

CERTIFICATE OF FREE SALE – STATE OF MINNESOTA

A Certificate of Free Sale (CFS) is an Affidavit signed by a Minnesota Trade Office (MTO) International Trade Representative which attests that, to the best of their knowledge, the products listed within are freely sold throughout the United States. A CFS is often required by the Government of another Country which seeks assurance that products exported from the United States to its Country are the same as the products sold within the United States, presumably in compliance with all applicable State and Federal Laws and Regulations. Products exported internationally must be accompanied by a valid CFS or they will not be admitted.

PLEASE NOTE

Food/Agricultural Related Products: The MTO does not provide certificates for food or agricultural related products. For more information on obtaining these certificates, please visit the [MDA Certificate of Free Sale webpage](#).

REQUESTING A CERTIFICATE OF FREE SALE

Upon request, the Minnesota Trade Office will provide a CFS template to be completed and returned by the requesting company. Each completed template must be accompanied by a domestic invoice(s) showing sale of each listed product within the United States. Each certificate may list multiple products for export but must list only one destination country.

Once the proper documentation has been received, the MTO will process the request within no more than 5 business days. The completed certificate will then be mailed via USPS to the address provided by the requestor. You may also choose to provide a FedEx account number if you would prefer expedited shipping.

To request a CFS or further information, please contact molly.thibodeau@state.mn.us.

WHAT'S INCLUDED ON A CERTIFICATE OF FREE SALE?

A completed CFS will include the company name and physical address within the state of Minnesota, as well as the addresses of any manufacturing sites or DBAs located outside of Minnesota which are applicable to the products listed, and a statement swearing that, to the best of the affiant's knowledge, the products listed within are freely sold or able to be sold throughout the United States. It must include a list of the products to be exported and, if required by the Country of Entry, a quantitative listing of ingredients for each product. The MTO also includes the following statement on all certificates:

"This certificate is not to be construed as either an expressed or implied warranty of any of the products of said establishment, nor shall it be used for propaganda or other similar purposes."

The wording contained in a CFS may vary and can be tailored to suit the needs of the requesting company in certain instances at the discretion of the MTO.

Completed certificates will be signed, sealed, and notarized, and will expire one year from the date of notarization.

The Minnesota Trade Office reserves the right to require a full labeling copy, a list of ingredients in the product(s) and contact name and address of the Brand owner if such information is deemed necessary. The Minnesota Trade Office reserves the right to issue a CFS at its sole discretion.

FEES

- **Certificate of Free Sale:** \$25 per original copy
- **Extra signatures/seals:** \$2 per page

The fees listed include certification costs and charges paid towards processing, such as authentication, notarization, photocopying, postage, and other related administrative costs. Only one original document will be provided per fee. If additional or amended original documents are requested, each copy will incur a separate fee. A paper invoice with instructions for payment will be included with your certificate when mailed/shipped. If you would prefer expedited shipping via FedEx, please provide your account number when submitting your initial request.

Certificates of Free Sale are non-refundable. However, in the event a certificate is lost or damaged in transit, the MTO will issue a new original copy free of charge.