

**Hides, Horn and Hoof, Furs, Sheep Pelt, Lambskin, Wool and Goat
Fluff, Bristle, Horse Hair, Down and Feathers of Poultry, and Technical
Gelatin Exported from U.S.A. to
Belarus**
Certificate Preparation and Submission Guidelines

I. Belarus has agreed to accept the “Veterinary certificate for hides, horn and hoof, furs, sheep pelt, lambskin, wool and goat fluff, bristle, horse hair, down and feather of chicken, duck, goose and other poultry, and technical gelatin exported from U.S.A. to the Russian Federation.” Belarus may have additional requirements outside the scope of Veterinary Services (VS) authority, e.g. related to labeling. **Consignments should not ship until after the exporter has confirmed the VS Office has actually endorsed the certificate, that their importer has confirmed the consignment will be allowed entry with that certificate, and that their importer has confirmed the product meets any other relevant Belarus requirements (e.g. related to labeling).**

II. Alert regarding import permit:

Belarus requires the importer in Belarus to obtain an import permit in order to import materials covered by this certificate.

III. This certificate is for materials derived from livestock. **It may not be endorsed for materials derived from game or other wild animals.** The certification requirements for materials derived from game or other wild animals have not been confirmed. If exporting these materials, the exporter should have their importer work with the local port authorities in the Belarus to confirm requirements.

IV. Special preparation and endorsement of the certificate:

The certificate must be prepared and endorsed in a very special way. Variation from the below criteria will likely result in rejection by Belarus authorities of the shipment. APHIS Area Offices should not knowingly endorse certificates that vary from these criteria. **Exporters are responsible for ensuring prior to shipment that they have a certificate meeting these criteria** and that is acceptable to Belarus authorities.

- A. Prior to submission of the certificate for endorsement, the exporter should ensure the exporting facility has been inspected by APHIS within the last 365 days for compliance with the certificate. To schedule such an inspection, facility management should contact their local [VS Field Office](#).
- B. Certificate preparation by the exporter: The certificate must be prepared and endorsed in a very special way. Variation from the below criteria will likely result in rejection of the consignment. Veterinary Services (VS) offices should not knowingly endorse certificates that vary from these criteria. **Exporters are**

responsible for ensuring prior to shipment that they have a certificate that meets these criteria and that is acceptable to Belarus authorities. **Adobe Reader 9.0 or above (or Adobe Professional 9.0 or Adobe Standard 9.0) is required to prepare this certificate.** Adobe Reader 9.0 can be downloaded at no cost.

- C. Prior to submission of the certificate for endorsement, the exporter should ensure the exporting facility has been inspected and inspected by VS within the last 365 days to verify the certificate content. To schedule such an inspection, facility management should contact their local Veterinary Services Area Office. Contact information for these offices is available at:

http://www.aphis.usda.gov/animal_health/area_offices/.

- D. Certificate preparation and submission by the exporter:

1. The following sections of the certificate should remain blank (they will be completed by the VS office prior to endorsement):

ORIGINAL (Y/N)/ ОРИГИНАЛ (Д/Н) COPY (Y/N)/ КОПИЯ (Д/Н) Total number of copies issued / Количество выданных копий

2. The exporter should also leave the following sections blank:

- 1.6 (Will be completed by VS office at endorsement.)
- The signature block of the certificate:

Signature of USDA official veterinarian: _____ (Date) Подпись официального государственного ветеринарного врача
Name and position (printed) of USDA official veterinarian: _____ Valid only if the USDA seal appears over the signature. / Имеет силу только при наличии печати на подписи. Имя (печатными буквами) официального государственного ветеринарного врача
Official USDA stamp Официальная печать МСХ США

3. Section 1.2: The exporter should enter the entire address of the consignee-including the country: **Belarus.**
4. Section 1.10: After the text that says “POINT OF CROSSING THE BORDER OF BELARUS:”, the exporter should enter the point where the consignment enters Belarus (e.g. the border inspection post).
5. Section 2: In cases where the space in the table is not adequate, “SEE PAGE 3” may be included. If this is done, page 3 must be prepared to contain the exact information as noted in the table, with the same column headings. No additional information may be included in page 3.
6. The exporter should enter appropriate text into the other sections prior to emailing the document to the VS office.
7. Exporters should consult with the VS Office prior to emailing the prepared certificate to confirm the proper email address, and other logistical concerns, e.g. where endorsed certificate should be sent, fees, etc.

- E. Certificate endorsement by the APHIS office:

1. Prior to endorsement the APHIS office should:
 - Verify the exporting facility has been inspected for compliance with the certificate for the materials being exported at least once within the last 365 days (see below for more information).

- Consider whether there has been any outbreak of any disease listed in section 4.2.1 in the relevant species in the relevant time frame. (See section 4.2.1 of the certificate for more information.)
- Confirm the certificate has not been modified from the version included on this website.
- Verify that all appropriate sections were prepared by the exporter in a fashion consistent with the facility inspection.
- Place the certificate number in section 1.6.
- Complete the following section of the certificate in the following way:

ORIGINAL (Y/N)/ ОРИГИНАЛ (Д/Н) COPY (Y/N)/ КОПИЯ (Д/Н) Total number of copies issued / Количество выданных копий

Place “Y” in the first box. Place “N” in the second box. Place “0” in the last box. APHIS only provides one original endorsed sealed certificate per shipment. See below for information on how replacement to receive a copy if a certificate is actually lost.

- Date the certificate in the appropriate spot.
- Print duplexed on VS Security Paper.

F. When endorsing the prepared certificate, the endorser should:

- Sign the certificate in the appropriate spot (back page) with colored ink (e.g. blue) that is not the same color as the certificate printing (i.e., not black). (Ink should be used that would show up on a scan or copy.)
- Type or print the name and title of the endorsing office in the appropriate spot.
- Seal the certificate twice in the following exact way- seals should be embossed (raised non-colored impression in the paper) and not inked:
 - Side one: Emboss once over the certificate number (upper right hand corner).
 - Side two: Emboss once over the section of the certificate that says: “Official USDA stamp”.

V. Inspection of the exporting facility: The exporting facility (consignee listed in section 1.2 of the certificate) must be inspected at least once every 365 days. Inspection should confirm the following:

- Facility management agrees that they may receive unannounced inspection periodically during the year to confirm ongoing compliance.
- All materials are sourced directly from FSIS-inspected slaughter facilities. In cases where the exporting facility is not sourcing directly from suppliers that are FSIS-inspected slaughter facilities, the suppliers must also be inspected. Exception: This requirement does not apply to wool or goat fluff. Imported raw materials must be imported with lot specific certification matching the below certificate. Imported raw materials must be imported with lot specific certification matching the below certificate.
- All materials are derived from animals that received ante-mortem inspection at an FSIS-inspected slaughter facility. Exception: This requirement does not apply to wool or goat fluff.
- Hides and furs are marked in some way (e.g. a label on the palate).

- E. Materials are preserved shipped in a way to prevent deterioration (e.g. hides that have not been partially treated would need to be shipped under refrigeration or freezer conditions).
- F. Down and feathers of poultry- are subjected to sanitization prior to export. The inspector must approve the method of sanitization.

VI. Providing “replacement” copy of the certificate: The exporter may wish to make additional copies of the signed certificate, but APHIS only endorses and embosses one (the original). In the event the original is truly lost, the following process can be followed to issue a copy. This should be avoided. User fees apply.

- A. The Area Office can make an exact copy of the certificate from their files (this copy must also be duplexed).
- B. The Area Office would then cross out the entries already made in the below section, and then follow the following steps:

ORIGINAL (Y/N)/ ОРИГИНАЛ (Д/Н) COPY (Y/N)/ КОПИЯ (Д/Н) Total number of copies issued / Количество выданных копий

- Type “N” over the first box.
 - Type “Y” over the second box.
 - Type “1” over the last box.
 - Initial once in colored ink next to each of the above additions.
- C. In the space available in section 1.6, type “This is an exact copy of certificate number [insert certificate number] endorsed on [insert date of original certificate].” And sign and date with the current date.
 - D. Initial side 2 next to “Official USDA Stamp.”
 - E. Seal both sides following the same directions as the original:
 - Side one: Emboss once over the certificate number (upper right hand corner).
 - Side two: Emboss once over the section of the certificate that says: “Official USDA stamp”.