# Request a food export certificate

Please fill in this form and pay to apply for a food export certificate. Please email your completed form to ers@westoxon.gov.uk or post it to: Food and Health and Safety, West Oxfordshire District Council, Woodgreen, Witney, OX28 1NB

| Details |  | |
| --- | --- | --- |
| Name and address of exporter: |  | |
| Date of application: |  | |
| Destination country: |  | |
| Customer’s name and full address: |  | |
| Dispatch date: (minimum of 5 calendar days from application date) |  | |
| Means of transport: | Air O Ship O (tick as applicable) | |
| Full description of food (please list foodstuff stating quantity, carton size, name, batch code):  **………………………………………………………………………………………..........................**  **………………………………………………………………………………………………………….**  **………………………………………………………………………………………………………….**  **………………………………………………………………………………………………………….** | | |
| Wording required for certificate ( as requested by customer or from information provided by the embassy of the destination country):  **………………………………………………………………………………………..........................**  **…………………………………………………………………………………………………………**  **…………………………………………………………………………………………………………** | | |
| I attach copies of commercial invoices or packing lists and confirm that I have paid:  O £64.00 for an initial certificate or  To pay please ring Customer Services on tel: 01993 861000  Cost Code: REG016  Product Code: R9308B01-005 – Food Export Certificates  Receipt No: | | |
| Signed: | |  |
| Full name: | |  |
| Position in company: | |  |
| Contact telephone number: | |  |

The Food and Health and Safety Team will contact you within 5 working days of receipt of the application.

**Data Protection Statement** We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.