Costa Rica Facility Registration

## **Purpose:**

To define the process for facilities seeking registration with Costa Rica for the export of dairy products through the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS) Dairy Export Program. This procedure applies to all dairy facilities in the United States requesting export registration approval to Costa Rica.

Facilities seeking registration must contact the USDA AMS Dairy Export Program via email and submit the following information:

### **Step 1- Subject Line**

 In the subject line of your email, please include: "Costa Rica-Facility Registration Request", your company name, and the processing plant number involved.

### **Step 2- Include Completed Table**

Please copy the table below, paste into the body of the email and complete with the necessary information noted in red text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facility****Identification Number***(NOTE: Use your plant number as it appears on the AMS, IMS, or FDA lists and identified on the product package.)* | **Facility Name**(NOTE: Use your company’s name as it appears on the AMS, IMS, or FDA *lists and identified on the product package.)* | **Facility Address (city, state, and zip code)***(NOTE: Use your company’s address as it appears on the AMS, IMS, or FDA lists and identified on the product package.)* | **List of dairy products that will be exported from this facility***(NOTE: List all products to be exported from this facility to Costa Rica, including a brief description.)* | **Animal****Species of origin***(e.g. Bovine (BOV))* |
| *[Your Information Here}* | *[Your Information Here}* | *[Your Information Here}* | *[Your Information Here}* | *[Your Information Here}* |

### **Step 3- Attach Technical Data Sheets**

Attach the technical sheets to your email to ensure timely processing. Please provide a copy in Spanish and English. *(Note: A technical sheet for each product to be exported must include at least the following information: name and description of the product, composition (ingredients), physical, chemical, and microbiological characteristics, manufacturing methods-technologies (heat treatment, freezing, drying), shelf life, storage. conditions, intended use.)*

### **Step 4- Submit**

Send the completed email with the table and attached technical data sheets to the following email address: DairyExportsQuestions@usda.gov

An AMS Dairy Export Program contact will send an email acknowledging your request within 2 business days of receipt. Please allow up to 30 days for an official response to your request.