



Pacific Agricultural Certification Society

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admin@pacscertifiedorganic.ca

Website: www.pacscertifiedorganic.ca

File Transfer Form

This form is to be used to authorise the transfer of a specific enterprise's files from a previous certification body (CB) 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.

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

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 (Note: If you have not done this already, this form will suffice.)
<input type="checkbox"/>		I have attached a copy of my current certificate from my current CB.
<input type="checkbox"/>		I shall maintain 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 may not 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 receiving the file from the previous Certification body, PACS will return to it 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.

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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:)