



CERTIFICATE OF FREE SALE REQUEST INSTRUCTIONS

In order to request a Certificate please provide the following information on your cover sheet EACH TIME certificates are to be requested:

1. Please email your request to: certificates-of-free-sale@agr.georgia.gov
2. Provide the **Name** and **Address** of the company licensed with the Georgia Department of Agriculture which should appear on the Certificate.
3. Provide the **Type of Language** specifically needed on the Certificate (Certificate of Free Sale, Health, Free Trade, Sanitary, etc.) A GMP Statement is available upon request.
4. For billing, mailing & invoice purposes, please provide the **Company Name, Address** and **Contact Person** who should receive an invoice from the Department. An invoice for payment will be sent along with the requested Certificates. Only checks, money orders or cash (received in person at the Department's Offices in Atlanta) are accepted at this time.
5. List the **Number** of Certificates needed. The fee for each certificate is ten dollars (\$10).
6. List the **Products** (food or beverage) that are to be listed on the Certificates. Please use product/brand names or descriptive terms, allowing us to properly ensure only food/beverages will appear on the Certificates.
7. List the name of the **Country of Export**. (optional)
8. List the type of **Delivery Service** (Regular Mail, Fed Ex or UPS) along with the **Account Number**. If certificates need to be sent to another company, please provide that **Company's Name, Address, Phone Number** and **Attention of Whom**.
9. **Certificates are processed upon approval and issued in the order in which received.**

PLEASE NOTE:

We do not provide Apostille Seals. Please go to the Georgia Superior Court Clerk's Cooperative Authority (GSCCCA) website:

www.gsccca.org/notary-and-apostilles