

## File Transfer Form

This form is to be used to authorise the transfer of a specific enterprise's files from a previous certification body to the PACS. Organic operators who wish to transfer their certification directly to the PACS from another certification body should fill out this form and send it to the PACS office. Upon receipt the PACS will contact the previous certifying body, send them a copy of the transfer form and request that the file be forwarded without delay to the PACS office.

**Certification files must be sent directly to the PACS from the previous certifying body by way of an insured carrier i.e. courier, expedited mail or Greyhound.**

The PACS will not accept files transfers directly from organic operators.

### Mandatory Requirements for ISO/IEC Guide 17065 Certified Operators:

**not applicable** – I am a Low Risk operator

**Please check each box that applies and initial the entry.**

<input type="checkbox"/>		I have notified my current CB of my intent to change certifiers ( <b>Note:</b> If you have not done this already, this form will suffice.)
<input type="checkbox"/>		I shall maintaining my current certification and remain in good standing with my current certifier until the PACS has issued documents confirming my organic certification.
<input type="checkbox"/>		I understand that I <b>may not</b> use up existing supplies of labels which identify my existing certifier once my certification has been confirmed by the PACS.

### Authorisation to Transfer File:

**To:** \_\_\_\_\_  
Last Certification Body

**From:** \_\_\_\_\_  
Enterprise and/or Operator Name(s)

\_\_\_\_\_  
Certification #

*I authorise my complete certification file to be forwarded to the PACS office at the above address as soon as possible.*

\_\_\_\_\_  
Signature of Organic Operator

\_\_\_\_\_  
Date

Upon receipt of the file from the previous Certification body, PACS will return to them confirmation that the file is in the PACS' possession.

**Applicant must complete page 2, which is confidential to the PACS (when completed) and will not be forwarded to the sending CB.**

# Pacific Agricultural Certification Society

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 Website: [www.pacscertifiedorganic.ca](http://www.pacscertifiedorganic.ca)

**Previous Certification History:**

Most recent CB:	
Dates of certification:	From (year):                      To (year):
Is certification active?	<input type="checkbox"/> yes <input type="checkbox"/> no – date of expiry or termination:
Certification Standard:	<input type="checkbox"/> BCCOP <input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> Other (identify:                      )
Certified for:	<input type="checkbox"/> Crop production <input type="checkbox"/> Livestock (identify:                      ) <input type="checkbox"/> Poultry <input type="checkbox"/> Special production (bees, mushrooms etc) identify: <input type="checkbox"/> Food processing <input type="checkbox"/> Subsequent Packaging (packing/re-packing) <input type="checkbox"/> Other (identify:                      )
Most recent decision:	<input type="checkbox"/> Certification approved <input type="checkbox"/> Non-Conformity Report (reasons:                      )
CB prior to above (if any):	
Dates of certification:	From (year):                      To (year):
Certification Standard:	<input type="checkbox"/> BCCOP <input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> Other (identify:                      )
Certified for:	<input type="checkbox"/> Crop production <input type="checkbox"/> Livestock (identify:                      ) <input type="checkbox"/> Poultry <input type="checkbox"/> Special production (bees, mushrooms etc) identify: <input type="checkbox"/> Food processing <input type="checkbox"/> Subsequent Packaging (packing/re-packing) <input type="checkbox"/> Other (identify:                      )
Last decision:	<input type="checkbox"/> Certification approved <input type="checkbox"/> Non-Conformity Report (reasons:                      )