ttb.gov](mailto:Permits.Online@ttb.gov).



# Export Certificates that aren't available under the Electronic Export Certificate System

- Consolidated Chinese Wine Export Certificate
- 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 Origin and Typicity (typically used for shipments to Brazil)

**\*These certificates aren't currently available thru the electronic export certificate system and must be submitted to [exportcertificates@ttb.gov](mailto:exportcertificates@ttb.gov) with a prepaid shipping label.**



# How to get access to the myTTB Electronic Export Certificate System

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# How to get access to the myTTB Electronic Export Certificate System

Go to the myTTB website at [my.ttb.gov](http://my.ttb.gov). Go to the **Export Certificates** box and click on **Sign in to myTTB**.

**Alcohol Importers: CBMA Import Claims System is Here – Create your myTTB Account Now!**  
New functionality is available in myTTB which allows alcohol importers planning to submit a refund claim for CBMA tax benefits to create a myTTB account, get access to and "activate" your entity (Invite Key Contacts for your company to myTTB), and add users and assign roles for the CBMA Import Claims system. [Review instructions for alcohol importers on getting started in myTTB.](#)

## Secure Access to TTB's Online Services

<h3>Permits</h3> <p>Permits Online helps you apply for and update permits, registrations, or notices you need to operate a TTB-regulated business.</p> <p><a href="#">Learn more about Permits Online</a></p> <p><a href="#">Sign in to Permits Online</a></p> <p><a href="#">Create Permits Online account</a></p> <h4>Permits Quick Links</h4> <ul style="list-style-type: none"><li><a href="#">How to use Permits Online</a></li><li><a href="#">Permits Online account/password help</a></li><li><a href="#">Permit application processing times</a></li><li><a href="#">Check permit application status</a></li><li><a href="#">How to find your official approval documents</a></li></ul>	<h3>Taxes &amp; Reports</h3> <p>Pay.gov helps you file operational reports, submit federal excise tax returns, and make secure, electronic tax payments to TTB.</p> <p><a href="#">Learn more about Pay.gov</a></p> <p><a href="#">Sign in to Pay.gov</a></p> <p><a href="#">Create Pay.gov account</a></p> <h4>Taxes &amp; Reports Quick Links</h4> <ul style="list-style-type: none"><li><a href="#">How to use Pay.gov</a></li><li><a href="#">Pay.gov technical help</a></li><li><a href="#">Tax/report due dates</a></li><li><a href="#">Tax rates</a></li><li><a href="#">Financial hardship? Please let us know</a></li></ul>
<h3>Formulas</h3> <p>Formulas Online helps you apply for formula approval and lab sample analysis for alcohol beverages and nonbeverage products.</p> <p><a href="#">Learn more about Formulas Online</a></p> <p><a href="#">Sign in to Formulas Online</a></p> <p><a href="#">Create Formulas Online account</a></p> <h4>Formulas Quick Links</h4> <ul style="list-style-type: none"><li><a href="#">How to use Formulas Online</a></li><li><a href="#">Formulas Online account/password help</a></li><li><a href="#">Add permits/companies to your Formulas Online account</a></li><li><a href="#">Processing times for formula applications</a></li><li><a href="#">Which alcohol beverages require formula approval?</a></li><li><a href="#">Check formula application status</a></li></ul>	<h3>Labels</h3> <p>COL-As Online helps you apply for certificates of label approval and exemptions from label approval for alcohol beverages.</p> <p><a href="#">Learn more about COL-As Online</a></p> <p><a href="#">Sign in to COL-As Online</a></p> <p><a href="#">Create COL-As Online account</a></p> <h4>Labels Quick Links</h4> <ul style="list-style-type: none"><li><a href="#">How to use COL-As Online</a></li><li><a href="#">COL-As Online account/password help</a></li><li><a href="#">Add permits/companies to your COL-As Online account</a></li><li><a href="#">Label application processing times</a></li><li><a href="#">Allowable changes to approved labels</a></li><li><a href="#">Public COL-As Registry</a></li></ul>
<h3>Export Certificates</h3> <p>Generate, view, manage, and download export certificates that foreign markets may require for U.S. alcohol beverages. Note that not all foreign markets will accept the export certificates that this system generates.</p> <p><a href="#">Sign in to myTTB</a></p> <h4>Export Certificates Quick Links</h4> <ul style="list-style-type: none"><li><a href="#">About Export Certificates</a></li></ul>	<h3>CBMA Imports</h3> <p>Sign in to myTTB to access the CBMA Foreign Producer system, activate your importer entity, and prepare &amp; submit a CBMA refund claim.</p> <p><a href="#">Sign in to myTTB</a></p> <h4>CBMA Imports Quick Links</h4> <ul style="list-style-type: none"><li><a href="#">CBMA imports overview</a></li><li><a href="#">Activate your entity in myTTB for submitting CBMA claims</a></li><li><a href="#">How to prepare and submit a CBMA refund claim</a></li><li><a href="#">How to use the Foreign Producer Registration and Assignment System</a></li><li><a href="#">Foreign Producer Registrations: Errors that delay processing</a></li></ul>



# How to get access to the myTTB Electronic Export Certificate System

Create an account with Login.gov or ID.me.

For more information on how to set up an account, please visit <https://www.ttb.gov/myttb/activate-entity>

## myTTB Sign In



### LOGIN.GOV

When should I use Login.gov?

- I represent a **Foreign Producer** who needs to make assignments to my U.S. importer or
- I have a U.S. Social Security Number and I represent an importer who needs to **submit CBMA import claims** for refunds or a TTB-regulated industry member who needs to **generate export certificates** that foreign markets may require for U.S. alcohol beverages.

Sign In

[LOGIN.GOV](#)

Or Create an Account

[Create an account with Login.gov](#)

### ID.me

When should I use ID.me?

- I have used ID.me to verify my identity in myTTB or
- I **do not** have a U.S. Social Security Number and I represent an importer who needs to **submit CBMA import claims** for refunds or a TTB-regulated industry member who needs to **generate export certificates** that foreign markets may require for U.S. alcohol beverages.

Sign In

[ID.me](#)

Or Create an Account

[Create an account with ID.me\\*](#)

\*Creating an account with ID.me will require additional steps and documentation to verify your identity before you can access myTTB.

Note: myTTB is a new TTB online system and is separate from Permits Online, Formulas Online, or COLAs Online.



# How to get access to the myTTB Electronic Export Certificate System

Once the account is created, you can sign in with Login ID or ID.me.

MYTTB-IVV

Sign in to your account

Username or email

Password

Sign In

Or sign in with

idme

login.gov

ponl

# Creating an Electronic Export Certificate

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# Creating an Electronic Export Certificate

Once you are logged into myTTB, you will automatically be on your dashboard.

You will then click on **Export Certificates**.

TTB Alcohol and Tobacco Tax and Trade Bureau U.S. Department of the Treasury | myTTB (beta) | My Profile

Dashboard Importer Export Certificate

myTTB Dashboard

**CBMA Claims is now available!**  
You can now submit refund claims based on CBMA tax benefits that Foreign Producers have assigned to your entity.

Welcome to myTTB

**Entity Access** | Do I need entity access?  
Entity access is required to submit CBMA claims on behalf of an importer and to generate Export Certificates on behalf of an entity.  
Note: An entity is a TTB-regulated business or organization. Foreign Producers do not need entity access to register and assign CBMA tax benefits. Learn more: [Entity Access](#)

Modules

**CBMA Importer Claims**  
Submit CBMA refund claims to TTB. Review imported entry items, assignments of tax benefits from Foreign Producers, and view claim submissions.  
CBMA claims

**Export Certificates**  
Generate, view, manage, and download export certificates that foreign markets may require for U.S. alcohol beverages.  
Export certificates



# Creating an Electronic Export Certificate

Scroll down to the bottom and click on the button where it says **Create Certificate.**

[myTTB Dashboard](#) > Export Certificate

## Export Certificate

**Tasks**

- 1 Create an export certificate**  
Complete the export certificate form to create a new certificate.
- 2 Share and verify certificate**  
Download and share the certificate. The link or QR code on the certificate can be used to verify it.
- 3 Manage certificates**  
Review all certificates and withdraw any that are no longer needed.

### Certificates

View and save active certificates by clicking on the linked certificate number under the Certificate # column. Use the Surrender action to withdraw or remove a certificate. Note: Surrendered certificates are no longer available to share.

Search

Certificate #	Type	Destination	Action
<a href="#">TTB-EC-23187-22200</a>	Certificate of Free Sale	Austria	<a href="#">Surrender</a> <span>▼</span>
<a href="#">TTB-EC-23187-26829</a>	Certificate of Free Sale	Croatia	Surrendered <span>▼</span>
<a href="#">TTB-EC-23187-33934</a>	Certificate of Health	France	Surrendered <span>▼</span>
<a href="#">TTB-EC-23187-44674</a>	Certificate of Sanitation	Spain	Surrendered <span>▼</span>
<a href="#">TTB-EC-23187-55740</a>	Certificate of Authenticity	Croatia	Surrendered <span>▼</span>

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Export ▼

Create certificate



# Creating an Electronic Export Certificate

## Certificate Information

Certificate type

### Exported by

Permit, Registry or Brewer's Notice Number

Company

Address

If you do not see the address you are looking for you will need to update your address in [PONL](#).

You will then select the type of Certificate you want for this export. (i.e., Certificate of Authenticity, Free Sale, Health, Manufacturing Process, Sanitation, Bottling, Sanitary, Origin, Age, and Origin and Age)

Next, you will select the TTB permit, registry, or brewer's notice number for the exporter. Once selected, the name of the Company and their address should auto populate from Permits Online (PONL). If the address is not correct, you will need to update it in PONL.





# Creating an Electronic Export Certificate

Once you have entered the exporter information, you will need to provide all the information for the foreign importer.

## Shipped to

Company

Country

Company address line 1

Street address or P.O. Box

Company address line 2 (optional)

Apt, suite, unit, building, floor, etc.

City

State/Province/Region (optional)

Zip/Postal code (optional)



# Creating an Electronic Export Certificate

Provide description of what is being shipped, and then click **Add product**. If you made a mistake, click remove on the right-hand side under the Action tab. You can add up to 8 products for it to fit completely on one page.

**\*\*If you want to register a product with the importing country, just provide the description and click **Add product**.**

## Products

If you wish to include product information on this certificate, you may enter information about each product associated with this certificate using the fields below. Select "Add product" to enter each entry.

Description, kind and type [?](#)

Number of cases

Containers/Case

Bottle/Can Vol.

Volume Unit

[Add product](#)



# Creating an Electronic Export Certificate

Description, Kind, and Type	Number of Cases	Containers/Case	Bottle/Can Vol.	Action
Apple flavored vodka --30 % alc/vol	25	6	750 ml	<a href="#">Remove</a>
Corn whisky --42% alc/vol	1	6	1 L	<a href="#">Remove</a>
Gin --40% alc/vol	10	6	750 ml	<a href="#">Remove</a>
Grain neutral spirits --95% alc/vol	1	4	1 L	<a href="#">Remove</a>
Grape brandy (aged 3 years in oak barrels) --42% alc/vol	6	6	375 ml	<a href="#">Remove</a>
Rum --45% alc/vol	4	6	750 ml	<a href="#">Remove</a>
Straight Bourbon Whisky (aged 4 years in charred, new oak barrels) --40% alc/vol	10	6	1 L	<a href="#">Remove</a>
Vodka --40% alc/vol	20	6	750 ml	<a href="#">Remove</a>

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# Creating an Electronic Export Certificate

If additional language is required, type it in the additional language box and then click **Preview certificate**.

You will have the option to edit it if you need to make any changes.

## ⚠ Additional language may be required

Some importing countries may require additional language to appear on this certificate. For country specific instructions, please visit our website here: <https://www.ttb.gov/itd/export-documents-certificates>

Additional language to appear on certificate.

Preview certificate



# Creating an Electronic Export Certificate

You will then click the box under **Product Certification**.

Then click **Generate certificate**.

\*If you need to edit any of the information, please click the **Edit information** box. You will then be able to make changes before the certificate is generated.

[myTTE Dashboard](#) > [Export Certificates](#) > [Export Certificate Review](#)

## Review Export Certificate

Review the export certificate to ensure its accuracy before generating a sharable verifiable certificate. To modify the information, select the Edit Information button. Once accurate, to generate the certificate, select the Generate Certificate button.

### Certificate of Free Sale

**Exported by**

Permit, Registry or Brewer's Notice Number: CA-S-305 / DSP-CA-195  
Company: WILLIAM MILLARD MOSBY  
Address: 9495 SANTA ROSA RD, BUELLTON, CA, 95427

**Shipped to**

Country: Japan  
Company: ABC Importers  
Address: 1 Main Street, Tokyo, Japan

**Products**

Description, Kind, and Type	Number of Cases	Containers/Case	Bottle/Can Vol.	Volume
Apple flavored vodka--35 % abv	25	6	750	ml
Nearbon whiskey (aged 4 years in charred, new oak barrels)--40 % abv	10	10	750	ml

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**Product Certification**

I certify that the listed products were produced in the USA, that all products comply with the provisions governing the production and release of alcohol beverages for direct human consumption in the USA, were produced by normal and approved methods, and not specifically for the purpose of export. I certify to the assertions made in the additional language section below (if any).

**Additional Language:**

N/A

[Generate certificate](#) [Edit Information](#)



# Creating an Electronic Export Certificate

You will then see a screen with your Certificate ID.

You will also see a QR code that can be scanned to verify the authenticity of the certificates. The link can also be used.

[myTTE Dashboard](#) > [Export Certificates](#) > [Export Certificate PDF](#)

## Certificate of Free Sale

Certificate ID: TTB-EC-23326-95679

[Redacted]

This is to certify that the following listed products 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;
- b. were produced by normal and approved methods and not specifically for the purpose of export.

Exported by	Shipped to
Company: WILLIAM MILLARD MOSEY	Country: Japan
Address: 9406 SANTA ROSA RD, BURLINGTON, CA, 95427	Company: ABC Importers
Permit and Associated Registry Number: CA-S-308 / DSP-CA-08	Address: 1 Main Street, Tokyo

### Products

Description, Kind, and Type	Number of Cases	Containers/Case	Bottle/Can Vol.	Volume
Apple flavored vodka -- 30 % alc/vol	25	6	750	ml
Escentric whiskey (aged 4 years in charmed, new oak barrels) -- 40 % alc/vol	10	10	750	ml

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### Additional Information

(FOR TTE USER ONLY)  
The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury certifies 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.

Completed on: November 22 2023

[Redacted]

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

[Download](#) [Print](#)



# Creating an Electronic Export Certificate

At the bottom of the screen, you have the option to download the certificate as a PDF or print the completed certificate.

(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.

Completed on: November 3 2023



Director, International Affairs Division

Alcohol and Tobacco Tax and Trade Bureau  
1310 G St. NW, Box 12  
Washington, DC 20005

Download

Print

# Locating or Surrendering an Electronic Export Certificate

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# Locating or Surrendering an Electronic Export Certificate

To locate a certificate, please input the last 4 digits of the certificate ID number.

If you lost a PDF or would like to print it again, just click on the certificate ID number.

## Certificates

View and save active certificates by clicking on the linked certificate number under the Certificate # column. Use the Surrender action to withdraw or remove a certificate. Note: Surrendered certificates are no longer available to share.

Search

Certificate #	Type	Destination	Action
<a href="#">TTB-EC-23263-77654</a>	Certificate of Manufacturing Process	Afghanistan	<a href="#">Surrender</a>
<a href="#">TTB-EC-23198-65075</a>	Certificate of Sanitation	Akrotiri	<a href="#">Surrender</a>
<a href="#">TTB-EC-23199-92058</a>	Certificate of Age	Akrotiri	<a href="#">Surrender</a>
<a href="#">TTB-EC-23195-60850</a>	Certificate of Authenticity	Akrotiri	Surrendered
<a href="#">TTB-EC-23220-89038</a>	Certificate of Authenticity	Akrotiri	Surrendered

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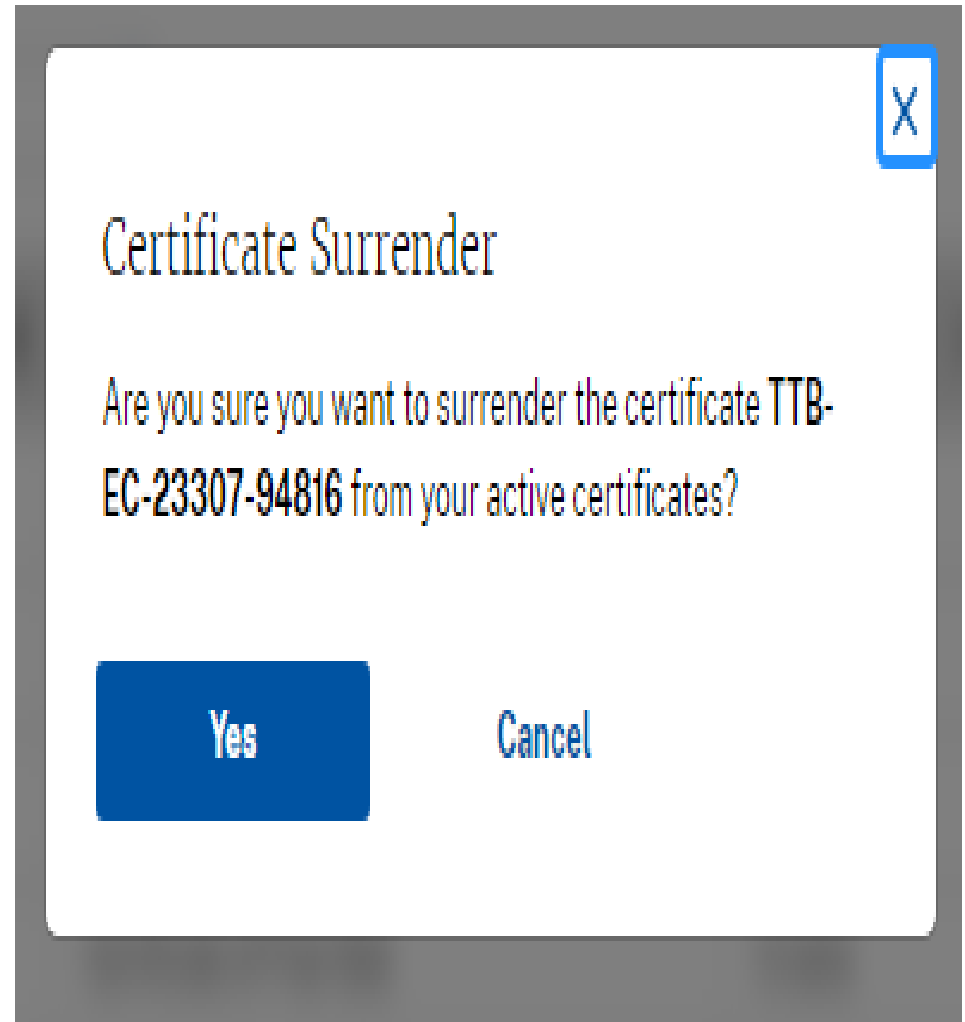
Export



# Locating or Surrendering an Electronic Export Certificate

If you want to surrender the certificate, please enter the certificate ID and click on **Surrender**. In the popup box, click **Yes** to verify that you want to surrender this certificate.

Once finished, it will show the date it was surrendered. You will no longer be able to use, print, or download the certificate.



# Export Resources

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# Resources

## Web Guidance –

- [www.ttb.gov/itd/export-documents-certificates](http://www.ttb.gov/itd/export-documents-certificates)

## FAQs –

- [www.ttb.gov/resources/faqs/alcohol#ecp](http://www.ttb.gov/resources/faqs/alcohol#ecp)

## User Guide –

- [www.ttb.gov/itd/electronic-export-certificate-user-guide](http://www.ttb.gov/itd/electronic-export-certificate-user-guide)



# 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 – [fas.usda.gov](https://fas.usda.gov)
- U.S. Department of Commerce - International Trade Administration -- [Export.gov](https://www.export.gov)
- U.S. Department of State – [www.state.gov](https://www.state.gov)



# Questions?

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

If you have any questions or 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.**



Please take a few minutes to provide feedback on this session:

<https://www.ttb.gov/survey>

