NAFTA CERTIFICATE OF ORIGIN QUESTIONNAIRE

Please use the following questions to help ensure the NAFTA certificate of origin is properly completed.

1. Are you using the official U.S. Customs and Border Protection (CBP) issued NAFTA form included in your renewal packet and not a computerized reproduction? **YES \_\_\_\_\_ NO \_\_\_\_**
* The CBP Form 434 provided must be used. If you use any other version, you must also submit your form for approval from the Office of Trade, U.S. Customs and Border Protection, Washington, DC 20229 as per 19 CFR §181.22(b)(1)
1. Is the full legal name and physical address (including country) of the exporter shown

 in field 1? **YES \_\_\_\_\_ NO\_\_\_\_\_**

* P.O. Box shown as the only address is not acceptable.

3. Is the legal tax identification number shown in field 1? **YES\_\_\_\_\_ NO\_\_\_\_\_**

* For Canadian exporters, the only acceptable number is your Single Business Registration Number (“SBRN”)
	+ Example: 123456789RT0002
	+ The most common SBRN used is the Goods and Services Tax number (“GST”).
* For Mexican exporters, the only acceptable number is your RFC (Numero de Registo Fiscal)

4. Is the blanket time period properly shown in field 2? **YES\_\_\_\_\_ NO\_\_\_\_\_**

* The correct format is day/month/year
* Is the blanket time period for the maximum of one year?
	+ 01/01/09 to 31/12/09 - correct for a one-year time period.
	+ 01/01/09 to 01/01/10 - incorrect for a one-year time period as this amounts to a year and a day.
* The blanket time period does not have to follow the calendar year. You may use your fiscal year or any 365-day consecutive time period.

5. Is the full legal name and address (including country) of the producer shown in

 field 3? **YES\_\_\_\_\_ NO\_\_\_\_\_**

* If you wish this information to be confidential then “Available to CBP upon request” is acceptable to be shown in this field.
* If the producer is also the exporter then show “Same” in this field.

6. Is the legal tax identification number of the producer shown in field 3?

 **YES\_\_\_\_\_ NO\_\_\_\_\_**

* Not required if “available upon request” has been placed in this field.
* Not required if “unknown” has been place in this field.
* Not required if “same” or “same as above” has been shown in this field and the producer’s tax identification number has already been shown in field one.

7. Is the full legal name and address (including country) of the importer shown

 in field 4? **YES\_\_\_\_\_ NO\_\_\_\_\_**

* If there is more than one importer then it is acceptable to show “Various” in this field.
* If the importer is unknown then it is acceptable to show “Unknown” in this field.

8. Is the legal tax identification number (EIN) of the importer shown in this field?

 **YES\_\_\_\_\_ NO\_\_\_\_\_**

* Does not need to be shown if a blanket NAFTA certificate of origin covers various importers.

9. Is there a full description provided in field 5? **YES\_\_\_\_\_ NO\_\_\_\_\_**

* This description must be sufficient to relate it to the commercial invoice and to the harmonized tariff schedule (HTS) description of the good.
* Items specifically provided for in the HTS (e.g. screw) must be classified as such and may not be classified as parts.
* Descriptions such as “parts of” or “other articles of steel” are too general and must be more specific to relate such items to the commercial invoice and HTS.
* Textile products of any kind require the complete fabric breakdown, gender and whether they are knit or woven. For example: Men’s knit dress shirt 75% cotton 25% polyester. Ladies woven jacket 100% nylon. Men’s woven trousers 60% wool, 20% polyester and 20% acetate.

 10. Is there a valid HTS classification to six digits shown in field 6?

 **YES\_\_\_\_\_ NO\_\_\_\_\_**

* If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, then eight digits must be shown.
* If possible, show the complete 10-digit HTS classification in order to assure accurate and uniform entry processing. Use the HTS schedule of the United States to determine 10-digit classification.
* You may call any CBP Port for classification assistance. **This is the number one reason for rejection of NAFTA certificates**
	+ - http://www.cbp.gov/ (CBP)
		- http://www.usitc.gov/ (US Tariff Schedule via the internet)

11. Is the proper preference criterion (A through F) shown in field 7?

 **YES\_\_\_\_\_ NO\_\_\_\_\_**

**IF CLAIMING “A” THEN THE CRITERIA A VERIFICATION FORM MUST BE**

**COMPLETED, SIGNED AND RETURNED.**

Note: Preference criteria A rarely applies to manufactured commodities. In order for a manufactured good to qualify under preference criteria A, there cannot be any non-originating material used anywhere in the manufacturing process of the good.

12. Is field 8 properly completed? **YES\_\_\_\_\_ NO\_\_\_\_\_**

* If you are the producer of the good show “Yes” in this field.
* If you are not the producer of the good show “No” in this field followed by the proper number (1, 2, or 3) depending on how you know the good qualifies for NAFTA.

13. Is field 9 properly completed? **YES\_\_\_\_\_ NO\_\_\_\_\_**

* The only acceptable responses to be shown in this field are either “NO” or “NC”
* Did you consult General Note 12 in the Harmonized Tariff Schedule of the United States (HTSUS)?
* Do not place a dollar amount in this field (e.g. $12.75) as this invalidates the NAFTA.
* Do not place N/A or the word YES in this field, as these are not valid responses.

14. Is field 10 properly completed? **YES\_\_\_\_\_ NO\_\_\_\_\_**

* The only acceptable responses to be shown in this field are CA or MX.
* Do not list US origin goods on your certificate as they are not eligible for NAFTA benefits when being imported back into the United States from Canada or Mexico.

15. Is field 11 properly completed? **YES\_\_\_\_\_ NO\_\_\_\_\_**

* Have you read the agreement/certification statements?
* Have you shown the total number of pages the certificate consists of including all attachments?
* Have you signed the certificate in the Authorized Signature field?
* Have you completed the company name in its field? (must be the same name as in field one)
* Have you provided the printed name that coincides with the Authorized
* Signature?
* Have you completed the title field with the title of the person who signed the form?
* Have you completed the authority date (date certificate was completed)?
	+ - The Authority Date correct format is day/month/year.
* Have you provided the phone number and facsimile number?

**\*Alternate CF434 Forms:**

Please note that CBP will not accept a hybrid version of the CF434 form. If you prefer to use a fillable version, you must use an approved version of the form from the websites listed below. You should not create your own version of the NAFTA form.

CBP Form 434 <https://www.cbp.gov/document/forms/form-434-north-american-free-trade-agreement-nafta-certificate-origin>

Canadian B232 <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/b232-eng.html>

# Any change in information relative to your NAFTA certificate must be sent to:

# FedEx NAFTA Desk

**3800 Forest Hill Irene Rd**

**Memphis, TN USA 38125**

**Facsimile (716) 871-5770**

**Telephone (888) 251-9637**

**Email: NAFTA\_renewals@ftn.fedex.com**

Please attach this questionnaire to your NAFTA renewal package and return to the aforementioned address.

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*(Company name) (Company web site)*

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 (*Signature & Date) (Your email address)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(Printed name) (Telephone)*

**QUESTIONNAIRE ADDENDUM**

**Canadian and Mexican Customers**

* If you prefer to send a NAFTA certificate with each shipment and do not want to file a blanket NAFTA with FedEx Express for the coming year, please sign immediately below and return this page to the NAFTA desk via facsimile.

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 (Company Name) (Signature) (Date)

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(Address, City, Province, Country, Zip Code)

* If you have product literature on your company website that will assist us in reviewing your blanket NAFTA, please ensure you include your company website on page 3 of the questionnaire.
* If you have multiple shipping locations for which you want your blanket NAFTA certificate to apply, you no longer have to supply FedEx with multiple NAFTA certificates. Rather, you can now supply FedEx with **(1)** a NAFTA certificate which must be filed under your master location in which you retain your NAFTA records, and **(2)** a signed letter on company letterhead that provides FedEx with all your active shipping locations for which your blanket NAFTA certification will apply. You must provide complete details on each location (Company name, address, city, province, postal code, contact name, telephone and facsimile).
* If we have questions about your blanket NAFTA certificate and need to communicate with you please indicate your preferred method of contact below.

🞎 Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Number)

🞎 Facsimile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Number)

🞎 Email Please ensure your email address is on page 3 of the questionnaire

🞎 Overnight Letter Will be sent to the location indicated in Field one of the NAFTA.