
Instructions for Completing the Application for Export Certificate

1. **Original:** Select if the application is original and not a replacement.
2. **Replacement Application/Reason for Replacement:** Select if the application is for a replacement certificate. For a one-to-one replacement certificate, select the reason for the replacement. If the replacement is for a split or consolidated certificate, select the appropriate box (split or consolidated) and the reason for the replacement.
3. **Certificate Number:** Enter the certificate number from the FSIS 9060-5 Meat/Poultry Export Certificate of Wholesomeness, FSIS 9060-5EP, Egg Products Export Certificate of Wholesomeness or FSIS Form 9060-5S, Siluriformes Fish and Fish Products Export Certificate of Wholesomeness.
4. **Shipment Type:** Select the type of shipment to be certified.
5. **Date of Request:** Include the Month, Day, Year (Example 07/11/2017)
6. **Country of Destination:** Enter the common country name.
7. **Country of Final Destination:** Enter the country of final destination, if that country is different from the Country of Destination in block 6 and a letterhead/additional certificate is required by the Export Library.
8. **Consignor/Exporter:** Enter the name and address (street, city, state, and zip code divided by commas and on separate lines in the field) of the person or entity applying for the export certificate. If desired, the applicant can also include a phone number and email address.
9. **Consignee/Importer:** Enter the name and address (street, city, state/province, zip code, (as appropriate) divided by commas and on separate lines in the field) of the person or entity to whom the consignment is shipped in the country of destination. If desired, the applicant can also include a phone number and email address.
10. **Export Est. No.:** Enter the number of the establishment exporting the product.
11. **Export Mark to Be Used:** Select either the USDA Export Mark, or Unique Identifier. If Unique Identifier is selected, enter it in the adjacent field.
12. **Description of Product, including Product Code:** Enter the labeled name of the product (i.e. commercial description) as it is to appear on the export certificate, and the unique product code associated with the product if desired.
13. **HACCP Cat.:** Enter the HACCP category code for each lot of product on the application.

HACCP CATEGORIES	
Raw Product - Ground (03B)	Heat Treated - Shelf Stable (03F)
Raw Product - Not Ground (03C)	Fully Cooked - Not Shelf Stable (03G)
Thermally Processed - Commercially Sterile (03D)	Heat Treated but Not Fully Cooked - Not Shelf Stable (03H)
Not Heat Treated - Shelf Stable (03E)	Product with Secondary Inhibitors - Not Shelf Stable (03I)

14. **Species:** Enter the species of the product. If the product contains multiple species, enter the primary species of the product.
 15. **Maturity less than 30 mos.:** This is required for all beef products. Enter "Y" if the products come from animals whose age at time of slaughter was less than 30 months. Enter "N" if the products come from animals whose age at time of slaughter was 30 months or older.
 16. **Frozen/Shelf-Stable:** Enter "Y" if the product is frozen or shelf-stable. Enter "N" if the product is not frozen or shelf-stable.
 17. **Net Weight of Lot:** Enter the net weight of each lot in pounds or kilograms, or pounds and kilograms. For pounds only, enter the weight with "lbs" following the number. For kilograms only, enter the weight with "kgs" following the number. For pounds and kilograms, enter the pound weight with "lbs" following the number, then below the pound weight in the same box, enter the kilogram weight in with "kgs" following the numbers in parentheses, e.g. (22,000.00 kgs).
 18. **Number of Packages in Lot:** Enter the number packages in the lot.
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Instructions for Completing the Application for Export Certificate (continued)

19. Type of Packages in Lot: Enter the type of packages in lot, using the abbreviations below.

Abbreviation	Description
BX	Box
CS	Case
CT	Carton
CX	Can. Cylinder
DR	Drum
MB	Bag. Multi-ply
PK	Package
PO	Pouch
BG	Bag
BI	Bin
BJ	Bucket
CA	Can. Rectangular
COM	Combo Bins
JR	Jar
PAL	Pallet
PL	Pail
PU	Tray or Tray Pack
SW	Shrink Wrapped
TB	Tub
TN	Tin
TU	Tube
TY	Tank, Cylindrical
VA	Vat
VP	Vacuum-packed

- 20. Shipping/Identification Marks:** If shipping/identification marks are required by the importing country as indicated in the Export Library, those listed on the application should match those on the certificate.
- 21. Est. No. on Product:** Enter the establishment number marked on the shipping cartons of the product intended for export.
- 22. Total Net Weight:** Enter the total net weight in pounds or kilograms, or pounds and kilograms from all lots in the consignment to be certified. For pounds only, enter the weight with "lbs" following the number. For kilograms only, enter the weight with "kgs" following the number. For pounds and kilograms, enter the pound weight with "lbs" following the number, then next to the pound weight in the same box, enter the kilogram weight in with "kgs" following the numbers in parentheses, e.g (22,000.00 kgs).
- 23. Total Number of Packages:** Enter the total number of packages from all lots in the consignment to be certified.
- 24. Additional Statement:** Enter additional statement(s) if required by the export library to appear in the remarks section of the export certificate of wholesomeness. This also includes replacement certificate statements for all original certificates generated in paper-based system outside of PHIS.
- 25. Applicant Signature:** Signature of person listed in block 26.
- 26. Printed Name:** Printed name of person in block 25.
- 27. Date:** Include the Month, Day, Year (Example 10/07/2018).
- 28. Certifying Official's Signature and Title:** Signature and title of certifying official. (i.e. FSIS inspector and/or public health veterinarian, depending on country requirements).
- 29. Printed Name and Title:** Printed name and title of certifying official in block 28.
- 30. Date:** Include the Month, Day, Year (Example 10/07/2018).
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