**Instructions for the Certificate of Free Sale Submission**

1. Determine the required documentation for the required country.
2. Complete the letter titled: CERTIFICATE OF HEALTH AND FREE TRADE. The letter may be of greater length than the template but the letter submitted should not have a decreased header space to allow for the Department Letterhead to be incorporated. This will allow for the Division to print the letter on the required Department letter head if sent electronically or if sent as a hardcopy, copied onto Department Letterhead.
	1. This letter should be completed and either sent electronically to food.standards@ct.gov
	2. Alternatively, the document can be sent as a hard copy and sent along with the entire packet to DCP, Food & Standards, 450 Columbus Boulevard, Suite 901 Hartford, CT 06103
3. Certificates are **mailed** to you from DCP unless otherwise specified. If delivery is desired by an alternative service such as UPS, FEDEX or private courier, the requester must provide the delivery account information along with the request.
4. Requests should allow for five business days for their certificates to be processed particularly if more than 10 copies are requested.

Certificate of Health and Free Sale

Click here to enter a date.

Attn**:** Click here to enter text.

Address: Click here to enter text.

 Click here to enter text.

Click here to enter text.

To Whom It May Concern:

This is to certify Click here to enter text., operates a food manufacturing business at the above- referenced address. The following product(s) distributed by this firm are freely sold in Connecticut and other States of the United States:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.
5. Click here to enter text.
6. Click here to enter text.
7. Click here to enter text.
8. Click here to enter text.
9. Click here to enter text.
10. Click here to enter text.

Please be advised that this business is subject to the Statutes and regulations of the State of Connecticut Food, Drug and Cosmetics Act. This law is enforced by the Department of Consumer Protection, Food & Standards Division.

This certificate should not be interpreted as a guarantee, explicit or implied, for all products of the said company at all times in the future; neither should it be used for advertising purposes.

Very truly yours, Subscribed and sworn to before me

This the Click here to enter text. day of Click here to enter text., 2019

Frank Greene, Director

Food, Standards and Product Safety

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Notary Public, Click here to enter text.

My Commission Expires: Click here to enter a date.