



CERTIFICATE OF FREE SALE WORKSHEET

<https://www.azcommerce.com/programs/international-trade/>

1. Is your Company or a Branch of your Company based in Arizona?

Yes _____

No _____

- If your answer is 'No', you are not eligible to receive a Certificate of Free Sale from the State of Arizona.

2. Please provide us with 3 invoices/bills of lading for each product to be included on the Certificate of Free Sale to prove that the products are freely traded within the U.S. Invoices must be dated within 3 months prior to the application date - one of the invoices must be from an Arizona buyer, and the other two can be from anywhere within the U.S. All must contain customer names, addresses, and phone numbers.

3. Listing the Products on the Application:

- Products sold abroad under a different name than in the U.S. must be listed using the U.S. name.
- The Certificate will only be issued in English language.

4. There is no longer a fee/cost associated with the Certificate of Free Sale from the State of Arizona. Certificates expire one year from the date issued. The above 3 steps must be followed to renew a Certificate.

5. Reprints or Copies of Certificate of Free Sale

- Reprints or copies of newly/previously-issued certificates are available by request within one year of the original date of issuance.
- To receive a reprint/copy, submit a copy of the Certificate that was issued or request the number needed on the original application.

6. Certificates of Free Sale for Non-Consumable items are issued by the Arizona Commerce Authority.

Send your completed application form and copies of three separate invoices as described above per product to:

Mail:

Arizona Commerce Authority
Certificate of Free Sale
201 E. Washington St., Suite 1900
Phoenix, AZ, 85007

Email (preferred):

Heather Escobedo
HeatherE@AZcommerce.com
Phone: 602-845-1200

7. For Certificates of Health / Free Sale for Consumable items, contact the Arizona Department of Agriculture.

Arizona Department of Agriculture
Licensing and Registration Section
1688 W. Adams
Phoenix, AZ, 85007

Phone: 602-542-3578

Fax: 602-542-0466

<https://agriculture.az.gov/download-forms>

(For Category select "International Trade" then click on filter to view forms.)

**NOTE: Download form prior to utilizing fillable fields in order to save changes.
Information entered prior to download may be lost and non-recoverable.**

100 North 7th Avenue, Suite 400
Phoenix, Arizona 85007
602.845.1200 • 800.542.5684
azcommerce.com



Arizona Commerce Authority

International Trade and Investment
201 E. Washington St., Suite 1900
Phoenix, AZ, 85007
Phone: (602) 845-1200
Fax: (602) 845-1201

FOR ACA USE ONLY

Line Number of Products: _____

Date mailed to Arizona Secretary of State: _____

Date mailed out to customer: _____

Application for a Certificate of Free Sale

Company Name: _____ Arizona Tax #: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Company Phone #: _____ Company Fax: _____

Company Contact: _____ E-mail address: _____

Address to mail certificates to: _____

City: _____ State: _____ Zip: _____

Country of Exportation: _____ Value of Shipment: _____

Please provide the number of copies requested on this line: _____**Please note that the turnaround time to process your request may be approximately two weeks.****List of Non-Consumable items to appear on Certificate:**

#	Brand	Product	Type	Packaging
1				
2				
3				
4				
5				
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By signing below, I certify that the above information is true and correct:

Signature of Company Official: _____ Date: ____/____/____

Printed name and title of Company Official: _____

**Arizona Commerce Authority Certificate of Free Sale
Continuation List of Non-Consumable Products**

#	Brand	Product	Type	Packaging
21				
22				
23				
24				
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**Arizona Commerce Authority Certificate of Free Sale
Continuation List of Non-Consumable Products**

#	Brand	Product	Type	Packaging
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