Department of Agriculture, Fisheries and Forstry
Certificate Collection Request

I, …… on behalf of (Company Name) …….. request the following Certificate/s to be collected by:

- Myself In Person or Company Representative ……..

- Our authorised representative,

Courier Company: ……..

Contact Number: ……..

- Place Certificates in our authorised representative's Collection Box (Melbourne Office Only)

Collection Box Number ……

Please email collection list to foodexports@agriculture.gov.au with the following in the subject title as an example
Collection, 27/1/18, RFP 7119011, 7119012, ABC Forwarders, Melbourne (collection location)
Please note: Requests for collection will not be processed if all fields are not completed in full

Signed ……. **Date / /**

* Please do not send anyone to collect documents until you have received notification that certificates are ready for collection. The department will no longer be providing certificates unless you have received email notification that the certificates are ready for pick up.

Air or Sea	Exporter Name (Must the same as on certificate)	Certificate Number or RFP Number	Cert Type (Health, Plant or Manual)	Destination Country	Vet signature Required (Yes or No)	Certificate Status (Dept use only)

Dept Use Only

Courier Collection Confirmation

Name _____ **Company** _____

Signature _____ **Date Collected** _____

Placed in Collection Box Number _____ *Date* _____

Certificates prepared by: *Collection processed by:*