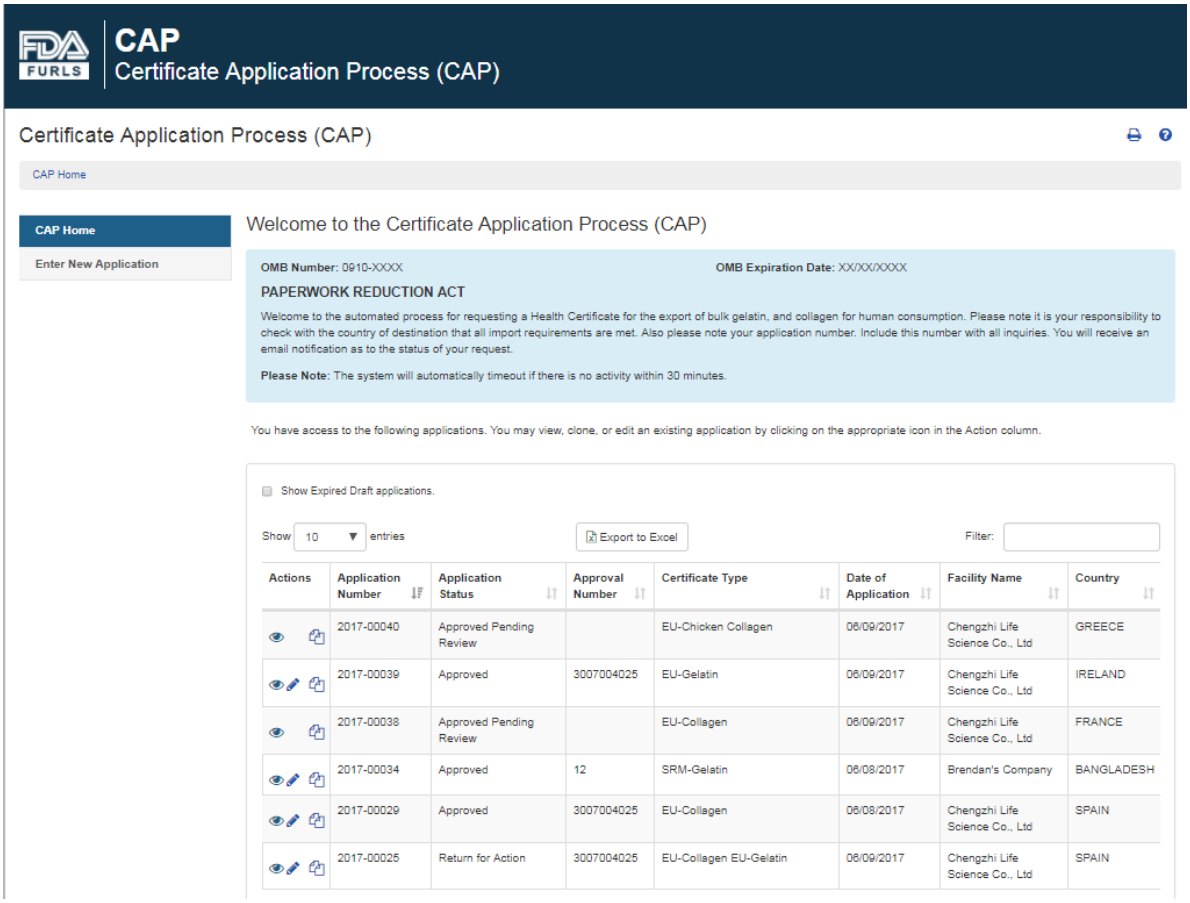
Draft Screenshots and Instructions for Form FDA 3613g

Firms exporting products from the United States are often asked by foreign customers or foreign governments to supply a written export certification for products regulated by the U.S. Food and Drug Administration (FDA). FDA has developed a draft electronic form, Form FDA 3613g, for firms that wish to request specific types of export certificates for collagen, gelatin, and other animal-derived products. Form FDA 3613g will be part of the Certificate Application Process (CAP), which a web-based application through which FDA receives, processes, and tracks applications for export certification.

The screens below depict the process through which industry users may apply for certain types of export certification that may be required by importing countries for animal-derived products. Please note that there are separate processes for applying for other types of export certification for food and cosmetics.

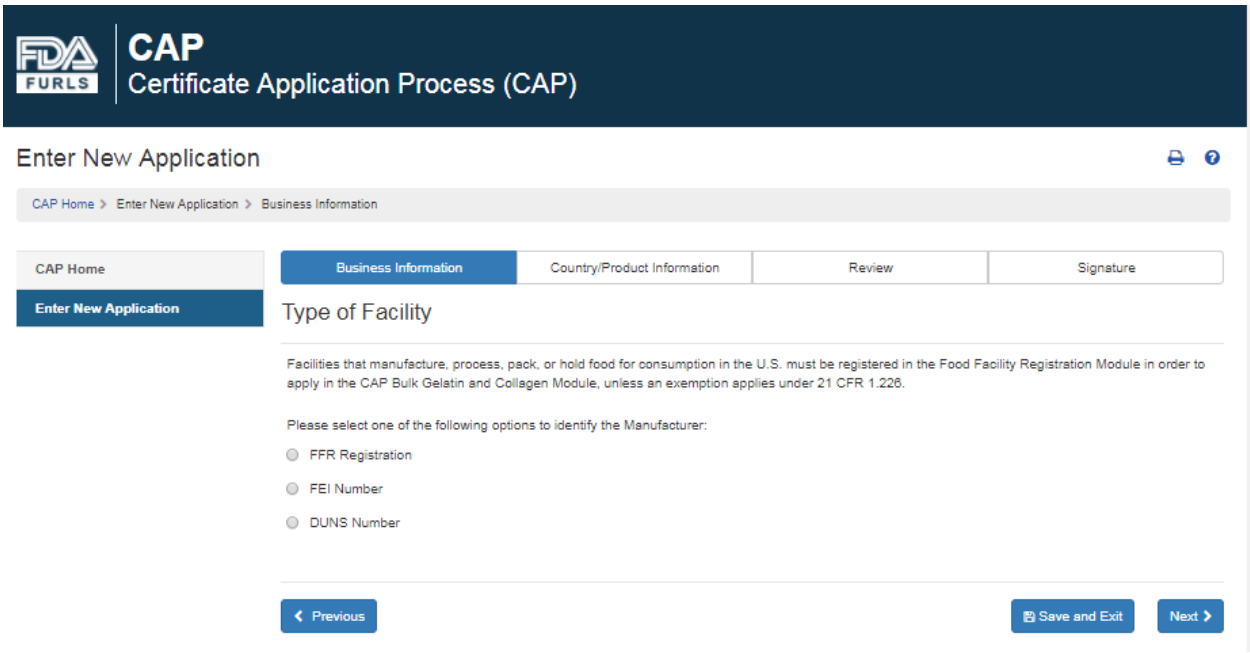
Contents

Enter New Application Workflow
Screen #1: Select Enter New Application



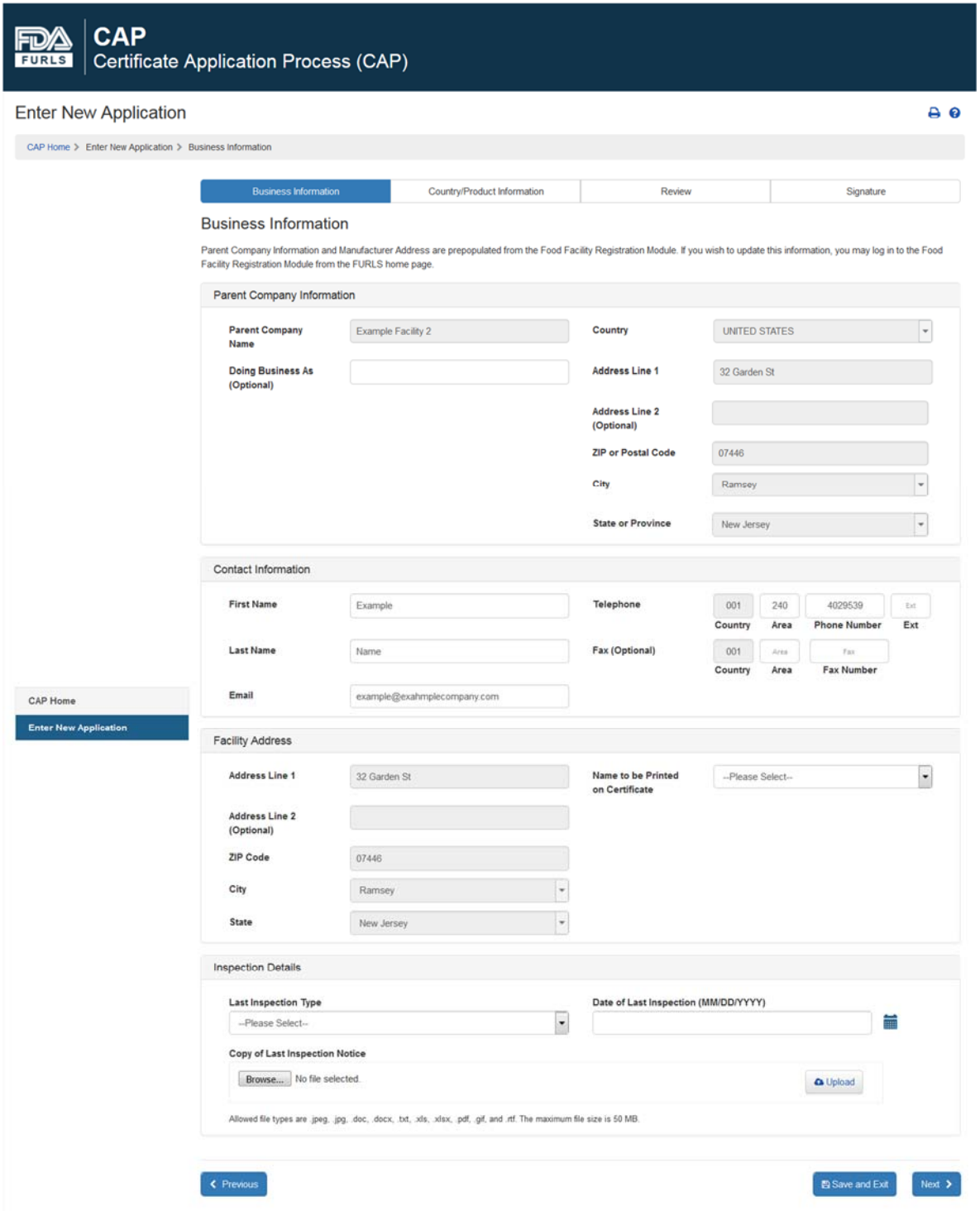
To submit a new application, select the link 'Enter New Application' from the page 'CAP Home Main Menu'. Note: The OMB control number and expiration date will be updated upon OMB approval.

Screen #2: Type of Facility



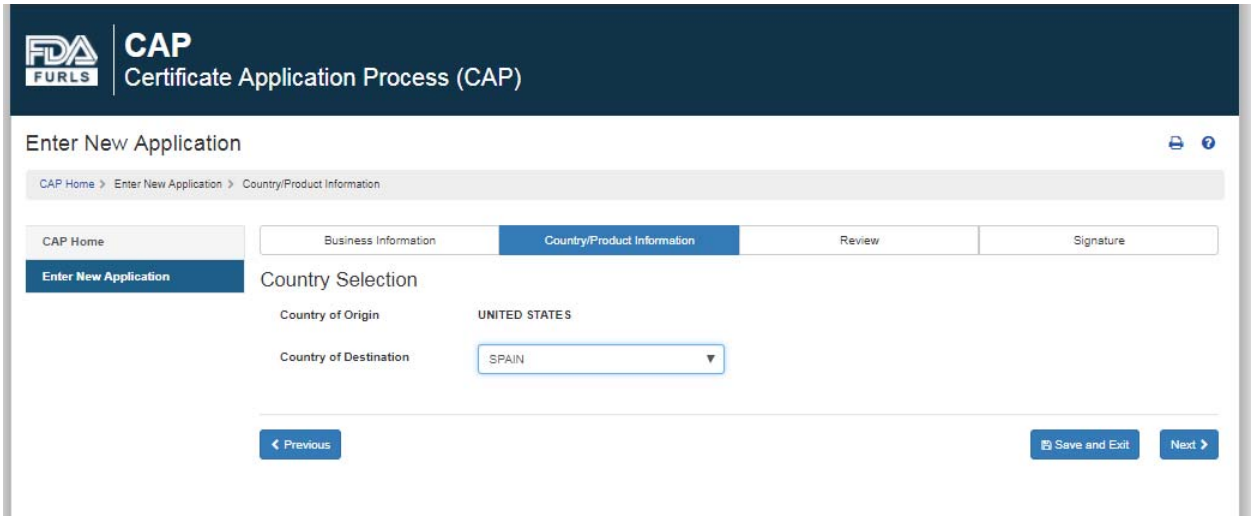
After you select the 'Enter New Application' from the main menu page, the 'Type of Facility' screen will be displayed. External users will have the option of identifying the manufacturers/processors of the products by the Food Facility Registration number, FEI number, or DUNS number.

Screen #3: Business, Contact, and Manufacturer Information



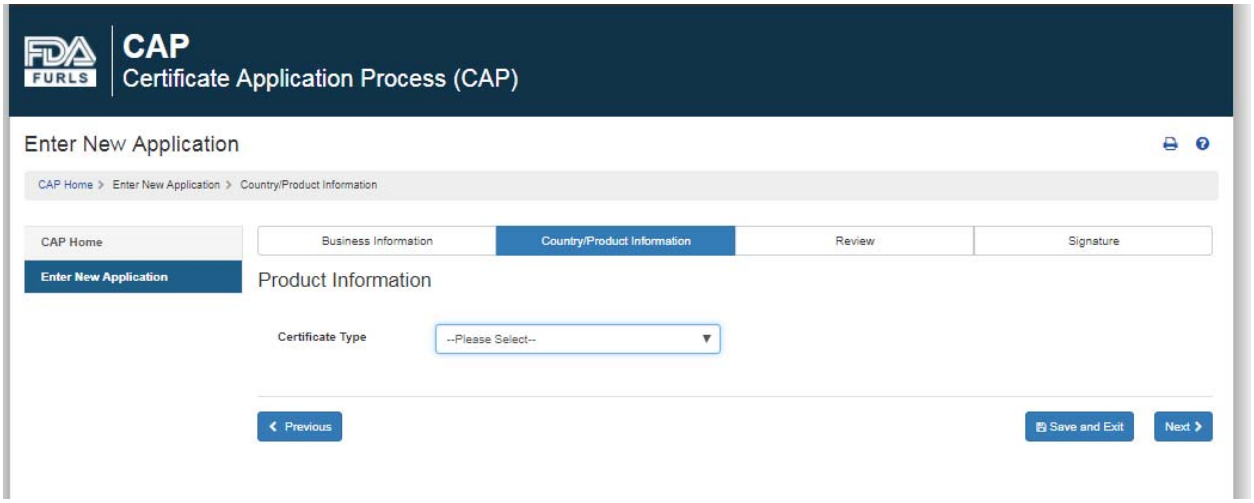
Certain information in this section will be prepopulated depending on how the applicant chose to identify the manufacturer. All facilities will be required to enter contact information and inspection details.

Screen #4: Country Selection



Next, applicants will be prompted to identify the country of destination for the shipment.

Screen #5: Product Information



The options for product type are determined by the country selected in Screen #3. If user selects an EU country, the system will display the following product types in the dropdown.

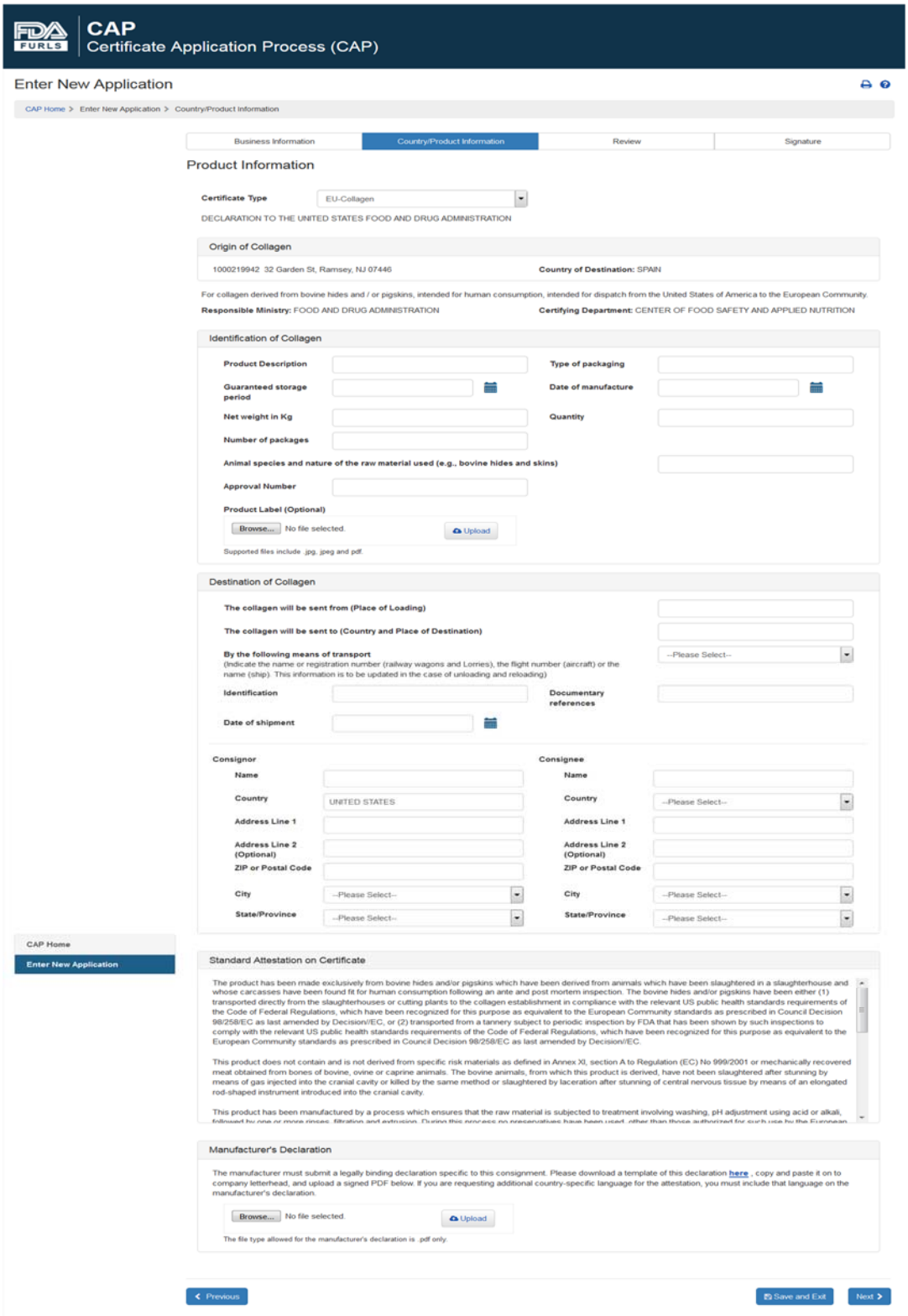
- EU-Collagen
- EU-Gelatin
- EU-Chicken Collagen

If user selects a non-EU country, the system will display the following product types in the dropdown.

- SRM-Collagen
- SRM-Gelatin

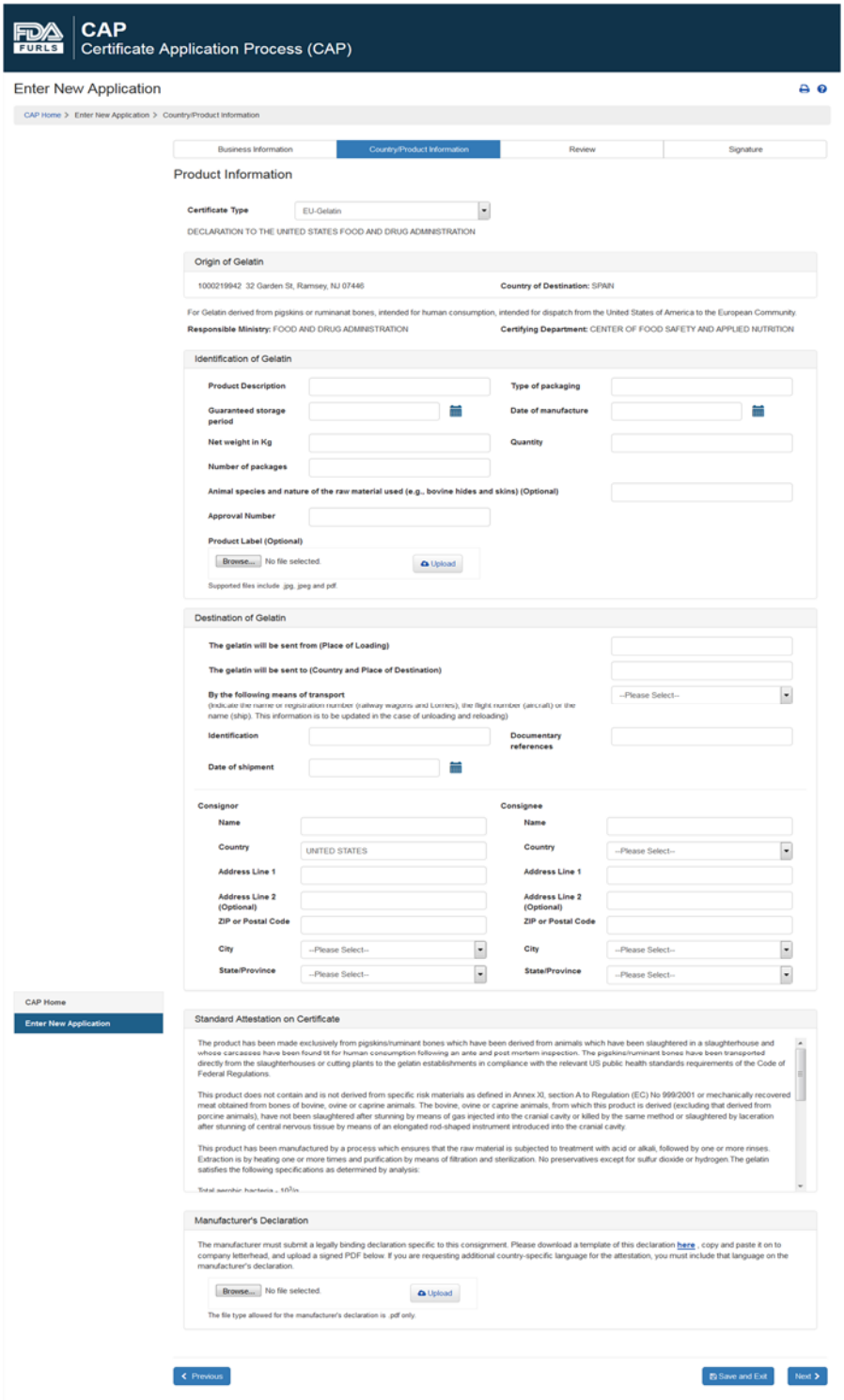
There are separate product information screens for each of the product types mentioned above. The product information fields displayed on the screen will be determined by the product type selection.

Screen #5.1: Product Information – EU Collagen



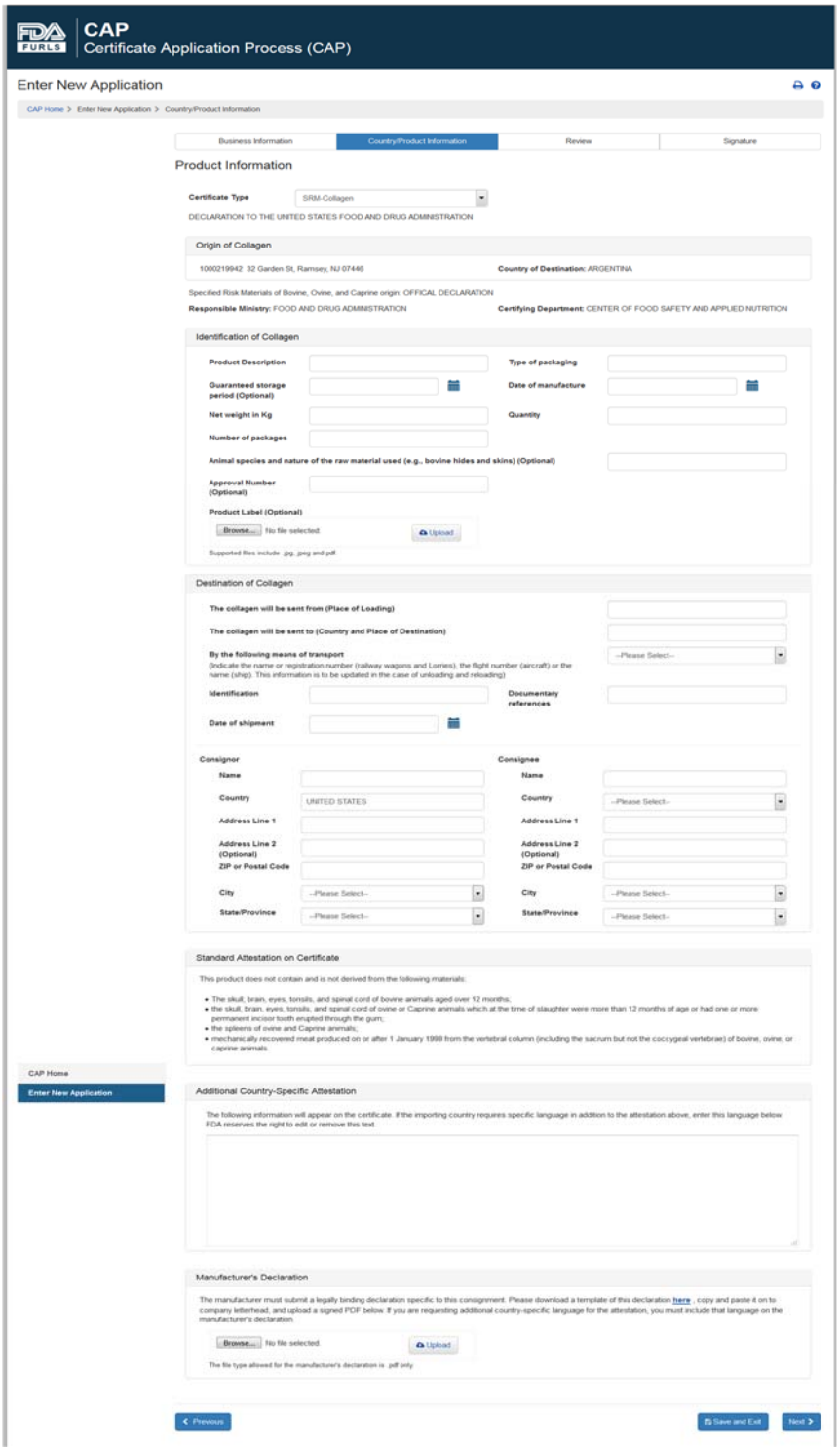
Screen 5.1 displays the product information that the European Union requires for health certificates for collagen products.

Screen #5.2: Product Information – EU Gelatin



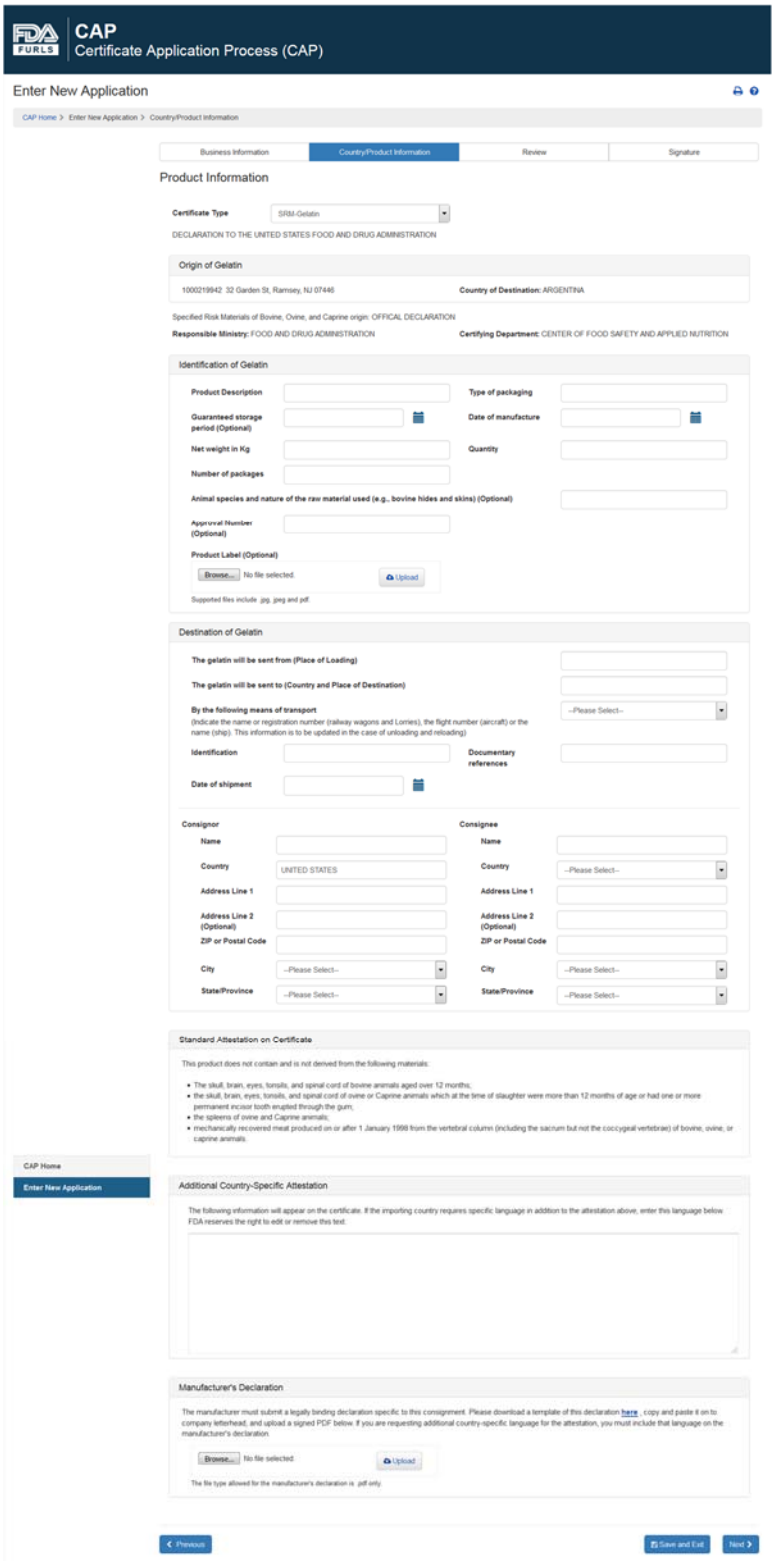
Screen 5.2 displays the product information that the European Union requires for health certificates for gelatin products.

Screen #5.3: Product Information – SRM Collagen



Screen 5.3 displays the product information that will be printed on the Specified Risk Materials Certificate for collagen products.

Screen #5.4: Product Information – SRM Gelatin



Screen 5.4 displays the product information that will be printed on the Specified Risk Materials Certificate for gelatin products Screen #5.5: Product Information – EU Chicken Collagen

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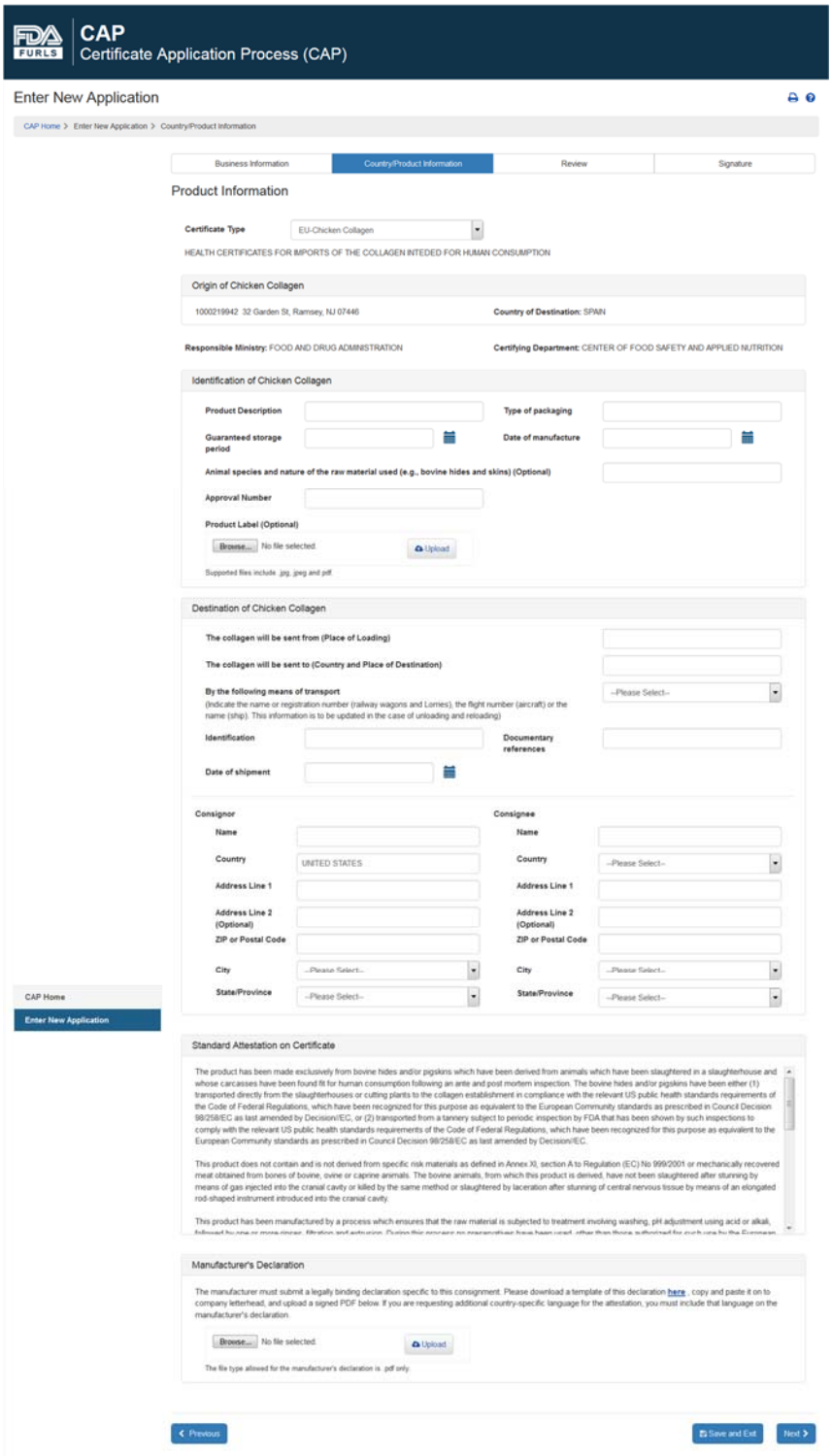
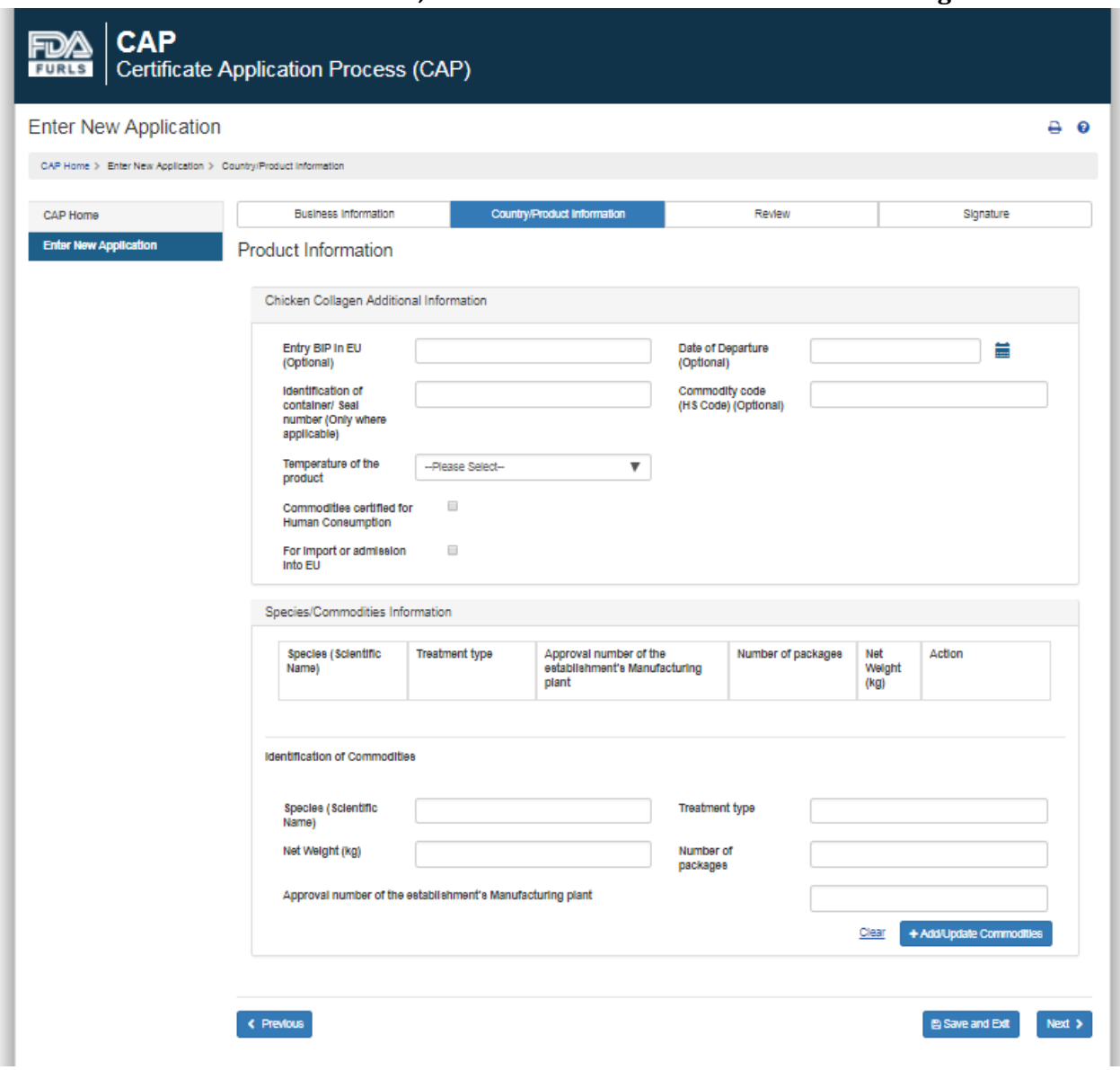


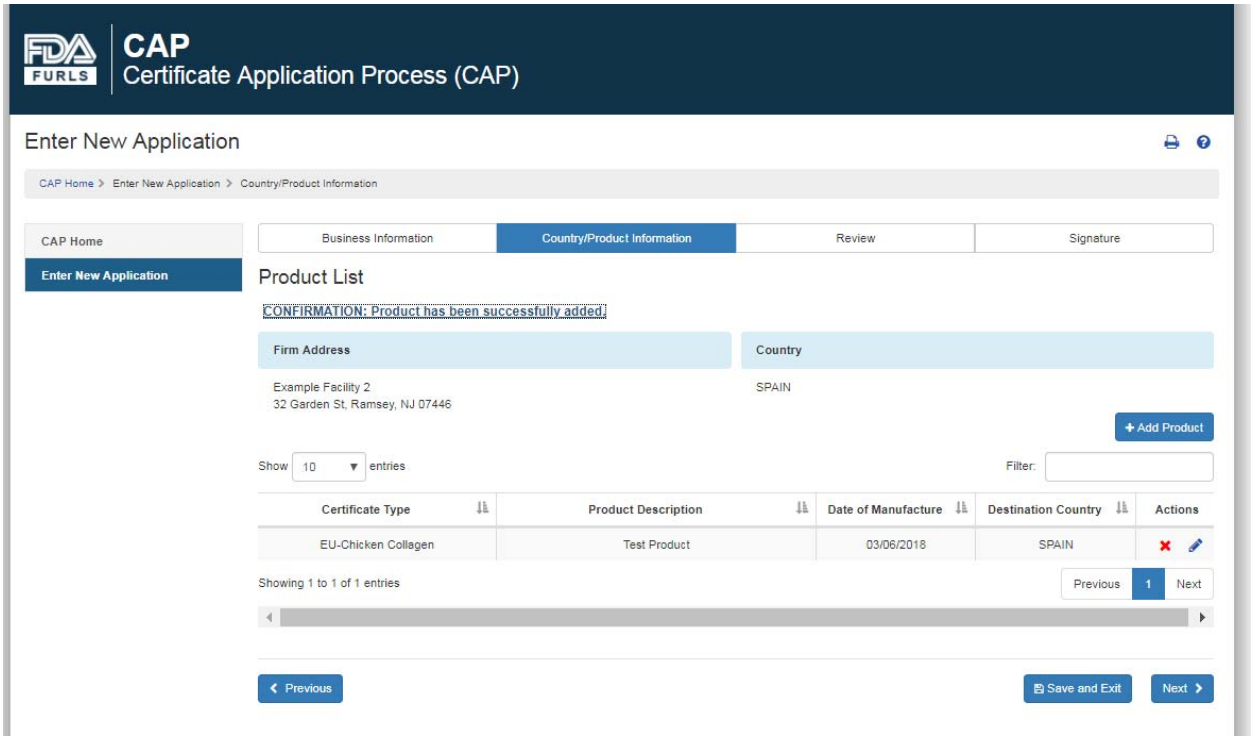
Screens 5.5 and 5.4 display the product information that the European Union requires for health certificates for chicken collagen products.

Screen #5.5a: Product Information, Additional Information – EU Chicken Collagen



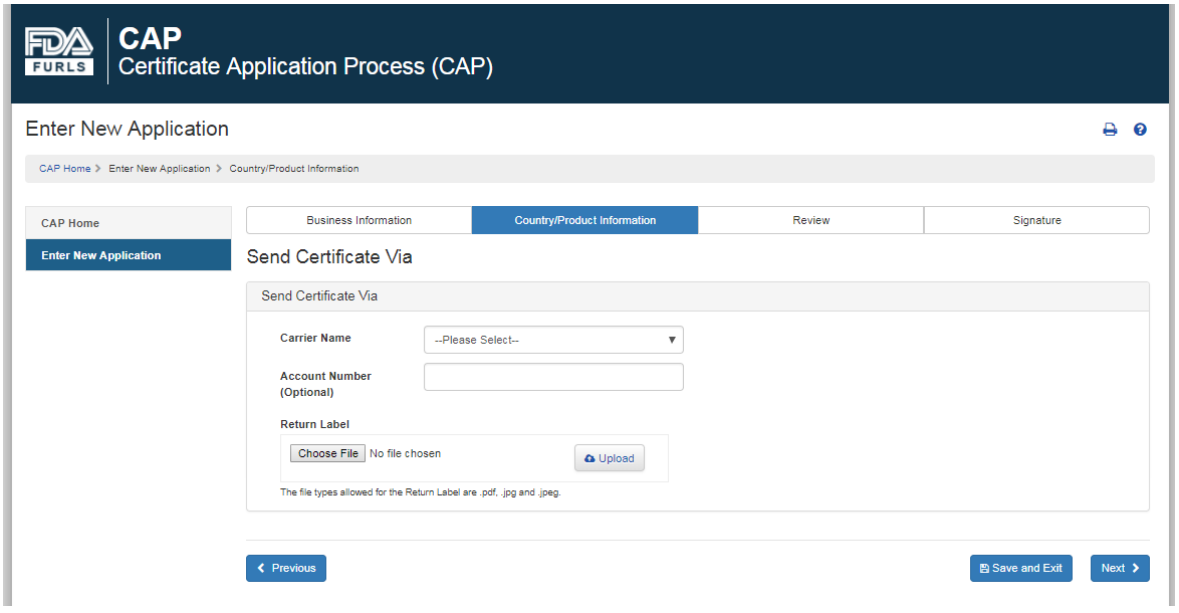
Information for multiple species/commodities may be entered in the Identification of Commodities section.

Screen #6: Product List



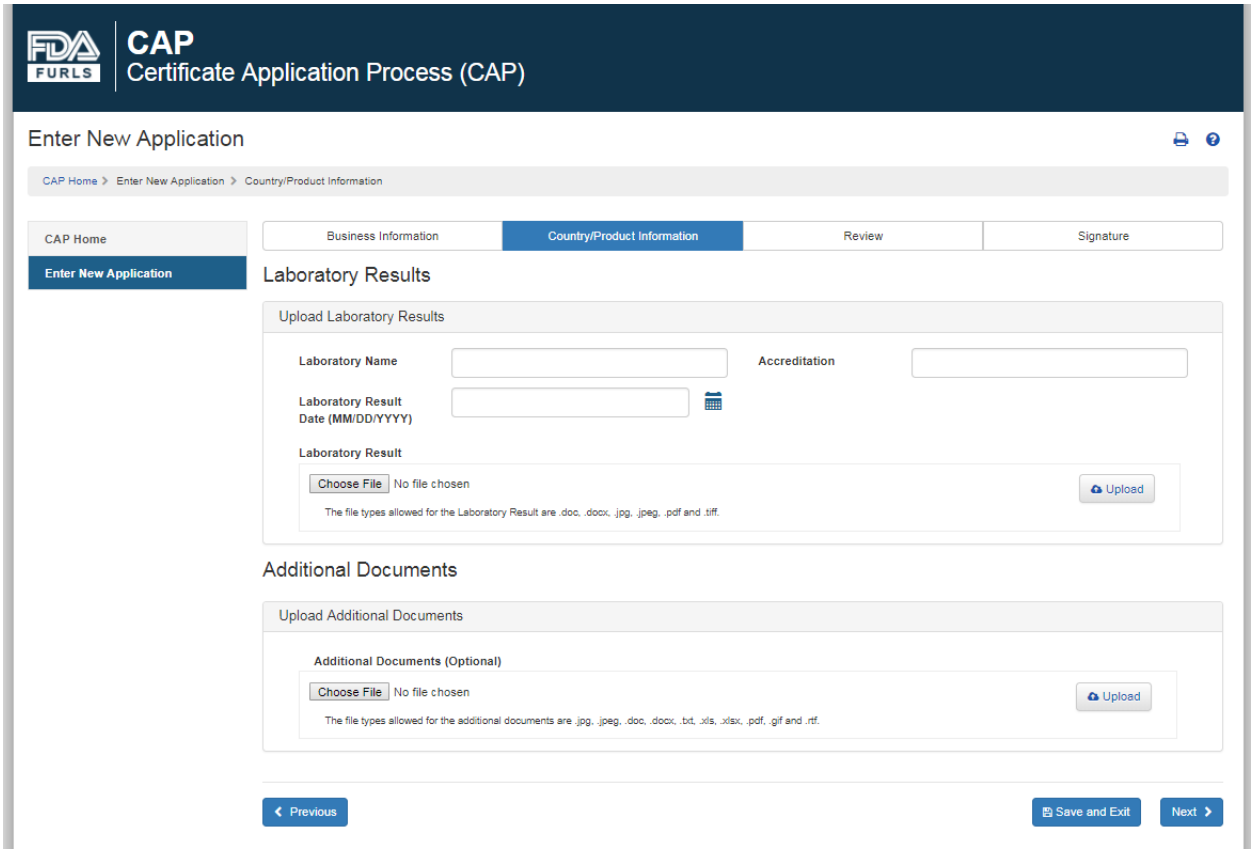
After entering all of the product information for the first product, applicants will be able to review the product list and add additional products/certificates.

Screen #7: Send Certificate Via



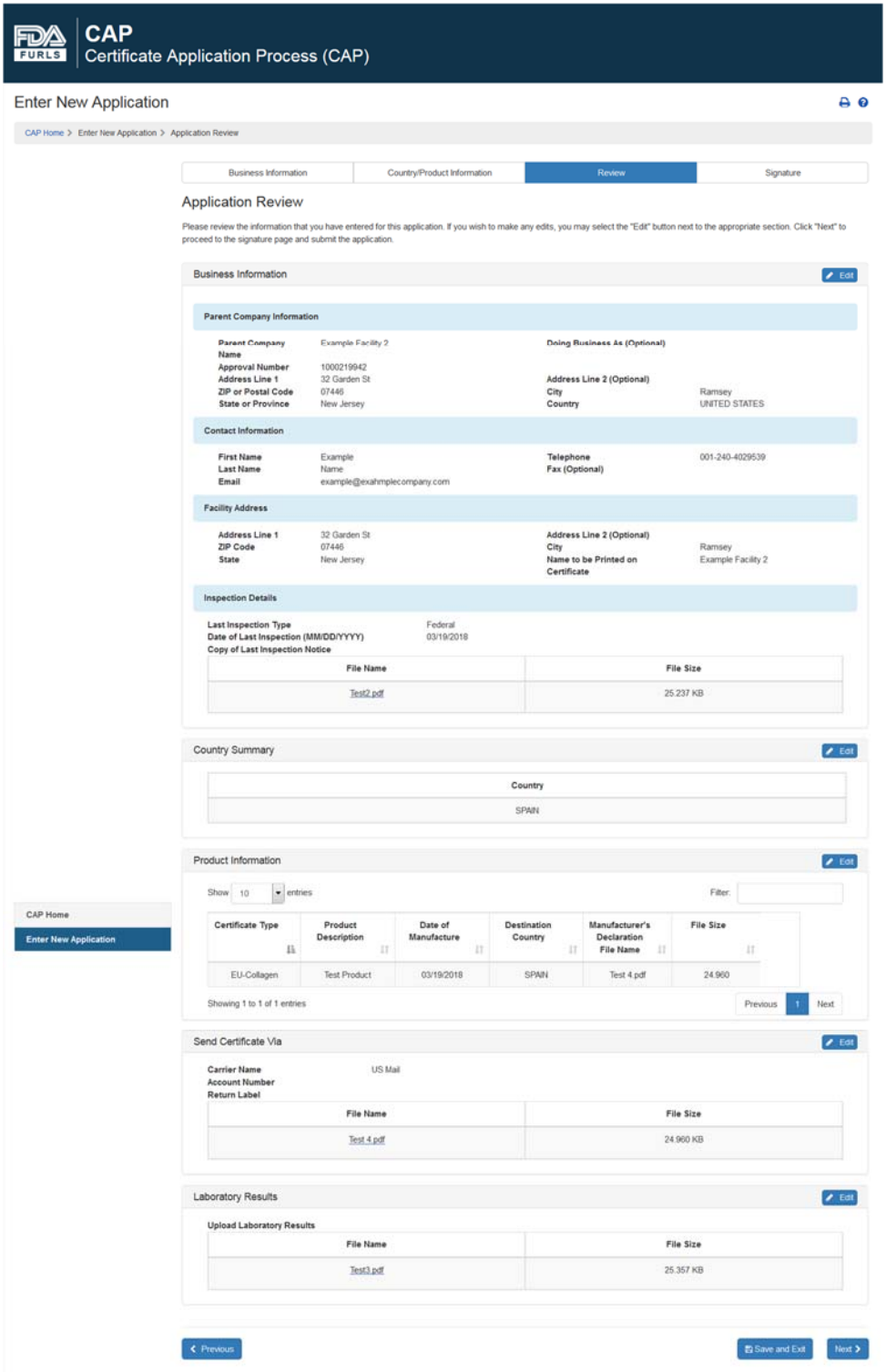
Screen 7 displays the fields for selecting how the certificate(s) will be delivered and for uploading a prepaid return label.

Screen #8: Laboratory Results



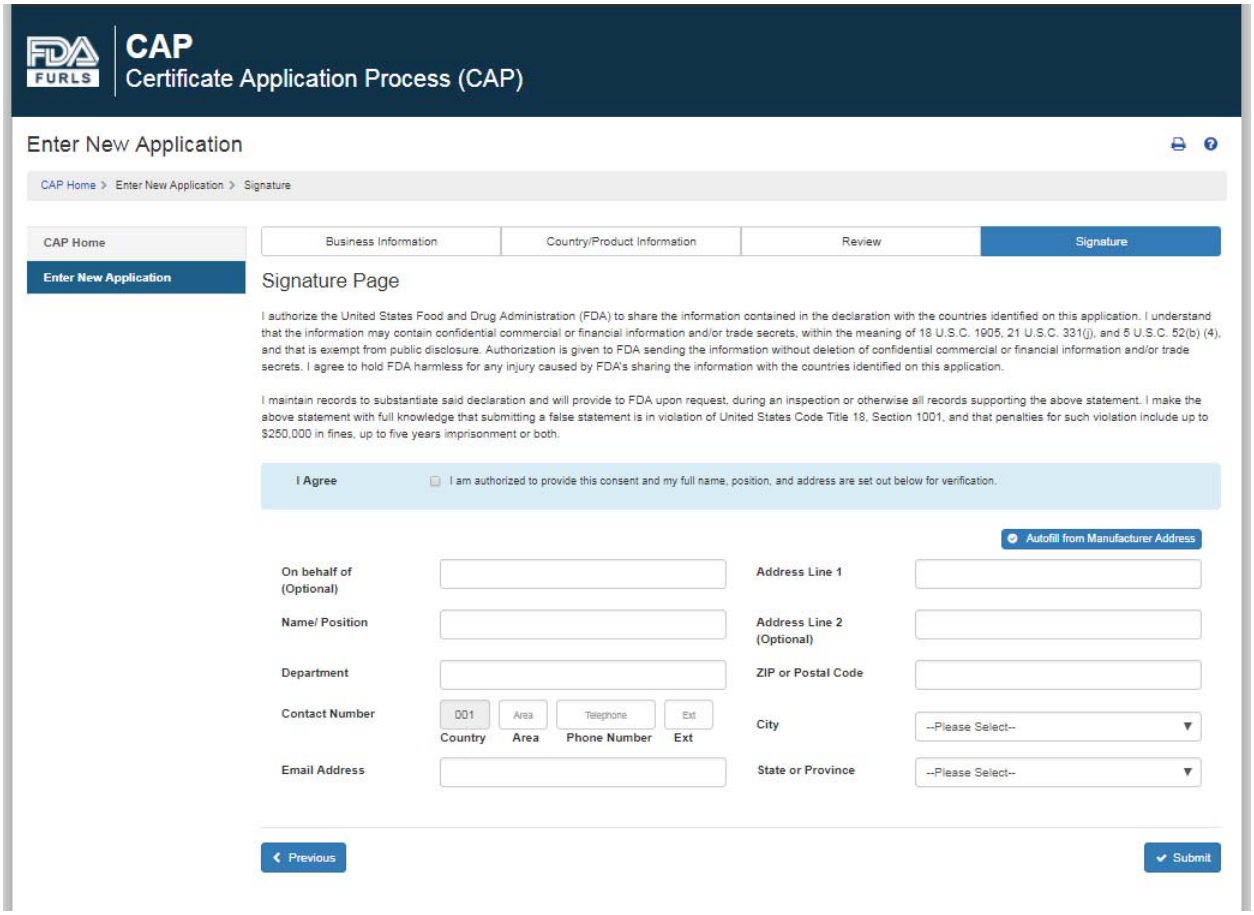
Screen 8 displays the fields for entering laboratory information, uploading laboratory results, and uploading additional documents as may be required.

Screen #9: Application Review



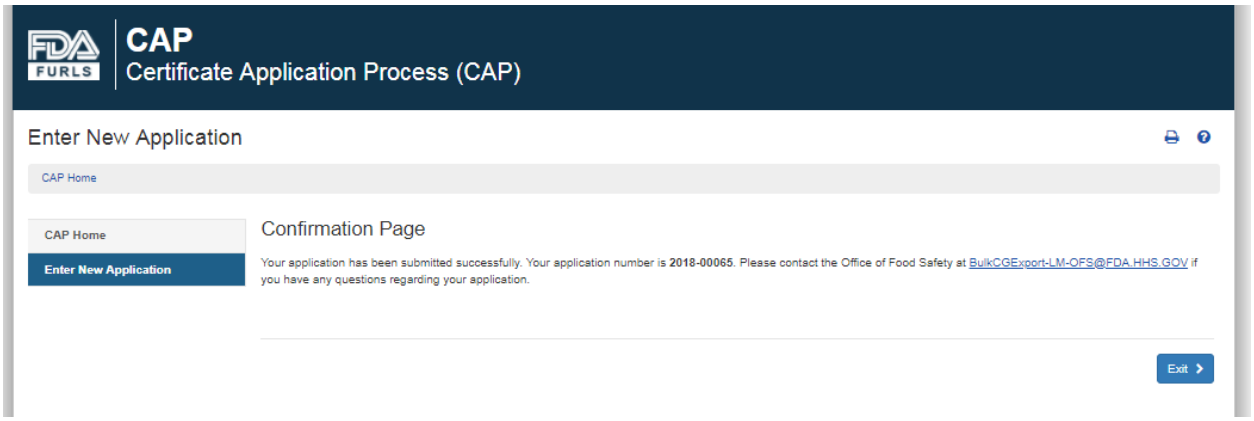
After entering all the information, applicants will be able to review the complete application before submission.

Screen #10: Signature Page



Screen 10 displays the signature page that will be required for submission. Note: The signature text varies depending on the product.

Screen #11: Confirmation Page



After submission, applicants will receive a confirmation page and an application number that can be used for future inquiries about the application.