

**The following are instructions for preparing the VS Form 16-4 MAR 2010 for submission to VS. Exporters are responsible for having their importer confirm prior to shipment that the certificate meets the requirements of the importing country. VS cannot guarantee that importing countries won't require additional or more specific information.**

Port: point of embarkation, last port in the U.S., "Any US port" may be noted, unless the IREGS for the country of destination specifies otherwise.

Date: Leave blank: *to be completed after submission to the VS office only.*

Certification Number: Leave blank: *to be completed after submission to the VS office only.*

Additional Declarations: The exporter must draft this section consistent with information available on the IREGS or where the IREGS does not contain relevant information, based on information the importer confirms is required by the importing country's pertinent animal health ministry. Exporters should consult with the VS office regarding additional requirements for formatting and verification of information included in this section.

Typed Name: Leave blank: *to be completed after submission to the VS office only.*

Title of Endorsing Official: Leave blank: *to be completed after submission to the VS office only.*

Name and Address of Exporter: If the exporting company is not located in the US, the certificate must still indicate the consignment is shipped from the US.

Name and Address of Consignee: Name and address, including country, to which the consignment is being shipped. This address must be outside the continental United States and U.S. territories.

Product: Type, quantity, unit of measure, and animal species of origin. The VS office may not endorse a certificate that contains additional information in the section.

Identification: Information to identify shipment (lot number, shipping container number, order number, etc.) This blank is not considered part of the certified declaration of the certificate.

Conveyance: Shipping vessel, flight number, "ocean vessel," etc. This blank is not considered part of the certified declaration of the certificate.

**The following are instructions for preparing the VS Form 16-4A MAR 2010 for submission to VS.**

The VS Form 16-4A may only be utilized in conjunction with a VS Form 16-4. When more space is required, the VS form 16-4 is continued on the VS Form 16-4A. When the VS Form 16-4A is used, the VS Form 16-4 must reference the continuation. For example, if Additional Declarations continue on the 16-4A, the comments on the 16-4 must end with "See page 2."

Page number: *Use format "X of Y."* If there are 3 pages total (one VS Form 16-4 and two VS Form 16-4As), the 2<sup>nd</sup> page should be numbered "2 of 3" and the third page should be numbered

“3 of 3.” The VS office will print page 2 on the back of the first sheet of security paper prior to endorsement.

Date: Leave blank: *to be completed after submission to the VS office only.*

Certification Number: Leave blank: *to be completed after submission to the VS office only.*

Continuation space: All continuation comments must identify which block is being continued. For example, a continuation of the Additional Declarations block of the VS Form 16-4 would start with “Additional Declarations continued.”