


**Annex 2**  
**Instructions for Completing Official Meat Inspection Certificate FSIS Forms 9135-3**

American exporters seeking guidelines for completing export certificate “Food Safety and Inspection Service” (FSIS - Form 9135-3) should refer to the United States Department of Agriculture (USDA) FSIS “Export Requirements for Canada”. The following information is intended as an additional tool in the completion of FSIS forms 9135-3 and 9135-3A

**FSIS form 9135-3**

CONSIGNOR <b>1</b>		CERTIFICATE NO. <b>3</b> US-CA-2017-	
CONSIGNEE/IMPORTER <b>2</b>		U.S. Department of Agriculture Food Safety and Inspection Service	
ORIGIN COUNTRY <b>U.S.A.</b>	PORT OF LOAD <b>4</b>	EXPORT ESTABLISHMENT: <i>(Establishment Number)</i>	
DESTINATION <b>CANADA</b>		<b>6</b>	
MEANS OF TRANSPORT <b>5</b>			
SHIPPING MARKS <b>7</b>	NUMBER/ KIND OF PACKAGES <b>8</b>	EST. / PLANT NUMBER ON PRODUCT <b>9</b>	PRODUCT DESCRIPTION/ SPECIES LABEL APPROVAL NUMBER <b>10</b>
			NET WEIGHT (Check one and enter net weight) <input type="checkbox"/> lb. or <input type="checkbox"/> kg <b>11</b>
<b>SAMPLE</b>			
USDA SEAL NUMBER (S) <i>(If Applicable)</i> <b>12</b>			
REMARKS <b>13</b>			
<input type="checkbox"/> I CERTIFY that the meat or meat food product specified hereon is from animals that received both antemortem and postmortem inspection and were found sound and healthy and that it has been inspected and passed as provided by law and regulations of the Department and is sound and wholesome, and / or <input type="checkbox"/> I CERTIFY that the poultry and poultry products specified above came from birds that were officially given an antemortem and postmortem inspection and passed in accordance with applicable laws and regulations of the United States Department of Agriculture and are wholesome and fit for human consumption.			
BY ORDER OF THE SECRETARY OF AGRICULTURE		NAME OF OFFICIAL <i>(Typed)</i> <b>14</b> SIGNATURE OF THE OFFICIAL <b>15</b>	DATE SIGN <b>16</b>
FSIS FORM 9135-3 (10/17/2016)		PREVIOUS EDITIONS OBSOLETE	ORIGINAL

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**\*\*Export Certificates must be typed, and corrections/alterations/strikethroughs are not allowed.**

**Handwriting required information is not acceptable.**

Box No. 1:                   **Consignor/Exporter:** Name and address (street, city, state, and zip code divided by commas and on separate lines in the field) of the person or entity applying for the export certificate. If desired, the applicant can also include a phone number and email address.

Box No. 2:                   **Consignee/Importer:** Name, address and license number of the importer that holds a Safe Food for Canadians license. Consult the registry of license holders here: <http://inspection.gc.ca/webapps/foodlicenceregistry/en/>. *Note: Importer/Exporter is no longer required to have a Canadian address.*

Box No. 3:                   **Certificate Number:** This box is pre-printed by the FSIS for each calendar year

Box No. 4:                   **Port of loading:** Name of the port where the meat product was loaded for export to Canada

Box No. 5:                   **Means of Transport:** Truck, train, ship, airplane

Box No. 6:                   **The Exporting establishment and number:** The complete address and number of

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the eligible exporting establishment from where the meat product is shipped.

Box No. 7: **Shipping marks:** If the Export Certificate number is being applied on each shipping container in the shipment as the reference to the appropriate Export Certificate, it is not necessary to enter it in box 7.

**Unused space must be crossed out.**

Box No. 8: **Number/kind of packages:** The number and the type of packages (shipping containers) used to ship the meat products (combos, cartons, drums, boxes, cases, etc. as listed on the 9060-6 application). If carcasses are shipped, then the word "carcasses" should be entered after the number.

**Unused space must be crossed out.**

Box No. 9: **Est./ Plant Number on Product:** Enter the establishment number marked on the shipping cartons of the product intended for export. All official establishments on this certificate must be eligible to export meat products to Canada as described in the plants eligible to export section of the export library for Canada.

Box No. 10: **Product Description/Species:** Enter the labeled name of the product (i.e. commercial description), and the unique product code associated with the product if the product code is desired. Enter the species of the product. If the product contains multiple species, enter the primary species of the product.

For unstamped product, must be preceded by the word "Unstamped,"

For individual product descriptors required here, follow the requirements listed in the export library.

**Unused space must be crossed out.**

Box No. 11: **Net weight:** The net weight of each category of meat product/product line can be indicated in metric and/or imperial units. The appropriate weight unit box must be ticked off.

**Unused space must be crossed out.**

Box No. 12: **Official Seal no(s):** Official seals number where applicable (consult export library)

Box No. 13: **Remarks:** Enter additional statement(s) as described in the export library.

- This also includes replacement certificate statements for all original certificates if this is a replacement certificate.
- As described in the export library, all slaughter establishment(s) that the final products are sourced from must be entered in this section. Processing establishment(s) must also be entered in this section. Enter these establishment using this format: establishment number, establishment name, ISO Code (if not the US).
- The seal number for unstamped products must be recorded in the remarks section\*.
- In case a Continuation Sheet (FSIS form 9135-3A) is being used type "Continuation Sheet Attached".

**Unused space must be crossed out.**

Box No. 14: **Name of Official:** First and last name of signing official must be typed/printed. Handwritten is not acceptable.

Box No. 15: **Signature of the Official:** Hand signature of signing official

Box No. 16: **Date Signed:** Date the Export Certificate is being signed by the official. Include the Month, Day, Year. Must be typed/printed.

# Instructions for Completing Official Meat Inspection Certificate FSIS Forms 9135-3 and 9135-3A

## FSIS form 9135-3A – Continuation Sheet

**CONTINUATION SHEET**

U.S. Department of Agriculture  
Food Safety and Inspection Service  
**CERTIFICATE FOR EXPORT OF MEAT AND POULTRY PRODUCTS**

CERTIFICATE NO.  
US-CA-

SHIPPING MARKS	NUMBER / KIND OF PACKAGES	EST. / PLANT NUMBER ON PRODUCT	PRODUCT DESCRIPTION SPECIES LABEL APPROVAL NUMBER	NET WEIGHT (check <input type="checkbox"/> and enter net weight) <input type="checkbox"/> LBS or <input type="checkbox"/> KG
<span style="border: 1px solid black; display: inline-block; width: 30px; height: 20px; vertical-align: middle;">7</span>	<span style="border: 1px solid black; display: inline-block; width: 30px; height: 20px; vertical-align: middle;">8</span>	<span style="border: 1px solid black; display: inline-block; width: 30px; height: 20px; vertical-align: middle;">9</span>	<span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;">10</span>	<span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;">11</span>
BY ORDER OF THE SECRETARY OF AGRICULTURE		 NAME OF OFFICIAL ( <i>Print</i> ) _____ SIGNATURE OF OFFICIAL _____	DATE	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">SAMPLE</div>			<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;">14</span>	
FSIS FORM 9135-3A (Edition date 01-23-2017)			<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;">16</span>	

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Box No. 17:                   **Certificate Number:** Type the certificate number from FSIS form 9135-3

**Common mistakes/omissions identified to date by the CFIA**

Listed By Section

**Box No.1: Consignor:**

Missing consignor's address

**Box No. 2 Consignee/importer:**

Consignee/Importer address incorrect and/or missing. Only one Consignee/Importer's name allowed on Original Certificate  
Consignee/Importer must contain the name, address, and license number of the importer that holds a Safe Food for Canadians License  
In Care Of (c/o) not allowed

**Box No. 3 and No. 17: Certificate Number:** USDA Certificate Number Certificate

number not legible  
Certificate number incorrect or does not match attachments (FSIS letterhead certificates and continuation sheet)  
Original Certificate number is hand written, a hand written number is not allowed for the certificate number on attachments.  
Original Certificate number missing from the attachments.

**Box No. 6: Export Establishment: (Establishment number)**

Export establishment address missing or invalid

**Box No. 8: Number/Kind of Packages**

Multiple number or kinds of packages identified on one line of the product description.  
Number of Packages/Kind of Packages missing or invalid

**Box No. 9: Establishment/Plant Number On Product**

The letter "P" for poultry, must be typed along with the establishment number to identify a Poultry Establishment/Plant  
More than one establishment/Plant number was included per product line.  
Establishment/Plant Number is invalid or missing

**Box No. 10• Product Description/Species, Label Approval Number**

Multiple lines of identical product typed in the product description. Identical product must be shown on one line only.  
Product description is not complete or is missing

The product name is not compatible with the common name of meat products in Canada:  
<https://www.inspection.gc.ca/food/requirements-and-guidance/labelling/industry/meat-and-poultry-products/eng/1393979114983/1393979162475?chap=2>

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**and 9135-3A**

“Unstamped” missing from Product Description  
Product description missing  
Ground Meat/Poultry is missing an identification of: Regular, Medium, Lean or Extra Lean

**Box No. 11 -Net Weight**

Net weight missing Identification of LB or KG

**Box No. 12 -USDA Seal Number (s) (If Applicable)**

USDA Seal number(s) missing  
Unstamped product requires a Company or USDA seal number

**Box No. 13 -Remarks**

The identification of a continuation sheet is missing from the remarks section. If a continuation sheet is used, indicate “Continuation Sheet Attached” in the Remarks section of the certificate.  
If any documents, including FSIS letterhead certificates are attached to the Original Certificate exporter must type "Remarks Attached" in the remarks section of the Original Certificate  
Missing attestations as required by the Export Library  
Missing replacement statement for replacement certificates. An Original Certificate cannot be In-Lieu-Of itself  
Wrong replacement certificate number typed

**Box No. 14: Name of Official: Box No. 15: Signature of the Official: and Box No. 16: Date Signed:**

Official's typed name is not legible  
Official's signature is missing  
Veterinarian's name is missing on FSIS letterhead certificates  
Date of signature is missing

**Other**

All of the information on the certificate is not legible.

The certificate number on the continuation sheet or letterhead certificate is incorrect or missing.