

## **IDAPA 02 – IDAHO DEPARTMENT OF AGRICULTURE**

### **Administration Division**

#### **02.01.05 – Rules Governing Certificates of Free Sale**

##### **Who does this rule apply to?**

*Any person wishing to export Idaho agricultural commodities to foreign markets that require a Certificate of Free Sale prior to importation.*

##### **What is the purpose of this rule?**

*Idaho State Department of Agriculture issues Certificates of Free Sale for agricultural products grown or processed in Idaho destined to foreign export markets to certify that the products are distributed generally throughout the State of Idaho and the United States and are in compliance with Idaho health laws and sanitary regulations. The requesting country may refer to this export certificate as a “Certificate of Sanitation” or “Sanitary Certificate.” Certificates of Free Sale are required by many countries where Idaho processed food products are exported.*

*The Rules Governing Certificates of Free Sale outline the required application information and sets a fee not to exceed fifty dollars for each certificate.*

##### **What is the legal authority for the agency to promulgate this rule?**

*This rule implements the following statute passed by the Idaho Legislature:*

- [22-112, Idaho Code](#) – Promotion and Certification of Idaho Agricultural Products

##### **Who do I contact for more information on this rule?**

Idaho State Department of Agriculture  
2270 Old Penitentiary Rd.  
Boise, ID 83712  
P.O. Box 7249  
Boise, ID 83707  
Phone: (208) 332-8500  
Fax: (208) 334-2170  
Email: [rulesinfo@isda.idaho.gov](mailto:rulesinfo@isda.idaho.gov)  
Webpage: <https://agri.idaho.gov/main/>

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## 02.01.05 – RULES GOVERNING CERTIFICATES OF FREE SALE

### 000. LEGAL AUTHORITY.

This chapter is adopted under the legal authority of Section 22-112, Idaho Code. (3-15-22)

### 001. TITLE AND SCOPE.

01. **Title.** The title of this chapter is IDAPA 02.01.05, “Rules Governing Certificates of Free Sale.” (3-15-22)

02. **Scope.** These rules govern the issuing of certificates of free sale and establish applicant procedures for obtaining Certificates of Free Sale. (3-15-22)

### 002. -- 009. (RESERVED)

### 010. DEFINITIONS.

01. **Applicant.** Any person applying for certification under these rules. (3-15-22)

02. **Certificate of Free Sale.** A certificate issued by the Department for products grown or processed in Idaho to certify that the products are distributed generally throughout the state of Idaho and the United States and are in accordance with Idaho health laws and sanitary regulations. (3-15-22)

### 011. -- 099. (RESERVED)

### 100. APPLICATION FOR CERTIFICATION - PROCEDURES.

01. **Application.** Application must be made in writing (which includes electronic mail) and include, but will not be limited to, the following information: (3-15-22)

a. Company name; (3-15-22)

b. Physical address of packing or processing facility; and (3-15-22)

c. List of products to be certified. (3-15-22)

02. **Application Forms.** No application form(s) are necessary. (3-15-22)

03. **Multiple Certificates.** Multiple certificates may be requested at one time. (3-15-22)

### 101. -- 109. (RESERVED)

### 110. APPLICANT REQUIREMENTS.

01. **Applicant Health Inspection.** The Department may request a copy of an applicants’ most recent state, federal or third-party health inspection, if applicable. Such inspection records will be kept on file for one (1) year. (3-15-22)

02. **Applicant Licenses or Registrations.** If the applicant is regulated by the Department, the applicant must meet all state laws and Department regulations. (3-15-22)

### 111. -- 119. (RESERVED)

### 120. SPECIAL REQUESTS.

01. **Customized Certificates.** The applicant may request customized text for the certificate of free sale in order to meet the import requirements of a specific country. The Department will make every effort to comply with the request. (3-15-22)

02. **Additional Charges.** There will be no additional charges for special requests. (3-15-22)

### 121. -- 299. (RESERVED)

**300. FEES AND CHARGES.**

**01. Certification Fees.** The Director will establish certification fees annually under this chapter. Fees will not exceed fifty dollars (\$50) each. Fees will be set by July 1 of each year. (3-15-22)

**02. Notary Charges.** Notary certification will be provided for each certificate at no additional charge. (3-15-22)

**03. Shipping and Delivery Charges.** There will be no fees for mailing costs unless the applicant requests express mailing. (3-15-22)

**04. Express Mailing.** The applicant will be responsible for express mailing charges. The applicant may provide an account number for the carrier, pre-paid air bill or be invoiced for the actual costs. (3-15-22)

**05. Payment.** The applicant will be sent an invoice for fees and charges and will be responsible for payment. (3-15-22)

**301. -- 999. (RESERVED)**