



## Chamber Seal/Certificate of Origin Program

### Program Summary

Though a business need not be a member of the Nashville Area Chamber of Commerce (NACC) to acquire a Chamber seal, NACC offers a discount per seal to members. All interested companies must complete an application (see attachments [A](#) & [B](#)) and a letter of indemnity (see [attachment C](#)).

Fees associated with the seal program cover administrative costs borne by the Chamber.

### Documents

The NACC can review and certify your export documents. To be processed, your export document packets must include at minimum the following:

Commercial invoice (see [attachment D](#))

Certificate of Origin (see [attachment E](#))

All documents must be completely filled out, including signatures. Any improperly filled-out documents or packets missing documents will be returned as they arrived at your expense. This will result in delays, so please inspect your packets before you bring them to NACC.

It is the shipper's responsibility to determine if special handling needs to be done, such as with sanctioned or embargoed countries, and communicated to the NACC with all required documentation available prior to certification.

### Timing

The NACC can provide same-day certification as long as complete export documents are delivered to our office by noon CST (Monday-Friday). Any packets received after noon CST will be processed no later than the next business day. NACC cannot guarantee immediate turnaround for walk-in clients.

### Delivery & Pickup

Document packets can be mailed, couriered, or emailed to the Chamber. Mailed packets should include a pre-paid envelope or courier instructions to return the documents. Couriered packets can be dropped off and picked up at the NACC front desk. Emailed documents **MUST** be scanned in color, emailed to NACC ([chamberseal@nashvillechamber.com](mailto:chamberseal@nashvillechamber.com)) and then picked up at the front desk by courier or company employee. NACC cannot fax or email completed documents, as you will need originals for your files. No matter the method of delivery, all costs for transportation of document packets falls to the company.

### Payment of Fees

Active NACC member companies are eligible for discounts in pricing. This discount is based on the level of membership.

Business Advocate members: \$15/seal

Market Mover members and above: \$10/seal

All costs for this service will be billed monthly, payable in 15 days.

Non-members pay \$30/seal at the time of service.

### **Summary of Process**

1. Enroll in Chamber seal member program, if applicable. Return application & letter of indemnity.
2. Fully complete packet documents and double-check all blanks, including signatures. Sample documents can be downloaded [here](#).
3. Courier, email or hand-deliver document packets to:  
Chamber Seal Program  
Nashville Area Chamber of Commerce  
211 Commerce St., Ste. 100  
Nashville, TN 37201  
Valerie Johnston  
615-743-3172  
[chamberseal@nashvillechamber.com](mailto:chamberseal@nashvillechamber.com)
4. Arrange for pickup by courier or employee.
5. Complete payment through invoice. Non-member walk-ins must pay at time of service. NACC accepts cash, check or credit card.