



Certified Trade Missions

Application for Mission Organizers

Please print or type the information requested below on organizational letterhead. Send a completed Application for Certified Trade Mission Status to each Commercial Service post on the mission's proposed itinerary.

1. Name, address, and telephone and fax numbers of sponsoring organization.
2. Name, address, and telephone and fax numbers of mission sponsor (e.g., trade association, state or local government, regional group). Also list any cosponsoring organizations, if applicable.
3. Name of proposed trade mission.
4. Please provide a description of your mission. Outline your goals and objectives and indicate names of VIP leaders, if appropriate.
5. Proposed itinerary. Please give as much detail as possible.
6. Services/assistance requested from the post if status is approved (e.g., one-on-one business appointments, plant visits, translators, reception, hotel and transportation arrangements).
7. Projected number of participants/firms.
8. Product categories/industries to be promoted.
9. Target date of advance trip, name of advance officer, and proposed itinerary.
10. Name, address, phone and fax numbers of contact(s) currently assisting in mission organization overseas, if applicable.
11. List any specific organizations, from the private and public sectors, with whom you know you wish to meet.
12. Outline of promotional campaign to be conducted in recruiting mission (e.g., mailing, fax campaign, brochure distribution at other trade events, radio spots). Be as specific as possible and include target dates, when available.
13. Deadline for accepting applications from participants.
14. Proof, such as a copy of letter of invitation, that your mission has a host organization in countries that require such an arrangement (e.g., China). Give host's name, address, and telephone and fax numbers, as well as contact name(s).
15. Specify any need for special space and/or equipment for audiovisual presentations or technical programs.
16. Applicant must include, sign, and date the following statement on the application:

I hereby agree to abide by all Conditions of Participation set forth by the U.S. Department of Commerce (i.e., terms of agreement with Commercial Service post hosting the mission) and guarantee to provide funds to finance all overseas costs incurred on my mission's behalf.

Please type or print name and title under the signature.

Public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be provided confidentiality to the extent allowed by law. Notwithstanding any other provision of law, no person is required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue, N.W., Washington, D.C. 20230. Form ITA-4127P.

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