

Consumer Product Safety Commission (CPSC)

Products Not Registered

Instructions for Completion

IMPORTANT: One form is required for each regulated product being shipped. If there are multiple, distinct, regulated products included in the shipment, a separate form must be completed for each.

Examples:

- 2 of the same T-shirts require 1 form
- 2 of the same T-shirts and 1 pair of pants requires 2 forms

Use this form only when the product does **not** have an existing, valid CPSC Product Registry record. Missing or incorrect data may result in delays, enforcement actions, or refusal of entry.

Use the Not Registered Products Form when any of the following are true:

- The product is not registered within the CPSC Product Registry.
- The product has been registered, but registration has not been approved.
- The product has undergone changes that invalidate any prior registration.

Do not use this form when a valid, current Product Registry record exists for the product.

Key Definitions

- Disclaim – The CPSC does not regulate the product or the product is exempt.
 - Intended Use Code – A code used to identify the intended use or category of the product.
 - Intended Use Code Description – Description associated with the Intended Use Code
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Applicable Use of Disclaim Codes

A Disclaim Code may be used **only** when the product is not subject to CPSC regulatory requirements or when CPSC data submission is not required for the specific commodity.

The following Disclaim Codes are available:

- **Disclaim Code A – Product Not Regulated by CPSC**

Use this code when the item is **not regulated by the CPSC**, such as products regulated exclusively by another U.S. government agency or items clearly outside the scope of CPSC authority.

- **Disclaim Code B – CPSC Data Not Required**

Use this code when the product may fall within CPSC jurisdiction, but **CPSC reporting is not required. Note:** Selecting a Disclaim Code does **not** eliminate legal responsibility. Improper use of a Disclaim Code may be treated as a false or misleading statement and may result in enforcement action by the agency.

In all cases, submission of the form constitutes an attestation made under U.S. law, and responsibility rests with the certifying party and importer of record.

Certifying Party

The party submitting this form will be identified as the certifying party. The certifying party is affirming compliance of the finished product with CPSC regulations including:

- Any certification, testing, or documentation maintained for the product (if applicable) that accurately supports the product’s regulatory status;
- If disclaimed, the product is either not regulated by the CPSC, or falls within a recognized exclusion or exemption;
- No material facts have been omitted that would render the product subject to CPSC regulations, certification, or reporting requirements.

The certifying party is responsible for the information provided here and should CPSC require any additional information, it will contact the certifying party.

Use these instructions to help you complete the form:

Part I – Disclaim

BLOCK 1) TRACKING NUMBER AND DATE

Enter the FedEx Tracking Number for your shipment (optional) and the date the CPSC form is being completed (MM/DD/YYYY)

BLOCK 2) DISCLAIM OPTIONS

Select either option A or B on line 2

Below is some information to help you select the correct one:

CPSC DISCLAIM (Intended Use code required when disclaiming)

Select one of the following:

- Option A – Product is not regulated by the Consumer Product Safety Commission
- Option B – Consumer Product Safety Commission data is not required

Intended Use Code: Enter the applicable intended use code for the product.

Intended Use Description: required when intended use code 980.000 is reported. Describe the intended use of the product in plain language.

Part II – Product & Certification Information (* Required)

BLOCK 3) CERTIFICATION INFORMATION

Indicate whether a certificate of conformity exists for the product

BLOCK 4) CERTIFICATION TYPE

Select one of the certificate options:

- Children’s Product Certificate (CPC) – Used for products intended primarily for children
- General Certificate of Conformity (GCC) – Used for non-children’s consumer products

BLOCK 5) PRODUCT IDENTIFICATION

Provide at least one unique identifier for the product, such as stock keeping unit, model number, serial number, or product code.

BLOCK 6) PRODUCT NAME

Enter the common or commercial name of the product (product name).

BLOCK 7) CERTIFYING ENTITY COMPANY NAME

Enter the record the full legal name of the entity responsible for certifying CPSC compliance

BLOCK 8) CERTIFYING ENTITY ADDRESS

Provide the complete physical address. Post office boxes are not acceptable.

BLOCK 9) CERTIFYING ENTITY POINT OF CONTACT NAME

Enter the name of the individual responsible for CPSC compliance matters.

BLOCK 10) CERTIFYING ENTITY POINT OF CONTACT EMAIL ADDRESS

Provide the complete email address for the point of contact.

BLOCK 11) CHILDREN'S PRODUCT INFORMATION

Indicate whether the product is or is not considered a children's product under CPSC regulations by checking the box.

If it is a children's product, continue to complete lines 12-14, for the Independent Third-Party Lab (ITL)

BLOCK 12) CHILDREN'S PRODUCT LABORATORY INFORMATION - ITL LAB NAME

Provide the full legal name of the accredited ITL used for testing children's products. *NOTE when there is a need to provide details for more than one ITL, please provide full legal name an address for additional ITL(s) on a separate sheet and attach to this form.

BLOCK 13) CHILDREN'S PRODUCT LABORATORY INFORMATION - ITL LAB PARTY NAME

Provide the name of the contact at the accredited ITL.

BLOCK 14) CHILDREN'S PRODUCT LABORATORY INFORMATION - ITL LAB PARTY NAME CONTACT ADDRESS

Provide FULL address of the accredited ITL testing laboratory. *NOTE when there is a need to provide details for more than one Third-party Lab, please provide full legal name an address for additional ITL(s) on a separate sheet and attach to this form.

If the product IS NOT a children's product, complete lines 15-17, leaving lines 12-14 blank.

BLOCK 15) NON - CHILDREN'S PRODUCT LABORATORY INFORMATION - LAB NAME

Provide the full legal name of the laboratory used for compliance testing, if applicable

BLOCK 16) NON - CHILDREN'S PRODUCT LABORATORY INFORMATION - LAB PARTY NAME

Provide the name of the contact at the laboratory

BLOCK 17) NON - CHILDREN'S PRODUCT LABORATORY INFORMATION - LAB PARTY ADDRESS

Provide FULL address of the accredited testing laboratory. *NOTE when there is a need to provide details for more than one Lab, please provide full legal name and address for additional Lab(s) on a separate sheet and attach to this form

BLOCK 18) DATE OF LAB TESTING

Enter the date or date range when compliance testing was performed

BLOCK 19) CPS RULE CITATION/EXCLUSION

Complete for either GCC or CPC, identify the specific Consumer Product Safety Commission regulation, safety standard, or exclusion that applies. *NOTE when there is a need to provide details for more than one CPSC rule or exclusion, please provide additional details on a separate sheet and attach to this form

Part III - Manufacturer of Goods Information

BLOCK 20) MANUFACTURER NAME

Provide the full legal name of the manufacturer of the goods.

BLOCK 21) MANUFACTURER DATE

Provide the date in which the item was manufactured

BLOCK 22) MANUFACTURER ADDRESS

Provide the full legal physical address of the manufacturer of the goods.

BLOCK 23) MANUFACTURER CONTACT INFORMATION

Provide valid contact information for the manufacturer

Part IV – Additional Details

The following fields are optional but should be completed when available (BLOCKS 24. – 33.)

- Brand name
- Model color
- Model description and style
- Lot number or lot numbers
- Laboratory report identifier
- Laboratory report internet address
- Access key for laboratory test report
- Small Batch ID #

Part V – Certifier Information

BLOCK 34) CERTIFIER COMPANY NAME

Provide the full legal name of the certifying company

BLOCK 35) AND 36) CERTIFIER TITLE AND NAME

Enter the name and job title of the individual attesting to the accuracy of the data.

BLOCK 37) AND 38) CERTIFIER CONTACT INFORMATION

Provide a direct phone number and email address for the certifier

BLOCK 39) DATE FORM SIGNED

Enter the date this form is signed (MM/DD/YYYY)

BLOCK 40) CERTIFIER SIGNATURE

Enter the signature of the certifying individual. Electronic and facsimile signatures are acceptable where permitted.

IMPORTANT NOTE The certifying party is responsible for the accuracy and completeness of all CPSC data submitted. Submission of this form constitutes an attestation that the information provided is true and correct to the best of the certifier's knowledge and belief.