

EXPORT HEALTH CERTIFICATE: THE PREPARATION SHEET

The official form is published by your local health authority (ASL), and that's the form you fill in. This sheet is for gathering everything their form will ask for beforehand, because an incomplete request isn't rejected: it's sent back, and your notice period runs down in the meantime.

0. BEFORE YOU START: THREE THINGS TO FIND ON YOUR ASL'S WEBSITE

Competent service	<i>The food hygiene and nutrition service (SIAN) for products of non-animal origin and food contact materials; the veterinary service for products of animal origin, feed and by-products. They have different addresses.</i>
Stated notice period	<i>There's no national notice period. Find it on your ASL's page and write it here once: working days.</i>
Form and PEC address	<i>File name of the ASL form, and the certified email (PEC) address to send it to.</i>

A request sent to the wrong service isn't rejected, it's forwarded, and your days of notice run down in the meantime.

1. APPLICANT

Company name	
VAT number and tax code	
Registered office	
Legal representative or owner	<i>The person who signs the request. A copy of their ID document is needed.</i>
Day-to-day contact	<i>Name, phone and email of the person actually handling the request, if different from the signatory.</i>

2. ESTABLISHMENT THE GOODS LEAVE FROM

Address of the establishment	<i>It must be within the area of the ASL you're writing to.</i>
Registration or approval number	<i>SCIA registration or EC approval number, as applicable.</i>
Registered activities	<i>The processing activities the establishment has registered, if the certificate covers them.</i>

3. GOODS TO BE CERTIFIED

Product name	<i>The same as will appear on the invoice, packing list and certificate. The three descriptions must match.</i>
Customs code (HS)	<i>At least the first six digits.</i>
Batches	<i>Batch number and production date of each lot.</i>
Quantity	<i>Number of packages, net weight and gross weight.</i>
Packaging	<i>Format, type of packaging, units per package, palletisation.</i>
Shelf life	<i>Best-before or use-by date of the batches.</i>
Transport conditions	<i>Required temperature, if the product has one.</i>

4. DESTINATION

Country of destination	<i>This determines which certificate model is used.</i>
Foreign consignee	<i>Company name and full address of the importer.</i>
Certificate model required	<i>A bilateral Italy-country model, an EU model in TRACES, or no agreed model. In that last case you need the health requirements of the third country's authority in writing, to submit to the ASL.</i>
Requirements stated by the foreign authority	<i>Ask the buyer for them in writing and attach them when no agreed model exists.</i>

5. DATES, AND THIS IS WHERE REQUESTS FALL APART

Planned departure date of the goods	
Date of the request	<i>Between this and departure there must be at least the notice period from point 0.</i>

Planned certification date	<i>It must come before departure.</i>
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No certificate can be issued if the goods leave before the certification date. There's no way round this: the shipment has to be rescheduled.

6. ATTACHMENTS

Signatory's ID document	<i>Explicitly required by several ASLs.</i>
Receipt for payment of the fee	<i>Legislative Decree 32/2021 sets an hourly fee for export-related activities. Several ASLs want payment already documented when you make the request.</i>
Complete packing list	<i>Among the attachments required by at least one ASL. Worth attaching anyway: the certificate must describe the same goods as the other documents.</i>
Product spec sheets	
Tests or lab reports, if required	
Anything else your ASL requires	

Asking late is a cost, not just a risk: the decree provides for a surcharge when the inspection is requested with less than 24 hours' notice, as well as at night and on public holidays.

7. SIGNATURE

Place and date	
Signature of the legal representative	

Free template produced by Itria. It does not reproduce any health authority's form: the official form is the one your ASL publishes.
 Notice periods, fees and attachments, ASL by ASL:
itria.io/en/richiesta-certificato-sanitario-esportazione