



Policy Regarding the Issuance of Certificates of Origin

The Houston Northwest Chamber of Commerce has revised its policy on the issuance of Certificates of Origin effective November 1, 2016

Any and all Certificates of Origin (COO) and additional papers submitted to the Chamber are to contain truthful information and the products named on the COO are manufactured in the United States of America and are of US origin.

An Affidavit of Origin and Indemnification Agreement must be signed and on file at the Houston Northwest Chamber of Commerce before a Certificate of Origin will be issued. An Affidavit of Origin and Indemnification Agreement must be presented each calendar year for activity during that same calendar year.

Certificates of Origin must be filled out completely and notarized before being presented to the chamber. The product information listed must be verbatim to that on the invoice. Product numbers, quantities, and descriptions must be noted.

Certificates of Origin can only be certified for goods that are alleged to have originated in the United States; goods manufactured elsewhere must be certified in the country of origin.

Certificates of Origin must be completed only for the country to which you are exporting.

The Houston Northwest Chamber will certify COOs on the shipper's letterhead or invoice using the following language:

The Houston Northwest Chamber of Commerce recognized under the laws of the State of Texas certifies in reliance of representation of the exporter and not on the basis of independent verification that to the best of its knowledge and belief, the above information is true and correct.

The Chamber charges **\$45** per document for non-members using the manual method; **\$60** for e-Certification for non-members. The Chamber will charge \$10 per document for Chamber members; \$15 for e-Certification.

No seals or stamps belonging to the Houston Northwest Chamber of Commerce will be leased or issued to another company. Effective September 1, 2013, any stamps not in the possession of the Houston Northwest Chamber of Commerce are considered null and void.