

## Certificate of Free Sale Worksheet

**1. Is your Company or a Branch of your Company based in Arizona?**

Yes \_\_\_\_\_ No \_\_\_\_\_

- If your answer is 'No', you are not eligible to receive a Certificate of Free Sale from the State of Arizona.

**2. Please provide us with 3 invoices/bills of lading for each product to be included on the Certificate of Free Sale to prove that the products are freely traded within the U.S.** Invoices must be dated within 3 months prior to the application date - one of the invoices must be from an Arizona buyer, and the other two can be from anywhere within the U.S. All must contain customer names, addresses, and phone numbers.

**3. Listing the Products on the Application:** Products sold abroad under a different name than in the U.S. must be listed using the U.S. name.

- The Certificate will only be issued in English language.

**4. There is no longer a fee/cost associated with the Certificate of Free Sale from the State of Arizona. Certificates expire one year from the date issued. The above 3 steps must be followed to renew a Certificate.**

**5. Reprints or Copies of Certificate of Free Sale**

- Reprints or copies of newly/previously-issued certificates are available by request within one year of the original date of issuance.
- To receive a reprint/copy, submit a copy of the Certificate that was issued or request the number needed on the original application.

**6. Certificates of Free Sale for Non-Consumable items are issued by the Arizona Commerce Authority.** Send your completed application form and copies of three separate invoices as described above per product to:

**Arizona Commerce Authority**

Certificate of Free Sale

118 N. 7<sup>th</sup> Avenue, Suite 400

Phoenix, AZ, 85007

Phone: 602 845 1200

Fax: 602 845 1201

[www.azcommerce.com/programs/international-trade?referrerId=1313](http://www.azcommerce.com/programs/international-trade?referrerId=1313)

**7. For Certificates of Health / Free Sale for Consumable items, contact the Arizona Department of Agriculture.**

Arizona Department of Agriculture

Licensing and Registration Section

1688 W. Adams

Phoenix, AZ, 85007

Phone: 602-542-3578

Fax: 602-542-0466

<https://agriculture.az.gov/download-forms>

(For Category select "International Trade" then click on filter to view forms.)

**Arizona Commerce Authority**  
 International Trade and Investment  
 118 N. 7th Avenue, Suite 400  
 Phoenix, AZ, 85007  
 Phone: 602 845 1200      FAX: 602 845 1201

<b>FOR ACA USE ONLY</b>
<b>Line Number of Products:</b> _____
<b>Date mailed to Arizona Secretary of State:</b> _____
<b>Date mailed out to customer:</b> _____

**Application for a Certificate of Free Sale**

Company Name: \_\_\_\_\_ Arizona Tax #: \_\_\_\_\_  
 Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Company Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Company Contact: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
 Address to mail certificates to: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Country of Exportation: \_\_\_\_\_ Value of Shipment: \_\_\_\_\_

**Please provide the number of copies requested on this line: \_\_\_\_\_.**

**Please note that the turnaround time to process your request may be approximately two weeks.**

**List of Non-Consumable items to appear on Certificate:**

	<b>Brand</b>	<b>Product</b>	<b>Type</b>	<b>Packaging</b>
1				
2				
3				
4				
5				
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13				
14				
15				
16				
17				

The above information is true and correct:

Printed name and title of Company Official: \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Arizona Commerce Authority  
Certificate of Free Sale  
Continuation List of Non-Consumable products**

	<b>Brand</b>	<b>Product</b>	<b>Type</b>	<b>Packaging</b>
18				
19				
20				
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22				
23				
24				
25				
26				
27				
28				
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	<b>Brand</b>	<b>Product</b>	<b>Type</b>	<b>Packaging</b>
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