



Chico Chamber of Commerce Certificate of Origin Policy & Procedure

The Chico Chamber of Commerce provides Certificates of Origin as a service to businesses engaged in international trade. To ensure efficiency, accuracy, and fairness in our process, the following policy and procedures apply:

Certification Fees

- Chamber Members: \$10 per certificate
- Non-Chamber Members: \$20 per certificate

Certificate fees are recorded monthly, with invoices issued at the end of each month. Payments can be made online, over the phone, or via check made payable to 'Chico Chamber of Commerce,' and mailed to PO Box 3300, Chico, CA 95927.

Chamber Office Hours & Availability

Certificates of Origin can be requested Monday through Friday, 9:00 AM – 5:00 PM.

As a small team, we may be out assisting local businesses. Please call ahead to ensure staff are available to process your certificate.

Required Documents for Certification

To receive a Certificate of Origin, the following documents must be provided:

- Original Certificate of Origin – Must be fully completed and verified (see the requirements page for formatting and details).
- For Agricultural Products – A Federal Phytosanitary Certificate issued by the County Agriculture Department is required.
 - This must be the original copy—photocopies will not be accepted.
- For Non-Agricultural Products – A commercial invoice listing the products being certified must accompany the Certificate of Origin.

Certificate Issuance & Customer Responsibility

It is the responsibility of the applicant to ensure all details on the certificate are correct before submitting it for certification.

- Before applying ink, stamps, or irreversible markings, review the required format and details with a Chamber representative.
- If a certificate is submitted incorrectly and needs to be replaced, a new certificate must be purchased at the applicable rate.



Revisions & Replacements

Once a Certificate of Origin has been processed and certified, any modifications, corrections, or replacements require the issuance of a new certificate.

- Both the original and new certificate fees are non-refundable.
- The Chamber is not responsible for errors on forms submitted by applicants.

Certification Process

Once all required documents have been reviewed and verified, the Chamber will:

- Stamp, sign, date, and seal the Certificate of Origin.
- Retain copies of all documents for five (5) years in compliance with record-keeping policies.

Any deviation from these requirements must be approved by the Chamber CEO.

Additional Notes

The Chamber only verifies and certifies information provided by the applicant—we do not complete or prepare forms.