How to Apply for a Phytosanitary Certificate through PCIT

Step 1 (Create an Application)

- After logging into PCIT (https://pcit.aphis.usda.gov/pcit/faces/index.jsp), select your application from the left hand side of the screen.

Step 2 (Choose your Phyto)

Please enter the required information on each of the Application Step by Step pages. You may enter the information in any order. When complete, go to Summary/Submit to submit the application. If you would like to finish the application at a later time, you may save the application as a work in progress. You may also save the application as a template.

Please choose your certificate type and click Next.

<table>
<thead>
<tr>
<th>Certificate Type</th>
<th>Used for:</th>
<th>Available at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPQ Form 577</td>
<td>US origin commodities going to a foreign consignee.</td>
<td>All PPQ offices or check with individual state/county agriculture department.</td>
</tr>
<tr>
<td>PPQ Form 579</td>
<td>Foreign origin commodities re-exported from US to foreign consignee.</td>
<td>All PPQ offices or check with individual state/county agriculture department.</td>
</tr>
</tbody>
</table>

Choose the type of Certificate you need based on the destination of the shipment. *State Phytos* are for shipments within the United States and U.S. Territories.

Next
Step 3 (Adding Exporter & Consignee Information)

**General**

Items marked * are required.

**Applicant Name:** [Update]

**Applicant Address:**

**Exporter Name:**
- *Select* [Add]

**Consignee Name:**
- *Select* [Add]

**Certificate Type:**
- PPO Form 577

**Requested Issuing Duty Station:**
- IN: Indianapolis (State)

**Reference Information:**
- Enter Lot Numbers or other info here.

**Import Permit Number:**
- If you have an Import Permit, please list only the Import Permit number.

**Comments:**
- Please enter information on how & where you want the Phyto returned. If this section is blank, the Phyto will be mailed.

Step 4A (Export & Shipping Details – Part One [Top of Page])

**Export & Shipping Details**

**Consignee Country:**
- Please enter Export and Shipping details below. These details apply to the entire shipment. Items marked * are required.

**Export Details**

**Shipment Value:**
- Noncommercial < $1250

**Approximate Date Of Departure From Port Of Export:**
- 03/25/2011

**Port Of Export:**
- Los Angeles, California

**Declared Means Of Conveyance From Port Of Export:**
- Ocean/Vessel

**Default Shipping Details**
- Default Number of Packages, Package Description, and Distinguishing Marks for this shipment. Each commodity will default to these but can be overridden on the Commodity Details screen.
Step 4B [Export & Shipping Details – Part One (Bottom of Page)]

Number Of Packages:
- Note: Must be zero or blank when a pre-defined package description is used.

Package Description:

Distinguishing Marks:

If Other, More Details:

If Other, More Details:

IMPORTANT: The default values entered above will apply to new commodities only. To apply one or more of these defaults to commodities already included in the application, select the corresponding checkbox and click the 'Apply' button.

Apply To All Existing Commodities: Select All

- Number of Packages
- Package Description
- Distinguishing Marks

Apply

Point Of Entry*: Puerto Limon, Costa Rica

This is the point where the shipment reaches the Consignee country.

Step 5 (Adding the Commodity being Shipped)

Commodities Overview

Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, mixed, or cross commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed. Commodities inspection information is not required for E79 applications.

Commodities Available For Inspection At:

Smith's Seeds, Indianapolis, IN

Commodities Available On:

03/15/2011

Commodities Available At:

Enter where & when the materials can be inspected

Time:

16:00

Hours (0-24) Minutes (0-59)

NOTE: A phytosanitary certificate cannot be issued if the time span between the inspection and the shipping date has been exceeded.

No commodities have been added to the application. Please select a button to add a commodity or mixed commodity.
Step 6 (Selecting the Commodity)

- You can search for a commodity by common or scientific name.
- Include Genus and Species.

Step 7 (Complete the Selection of the Commodity)

If the commodity name you were looking for is not listed in the search results, you can add it in the application as an unlisted commodity.

The commodities you add will not be stored in a template.
Step 8 (Complete the Details of the Commodity & the Shipment)

- **Common Name**: Yellow Popcorn
- **Botanical Name**: Zea mays
- **Part**: Grain
- **Quantity**: 5000
- **Unit**: Pounds
- **Weight**: 5000
- **Number Of Packages**: 600

- **Package Description**: Bags in 1 Container
- **Distinguishing Marks**: ABCD1234567

**Certified Origin**: USA

To add detailed origin information other than USA or to add multiple origins, please click the 'Add/Edit Multiple Origins' button.

Step 9 (Completing the “Certified Origin” of the Commodity)

- **Certified Origin**: If the certified origin country is USA, you may enter locality, locality descriptor and state details, otherwise leave these fields blank.
  - **Locality**: Morgan and Owon
  - **Locality Descriptor**: Counties
  - **State/Territory**: Iowa
  - **Country**: USA

**Commodity Origin**

- Tippecanoe County, Indiana, USA
- DeKalb, Champaign, & Warren Counties, Illinois, USA

Click the "Add" button after entering each County(s) & State of Origin. After you have entered all of the Certified Origins, click the "Back" button to finish.
Step 10 (Continuing After Completing “Certified Origin” Section)

- **Weight:** 5000  Note: In pounds. This does not appear on the application or certificate.
- **Number Of Packages:** 500  Edit/View Multiple Packages  Note: Must be zero or blank when a pre-defined package description is used.
- **Package Description:** EGGS in 1 Container  Edit  Edit Help
- **If Other, More Details:**
- **Distinguishing Marks:** ABCD 123456-7  Edit  Edit Help
- **If Other, More Details:**
- **Certified Origin:** Shelby County, Indiana, USA

To add detailed origin information other than USA or to add multiple origins, please click the ‘Add/Edit Multiple Origins’ button: Add/Edit Multiple Origins

☐ Use this certified origin for all future commodities I am entering at this time.

[Buttons: Cancel, Save]

Step 11 (Commodities Overview)

- Here you can double check your commodity and add additional commodities to the shipment if needed (repeat steps 5-10).

[Application for Phytosanitary Certificate]

- **Commodities Overview**
  - Enter the location, date, and time the commodities will be available for inspection. Use the buttons to add individual, mixed, or cross commodities to the application. Commodity inspection information is not required for 576 applications.

  - **Commodities Available For Inspection At:**
  - **Commodities Available On:** 10/22/2010
  - **Time:** 14 **Hours:** 08 **Minutes:** 45

  - Notes: A phytosanitary certificate cannot be issued if the time limit between the inspection and the shipping date has been exceeded.

  - **Common Name:** Yellow Popcorn
  - **Botanical Name:** Zea mays
  - **Quantity:** 9000
  - **Unit:** Pounds

  [Buttons: Add Commodity, Add Mixed Commodity, Add Cross Commodity, Previous, Next]
Step 12 (Attach Supporting Documents)

Application for Phytosanitary Certificate

Tracking #: 1338778

Attachments

Attachments can be added to your application. Examples of attachments are Import Permits, Lab Results, Field Inspections, or Foreign Photos. To add attachments to your application, click the 'Add Attachment' button.

No attachments have been added to this application.

Add Attachment This is where you attach Import Permits, FGIS Reports, etc.

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Step 13 (Submit Your Application)

Comments:

Shipment Value:
Approximate Date For Departure
From Port Of Export:
Port Of Export:
Declared Means Of Conveyance:
Shipping Details:
Point Of Entry:

Commodities Available For Inspection At:
Commodities Available On: 10/22/2010
Commodities Total: 1
Common Name Botanical Name Quantity Unit
Yellow Popcorn Zea mays 5000 Pounds

Attachments: There are no file(s) attached to this application.

Notice: By submission of this application, I certify that the origin (place where grown) of the articles listed is as represented.

If application is ready to go, select "Submit Application".

Previous Submit Application

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