

## **Guidelines for completing FSIS Letterhead Certificate for Poultry Meat and Poultry-Meat-Based-Products to be Exported to the Kingdom of Morocco from the United States of America**

### **Part I. Product Information**

- I.1. Enter full name, address, country of the entity in the US exporting the product. Include the telephone number, only if available.
- I.2. Enter the serial number from FSIS Form 9060-5.
- I.3. Entry is provided. Do not add any additional information.
- I.4. Leave blank.
- I.5. Enter the full name, address, and country of the entity receiving the product in Morocco. Include the telephone number, only if available.
- I.6. Leave blank.
- I.7. Entry is provided. No not add any additional information.
- I.8. Leave blank.
- I.9. Enter the establishment name, number and address of the last establishment where the product was processed/packed.
- I.10. Enter the destination in Morocco in which the product will be delivered to (Note: This is NOT the port of entry).
- I.11. Enter the physical address of the exporting establishment.
- I.12. Enter the date of the shipment departure from the exporting establishment.
- I.13. Complete as appropriate. If available, provide transportation identification information (i.e. flight number, ship name, etc.)
- I.14. Check the appropriate box.
- I.15. Indicate the total net weight. The units must be expressed in metric units (e.g., kilograms (kg)) and must exactly match the metric units entered on FSIS Form 9060-5.
- I.16. Enter the total number of parcels.
- I.17. To be completed by the **Exporter/Shipper**. The **exporter** is responsible for providing the seal and container number (when known) in the designated box below the FSIS signature. The **exporter's** signature and the date are required when this information is added.
- I.18. Entry is provided. Do not add any additional information.
- I.19. Complete this section with the following information:

Name of Product: Enter the name of the product as it appears on FSIS Form 9060-5

**Note:** High Quality Beef shipments must include "Choice" or "Prime" as part of the product name.

Type of Processing: Enter the type of processing (i.e. "deboned"; "heat-treated"; "bone-in"; "matured"; "minced")

Processing Site: Enter the establishment number that was provided in Box I.9 and matches exactly the establishment that is listed on FSIS Form 9060-5

Number of Parcels: Enter the number of packages/parcels

Type of Parcel: I.e. cans, cardboard, plastic, etc.

Net Weight: Enter the total net weight for each designated lot. The units must be expressed in metric units (e.g., kilograms (kg)) and must exactly match the metric units entered on FSIS Form 9060-5.

Lot Number: Enter any unique identifier for each designated lot. This should match exactly what is written under "Shipping Marks" on FSIS Form 9060-5.

Production Date: Enter the appropriate date(s).

Expiration Date: Enter the appropriate date(s).

**FSIS Signature:**

**Signature of FSIS Certifying Official:** Ink signature in a color other than black

**Printed Name:** Insert the full name of the FSIS Certifying Official

**Title/Professional Degree:** Enter as appropriate (e.g., CSI)

**Additional Information:**

The FSIS certifying official will sign the bottom of each page of the letterhead certificate in the designated space provided.