



## Certificate of Origin Verification Policy

### Plainfield Chamber of Commerce

The Plainfield Chamber of Commerce is proud to support local manufacturers and international trade by certifying **Certificates of Origin** (COs), an important document used in global commerce.

### Background

In many countries, Chambers of Commerce play a regulatory role in certifying export documentation. While membership in a Chamber is not mandatory in the United States, U.S. Chambers are still entrusted with the authority to authenticate Certificates of Origin. This certification assures foreign customs officials and buyers that the exported goods originated in the United States.

The **International Chamber of Commerce (ICC)** recognizes only Chambers of Commerce as the appropriate bodies to certify most COs. However, it is important to understand that the Chamber's certification is based on the manufacturer's signed declaration, not on independent verification by the Chamber.

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### Required Documents for Certificate of Origin Certification

To ensure accurate and compliant processing, the following must be provided when submitting a Certificate of Origin for certification:

#### 1. Completed Certificate of Origin

A fully completed Certificate of Origin form, signed by the manufacturer or authorized exporter, must include a Chamber affidavit such as:

*"The Plainfield Chamber of Commerce, recognized under the laws of the State of Indiana, certifies, in reliance on the exporter's representation and not on the basis of independent verification, that to the best of its knowledge and belief, the products described herein originated in the United States of America."*

**Signed**, [Exporter Name & Signature]

#### 2. Proof of U.S. Origin

Provide **one of the following**:

- A manufacturer's invoice indicating U.S. origin **OR**
- A signed letter on the manufacturer's letterhead, addressed to the Chamber, requesting certification and clearly stating that the goods are of U.S. origin

### 3. Authorization (if not submitted by manufacturer)

If a third party (e.g., freight forwarder or shipping company) submits the documents, they must also provide:

- A signed letter or invoice from the manufacturer on letterhead confirming that the third party is authorized to act on their behalf in obtaining certification.  
(This letter may be combined with the letter described in #2 above.)

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### Important Notes

- **Incomplete or blank certificates cannot be certified.**
  - All fields must be completed prior to submission.
- **We do not certify foreign-made goods.**
  - Only products manufactured in the United States are eligible.
- **Pre-stamped blank certificates are not allowed.**
  - The Chamber *does not provide* stamps for businesses to self-certify. [Read more from the U.S. Census Bureau](#)

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### Certification Fees

- **Non-Members:** \$10 per page
  - **Chamber Members:** \$2 per page
- Fees are payable by cash, check, credit card or ACH. You may pay at the time of service or request monthly billing.

*Note: The Chamber does not currently require a signed hold-harmless or indemnification agreement, though this is subject to change.*

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### Office Hours & Contact

- **Hours:** Monday–Friday, 9:00 a.m. – 4:00 p.m.  
*Please call ahead to ensure staff availability, as we often attend off-site meetings.*
- **Phone:** (317) 839-3800
- **Email:** [chamber@plainfield-in.com](mailto:chamber@plainfield-in.com)