



Instructions for filling out the Phytosanitary Certificate Application Form

- Please type or print legibly. Fax your request to 515-725-1471.
- Phyto requests cannot be emailed . *(If the person you sent the email to is not here, we will not know about your request until the person you sent it to returns to their desk.)*

DESTINATION COUNTRY: The country where the consignee is located.

REQUESTING DATE: Today's date.

INSPECTION DATE: This is the date the commodity was inspected. If unknown, leave blank and IDALS will fill in based on IDALS inspection or an inspection by FGIS, etc.

TREATMENT:

- If no treatment was applied, or treatment is not needed, please leave blank.

Date: The date the treatment was done. Month, day & year needed.

Treatment: Type of treatment, i.e. fungicide, fumigation, insecticide, etc.

Chemical: The trade name of the chemical used, i.e. Captan, Apron, Vitavax **and** the active ingredient(s).

Duration and temperature: This information is only required for fumigation.

Concentration: The amount of fungicide, insecticide, fumigant, etc. For some countries the phrase, per manufacturer's instructions, is acceptable. This is listed on the label and is required!

Other information: Miscellaneous information about the treatment. This is generally left blank.

NAME & ADDRESS OF EXPORTER: This is the company that is shipping the commodity. This **MUST** have a U.S. address.

DECLARED NAME & ADDRESS OF CONSIGNEE: Name and address of the foreign company receiving the shipment. The address **MUST** be in the foreign country it is being shipped to (=shipment final destination).

NAME OF PRODUCE & QUANTITY DECLARED: The common name of the commodity, i.e. oat groats, white oak lumber, popcorn, corn seed, corn grain, etc. The quantity must be a numerical value, i.e. kilograms, pounds, board-feet, number of plants, etc.

BOTANICAL NAME: Scientific name, i.e. *Zea mays*, *Glycine max*, *Quercus alba*, etc.

NUMBER & DESCRIPTION OF PACKAGES: Total number of railcars, boxes, bags, containers, etc.

DISTINGUISHING MARKS: If you do not wish to list such marks – leave blank or write "none". Railcar numbers, container numbers, anything that is printed on all the bags, lot numbers with how many bags of each lot, etc.

ORIGIN: The state or country in which the commodity was produced or grown. For example, if corn seed was grown in Indiana and is now in Iowa and is being out of from Iowa to a foreign destination, the origin is still Indiana.

CONVEYANCE: Declared means of shipping, for example, air freight, ocean freight, air mail, truck, rail freight.... And some will use the name of the actual courier, such as Federal Express, etc.

POINT OF ENTRY: If unknown – simply write “unknown”. Some receiving countries may require it to be filled in. If you have questions, call IDALS and we will refer to the database. The ‘port of entry city’ in the foreign country is where the commodity first enters that country.

NAME & ADDRESS TO SEND COMPLETED PHYTO TO: This may be the requesting firm, a broker, or a firm different from the requesting firm. Please include a contact name and telephone number. This does not go on the phyto, but is needed by our office to complete the phyto.

CONTACT NAME & PHONE NUMBER: The requesting firms name and address and the contact person with that firm and their telephone number. This does not go on the phyto, but is needed by our office to complete the phyto

COURIER: The name of a courier (Federal Express) that is delivering the completed phyto to you or your broker. We only pay for US Mail. This information does not go on the phyto, but is needed by our office to send the complete the phyto to you if we are not leaving the certificate with you when we visually inspect the shipment.

ACCOUNT NUMBER: Your account number with Federal Express if the phyto needs to be sent via Fed Ex. This information does not go on the phyto, but is needed by our office to send the complete the phyto to you.

REMARKS: Any other information needed to help you with your shipment. If you would like a fax of the completed phyto, make that request in this section. Remember to include your fax number. This does not go on the phyto, but is needed by our office to complete the phyto.

BILLING: The requesting firm will be billed unless we are told different. If the firm receiving the phyto is to be billed, put that information in the NAME & ADDRESS TO SEND COMPLETED PHYTO TO section of the form. If a different firm from the phyto receiving firm, or requesting firm, is to be billed, put that in the remarks section. This information does not go on the phyto, but is needed by our office to complete the phyto. **** We bill monthly – and if your account is not paid monthly we will not issued any certificates until the account is paid in full.****

Please note: the date of issue of the Phytosanitary Certificate is at the bottom of the phyto. That date is the actual day the certificate was issued. We cannot back date a phyto to meet a requirement your broker or bank may desire.

Please contact the Entomology Bureau with any questions or concerns. 515-725-1470 or entomology@IowaAgriculture.gov.