



Electronic Export Certificates

RANI J. KING
INTERNATIONAL AFFAIRS DIVISION

ELECTRONIC EXPORT CERTIFICATE WEBINAR
DECEMBER 2023



TTB Disclaimer

This information is being presented to help the public understand and comply with the laws and regulations that the Alcohol and Tobacco Tax and Trade Bureau (TTB) administers.

It is not intended to establish any new, or change any existing, definitions, interpretations, standards, or procedures regarding those laws and regulations.

In the case of any conflict between any statement in this presentation and a TTB statute or regulation, the terms of the regulatory or statutory text will prevail.

In addition, this presentation may be made obsolete by changes in laws and regulations.

Please consult the applicable laws and regulations for the most current requirements.



Overview

- International Affairs Division
- How to obtain a TTB permit
- Certificates that aren't available on myTTB
- How to get access to the Electronic Export Certificate System
- Creating an Electronic Export Certificate
- Locating or surrendering an Electronic Export Certificate
- Export Resources
- Contact Information



Purpose

This webinar is being provided to all industry members as a basic guide to preparing and obtaining electronic export certificates. It is aimed at people who are new to the process on obtaining an electronic export certificate.

As a result of receiving this webinar, it is intended that industry members will increase their understanding of the electronic export certificate process and TTB's requirements for processing, which will reduce the number of delays and rejections and result in a faster turnaround time.

International Affairs Division



Export Certificates

We assist industry members seeking to export their products by providing export certificates, or documents, that are often required by foreign governments in order for U.S. alcohol beverage products to be imported into a foreign market.

TTB provides export certificates as a service.



How to obtain a TTB permit to export

If you want to obtain an export certificate from TTB, you must have a TTB permit, registry or brewer's notice number. In order to obtain a TTB permit, registry or brewer's notice number please review this website: <https://www.ttb.gov/ponl/permits-online.shtml>.

Using Permits Online is the fastest way to obtain a TTB permit. If you need assistance with Permits Online, please contact 1-855-882-7665 or email Permits.Online@ttb.gov.



Export Certificates that aren't available under the Electronic Export Certificate System

- Consolidated Chinese Wine Export Certificate
- APEC Model Wine Certificate
- VI1 Form
- TTB F 5110.42 (Certificate of Authenticity Bourbon Whiskey)
- TTB F 5110.58 (Certificate of Origin and Age of Distilled Spirits)
- Certificate of Origin and Typicity (typically used for shipments to Brazil)

***These certificates aren't currently available thru the electronic export certificate system and must be submitted to exportcertificates@ttb.gov with a prepaid shipping label.**

How to get access to the myTTB Electronic Export Certificate System



How to get access to the myTTB Electronic Export Certificate System

Go to the myTTB website at my.ttb.gov. Go to the Export Certificates box and click on Sign in to myTTB.

1 Alcohol Importers: CBMA Import Claims System is Here – Create your myTTB Account Now!
New importers can now create an account in myTTB which allows access to myTTB to submit a refund claim for CBMA tax benefits to create a myTTB account, access to and “activate” your entity (invite Key Contacts from your company to myTTB), and add users and assign roles for the CBMA Import Claims system. [Learn more information for alcohol importers on getting started in myTTB.](#)

Secure Access to TTB's Online Services

<p>Permits</p> <p>Permits Online helps you apply for and update permits, registrations, or notices you need to operate a TTB-regulated business.</p> <p>Learn more about Permits Online</p> <p>Sign in to Permits Online</p> <p>Create Permits Online account</p> <p>Permits Quick Links</p> <ul style="list-style-type: none">How to use Permits OnlinePermits Online account/password helpPermit application processing timesCheck permit application statusHow to find your official approval documents	<p>Taxes & Reports</p> <p>Payer Online helps you file operational reports, submit federal excise tax returns, and make secure, electronic tax payments to TTB.</p> <p>Learn more about Payer Online</p> <p>Sign in to Payer Online</p> <p>Create Payer Online account</p> <p>Taxes & Reports Quick Links</p> <ul style="list-style-type: none">How to use Payer OnlineHow to get technical helpTax/report due datesTax ratesPayer Online feedback? Please let us know	<p>Formulas</p> <p>Formulas Online helps you apply for formula approval and test sample analysis for alcohol beverages and nonbeverage products.</p> <p>Learn more about Formulas Online</p> <p>Sign in to Formulas Online</p> <p>Create Formulas Online account</p> <p>Formulas Quick Links</p> <ul style="list-style-type: none">How to use Formulas OnlineFormulas Online account/password helpAdd permits/permissions to your Formulas Online accountProcessing times for formulas applicationsWhich alcohol beverages require formula approval?Check formula application status	<p>Labels</p> <p>COLA Online helps you apply for certificates of label approval and exemptions from label approval for alcohol beverages.</p> <p>Learn more about COLA Online</p> <p>Sign in to COLA Online</p> <p>Create COLA Online account</p> <p>Labels Quick Links</p> <ul style="list-style-type: none">How to use COLA OnlineCOLA Online account/password helpAdd permits/permissions to your COLA Online accountLabel application processing timesAllowable changes to approved labelsPublic COLA Registry	<p>Export Certificates</p> <p>Generate, view, manage, and download export certificates that foreign markets may require for U.S. alcohol beverages. Note that not all foreign markets will accept the export certificates that this system generates.</p> <p>Sign in to myTTB</p> <p>Export Certificates Quick Links</p> <ul style="list-style-type: none">About Export Certificates	<p>CBMA Imports</p> <p>Sign in to myTTB to access the CBMA Foreign Producer system, activate your importer entity, and prepare & submit a CBMA refund claim.</p> <p>Sign in to myTTB</p> <p>CBMA Imports Quick Links</p> <ul style="list-style-type: none">CBMA imports overviewActivate your entity in myTTB for submitting CBMA claimsHow to prepare and submit a CBMA refund claimHow to use the Foreign Producer Registration and Assignment SystemForeign Producer Registrations: Process that delays processing
---	--	--	--	---	--



How to get access to the myTTB Electronic Export Certificate System

Create an account with Login.gov or ID.me.

For more information on how to set up an account, please visit
<https://www.ttb.gov/myttb/activate-entity>

myTTB Sign In



LOGIN.GOV

When should I use Login.gov?

- I represent a **Foreign Producer** who needs to make assignments to my U.S. importer or
- I have a U.S. Social Security Number and I represent an importer who needs to **submit CBMA import claims** for refunds or a TTB-regulated industry member who needs to **generate export certificates** that foreign markets may require for U.S. alcohol beverages.

Sign In

LOGIN.GOV

Or Create an Account

[Create an account with Login.gov](#)

ID.me

When should I use ID.me?

- I have used ID.me to verify my identity in myTTB or
- I do not have a U.S. Social Security Number and I represent an importer who needs to **submit CBMA import claims** for refunds or a TTB-regulated industry member who needs to **generate export certificates** that foreign markets may require for U.S. alcohol beverages.

Sign In

ID.me

Or Create an Account

[Create an account with ID.me*](#)

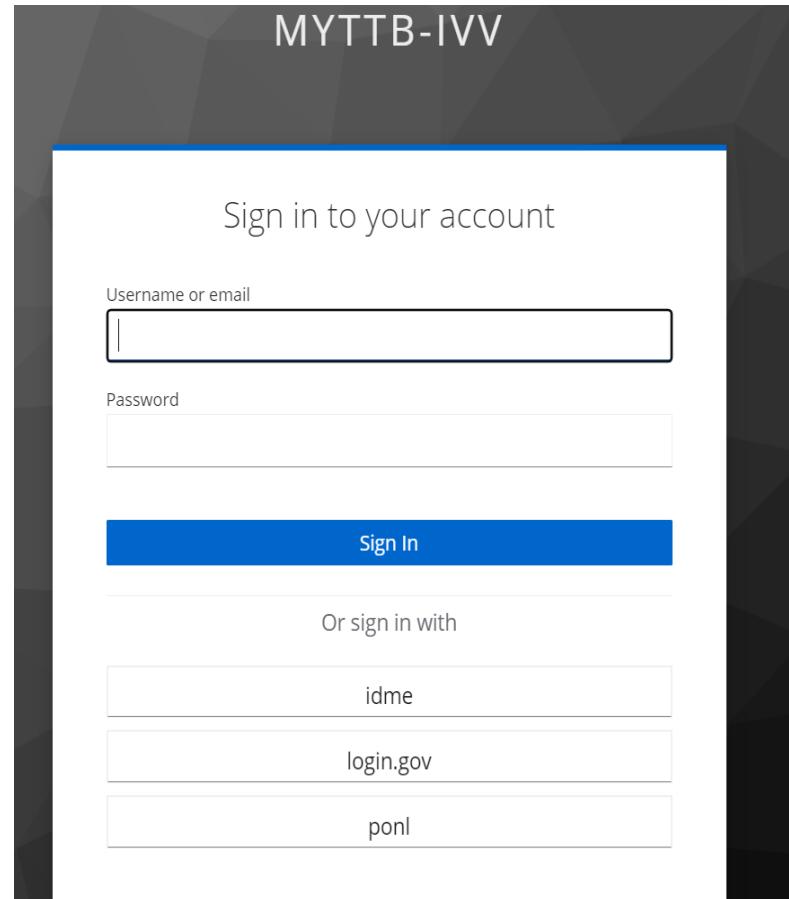
*Creating an account with ID.me will require additional steps and documentation to verify your identity before you can access myTTB.

Note: myTTB is a new TTB online system and is separate from Permits Online, Formulas Online, or COLAs Online.



How to get access to the myTTB Electronic Export Certificate System

Once the account is created, you can sign in with Login ID or ID.me.

A screenshot of the "Sign in to your account" page for the myTTB-IVV system. The page has a dark grey header with the text "MYTTB-IVV" in white. Below the header is a white sign-in form. The form includes fields for "Username or email" and "Password", both represented by empty input boxes. A large blue "Sign In" button is centered below these fields. Below the sign-in form is a section titled "Or sign in with" with three smaller input boxes: "idme", "login.gov", and "ponl".

Sign in to your account

Username or email

Password

Sign In

Or sign in with

idme

login.gov

ponl

Creating an Electronic Export Certificate



Creating an Electronic Export Certificate

Once you are logged into myTTB, you will automatically be on your dashboard.

You will then click on **Export Certificates**.

A screenshot of the myTTB dashboard. The top navigation bar includes the TTB logo, the text "myTTB (beta)", and a "My Profile" button. The main menu below the bar has three items: "Dashboard", "Importer", and "Export Certificate", with "Dashboard" being the active tab. A blue banner on the left side of the dashboard area says "CBMA Claims is now available! You can now submit refund claims based on CBMA tax benefits that Foreign Producers have assigned to your entity." Below the banner, the text "Welcome to myTTB" is displayed. On the right, there are two main sections: "Entity Access" (with a "Get entity access" button) and "Modules" (which includes "CBMA Importer Claims" and "Export Certificates"). Each module has a brief description and a blue "CBMA claims" or "Export certificates" button.



Creating an Electronic Export Certificate

Scroll down to the bottom and click on the button where it says **Create Certificate**.

myTTB Dashboard > Export Certificate

Export Certificate

Tasks

- ① **Create an export certificate**
Complete the export certificate form to create a new certificate.
- ② **Share and verify certificate**
Download and share the certificate. The link or QR code on the certificate can be used to verify it.
- ③ **Manage certificates**
Review all certificates and withdraw any that are no longer needed.

Certificates

View and save active certificates by clicking on the linked certificate number under the Certificate # column. Use the Surrender action to withdraw or remove a certificate. Note: Surrendered certificates are no longer available to share.

Certificate #	Type	Destination	Action
TTB-EC-23187-22200	Certificate of Free Sale	Austria	Surrender
TTB-EC-23187-26829	Certificate of Free Sale	Croatia	Surrendered
TTB-EC-23187-33934	Certificate of Health	France	Surrendered
TTB-EC-23187-44674	Certificate of Sanitation	Spain	Surrendered
TTB-EC-23187-55740	Certificate of Authenticity	Croatia	Surrendered

Rows per page: 5 | 1-5 of 99 | [Export](#) | [Back](#) | [Next](#)

[Create certificate](#)



Creating an Electronic Export Certificate

Certificate Information

Certificate type

- Select certificate -

Exported by

Permit, Registry or Brewer's Notice Number

- Select number -

Company

Address

If you do not see the address you are looking for
you will need to update your address in [PONL](#).

You will then select the type of Certificate you want for this export. (i.e., Certificate of Authenticity, Free Sale, Health, Manufacturing Process, Sanitation, Bottling, Sanitary, Origin, Age, and Origin and Age)

Next, you will select the TTB permit, registry, or brewer's notice number for the exporter. Once selected, the name of the Company and their address should auto populate from Permits Online (PONL). If the address is not correct, you will need to update it in PONL.



Creating an Electronic Export Certificate

Once you have entered the exporter information, you will need to provide all the information for the foreign importer.

Shipped to

Company

Country

Company address line 1

Street address or P.O. Box

Company address line 2 (optional)

Apt, suite, unit, building, floor, etc.

City

State/Province/Region (optional)

Zip/Postal code (optional)



Creating an Electronic Export Certificate

Provide description of what is being shipped, and then click **Add product**. If you made a mistake, click remove on the right-hand side under the Action tab. You can add up to 8 products for it to fit completely on one page.

If you want to register a product with the importing country, just provide the description and click **Add product.

Products

If you wish to include product information on this certificate, you may enter information about each product associated with this certificate using the fields below. Select "Add product" to enter each entry.

Description, kind and type [?](#)

Number of cases

Containers/Case

Bottle/Can Vol.

Volume Unit

- Select volume -

[Add product](#)



Creating an Electronic Export Certificate

Description, Kind, and Type	Number of Cases	Containers/Case	Bottle/Can Vol.	Action
Apple flavored vodka -- 30 % alc/vol	25	6	750 ml	Remove
Corn whisky -- 42% alc/vol	1	6	1 L	Remove
Gin -- 40% alc/vol	10	6	750 ml	Remove
Grain neutral spirits -- 95% alc/vol	1	4	1 L	Remove
Grape brandy (aged 3 years in oak barrels) -- 42% alc/vol	6	6	375 ml	Remove
Rum -- 45% alc/vol	4	6	750 ml	Remove
Straight Bourbon Whisky (aged 4 years in charred, new oak barrels) -- 40% alc/vol	10	6	1 L	Remove
Vodka -- 40% alc/vol	20	6	750 ml	Remove

Rows per page: 10 [▼](#) 1-8 of 8 [◀ Back](#) [Next ▶](#)



Creating an Electronic Export Certificate

If additional language is required, type it in the additional language box and then click **Preview certificate**.

You will have the option to edit it if you need to make any changes.

⚠ Additional language may be required

Some importing countries may require additional language to appear on this certificate. For country specific instructions, please visit our website here: <https://www.ttb.gov/itd/export-documents-certificates>

Additional language to appear on certificate.

Preview certificate



Creating an Electronic Export Certificate

You will then click the box under **Product Certification**.

Then click **Generate certificate**.

*If you need to edit any of the information, please click the **Edit information** box. You will then be able to make changes before the certificate is generated.

[myTTB Dashboard](#) | [Report Certificate](#) | [Export Certificate Review](#)

Review Export Certificate

Review the export certificate to ensure its accuracy before generating a sharable verifiable certificate. To modify the information, Select the Edit Information button. Once accurate, to generate the certificate, Select the Generate Certificate button.

Certificate of Free Sale

Exported by

Permit, Registry or Brewer's Notice Number: CA-S-308 / DSP-CA-198
Company: WILLIAM MILLARD MOSEY
Address: 9496 SANTA ROSA RD, BUELLTON, CA, 93427

Shipped to

Country: Japan
Company: ABC Importers
Address: 1 Main Street, Tokyo, Japan

Products

Description, Kind, and Type	Number of Cases	Containers/Case	Bottle/Can Vol.	Volume
Apple flavored vodka--30 % abv	25	6	750	ml
Bourbon whisky (aged 4 years in charred, new oak barrels)--40 % abv	10	10	750	ml

Rows per page: 10 | 1-2 of 2 | Back | Next >

Product Certification

I certify that the listed products were produced in the USA, that all products comply with the provisions governing the production and release of alcohol beverages for direct human consumption in the USA, were produced by normal and approved methods, and not specifically for the purpose of export. I certify to the assertions made in the additional language section below (if any).

Additional Language:

N/A

[Generate certificate](#) | [Edit Information](#)



Creating an Electronic Export Certificate

You will then see a screen with your Certificate ID.

You will also see a QR code that can be scanned to verify the authenticity of the certificates. The link can also be used.

myTTB Dashboard | Export Certificates | Export Certificates PDF

Certificate of Free Sale

Certificate ID: TTB-EC-23326-95679

[Redacted QR code]

This is to certify that the following listed products were produced in the USA and that all products:

- a. comply with the provisions governing the production and release of alcohol beverages for direct human consumption in this country.
- b. were produced by normal and approved methods and not specifically for the purpose of export.

Exported by	Shipped to
Company: WILLIAM MILLARD MOSEBY	Country: Japan
Address: 9495 SANTA ROSA RD, BUELLTON, CA, 93427	Company: ABC Importers
Permit and Associated Registry Number: CA-S-308 / OSP-CA-198	Address: 1 Main Street, Tokyo

Products

Description, Kind, and Type	Number of Cases	Containers/Case #	Bottle/Can Vol.	Volume #
Apple flavored vodka -- 30 % alc	25	6	750	ml
Bourbon whisky (aged 4 years in charred, new oak barrels) -- 40 % alc	10	10	750	ml

Rows per page: 10 | 1-2 of 2 | < Back | Next >

Additional Information

(FOR TTB USE ONLY)
The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registry/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.

Completed on: November 22 2023

[Redacted]

Director, International Affairs Division
Alcohol and Tobacco Tax and Trade Bureau
1310 G St. NW, Box 12
Washington, DC 20005

Download | Print



Creating an Electronic Export Certificate

At the bottom of the screen, you have the option to download the certificate as a PDF or print the completed certificate.

(FOR TTB USE ONLY)

The Alcohol and Tobacco Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury confirms that the producer/exporter identified on this certificate holds a permit/registration/brewer's notice issued by TTB as identified by the permit/registry/brewer's notice number listed on this certificate and that the information about the exported product(s) is based on representations made by the producer/exporter.

Completed on: November 3 2023



Director, International Affairs Division

Alcohol and Tobacco Tax and Trade Bureau
1310 G St. NW, Box 12
Washington, DC 20005

Download

Print

Locating or Surrendering an Electronic Export Certificate



Locating or Surrendering an Electronic Export Certificate

To locate a certificate, please input the last 4 digits of the certificate ID number.

If you lost a PDF or would like to print it again, just click on the certificate ID number.

Certificates

View and save active certificates by clicking on the linked certificate number under the Certificate # column. Use the Surrender action to withdraw or remove a certificate. Note: Surrendered certificates are no longer available to share.

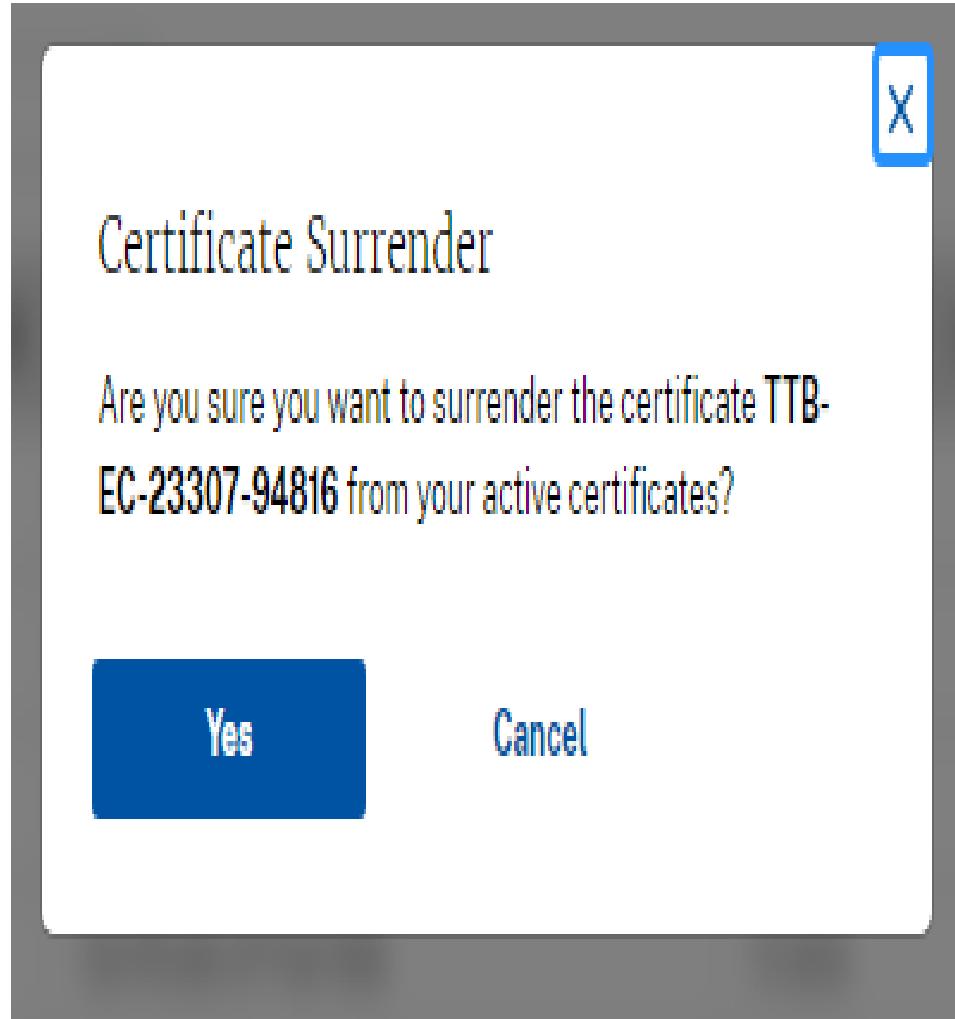
<input type="text" value="Search"/> Q			
Certificate #	Type	Destination	Action
TTB-EC-23263-77654	Certificate of Manufacturing Process	Afghanistan	Surrender ▼
TTB-EC-23198-65075	Certificate of Sanitation	Akrotiri	Surrender ▼
TTB-EC-23199-92058	Certificate of Age	Akrotiri	Surrender ▼
TTB-EC-23195-60850	Certificate of Authenticity	Akrotiri	Surrendered ▼
TTB-EC-23220-89038	Certificate of Authenticity	Akrotiri	Surrendered ▼
Rows per page: 5	1-5 of 99	Back	Next ▼
Export ▼			



Locating or Surrendering an Electronic Export Certificate

If you want to surrender the certificate, please enter the certificate ID and click on **Surrender**. In the popup box, click **Yes** to verify that you want to surrender this certificate.

Once finished, it will show the date it was surrendered. You will no longer be able to use, print, or download the certificate.



Export Resources



Resources

Web Guidance –

- www.ttb.gov/itd/export-documents-certificates

FAQs –

- www.ttb.gov/resources/faqs/alcohol#ecp

User Guide –

- www.ttb.gov/itd/electronic-export-certificate-user-guide



TTB Newsletter

The TTB Newsletter (<https://www.ttb.gov/ttb-newsletter>) is our weekly electronic news source. Each edition contains the top TTB news of the week and other helpful information about TTB and the federal alcohol and tobacco laws and regulations we enforce.

It is a great way to keep up to date with the latest from TTB!



Other Export Resources

- U.S. Department of Agriculture - Foreign Agricultural Service – fas.usda.gov
- U.S. Department of Commerce - International Trade Administration -- Export.gov
- U.S. Department of State – www.state.gov



Questions?

If you have any export certificate questions, please see our frequently asked questions at <https://www.ttb.gov/faqs/alcohol#ecp>.

If you have any questions or concerns with the information provided in this webinar, please email your inquiry to exportcertificates@ttb.gov.



Contact Information

TTB National Revenue Center

- Phone: 877-882-3277
- Contact NRC Online (<https://www.ttb.gov/contact-nrc>)

TTB International Affairs Division

- Phone: 202-453-2260
- Contact IAD Online (<https://www.ttb.gov/contact-iad>)

Rani J. King

- Phone: 202-453-2165
- Email: exportcertificates@ttb.gov ***This is the best method to reach me.**

Please take a few minutes to provide feedback on this session:

<https://www.ttb.gov/survey>

