



BRAZILIAN INSTITUTE FOR THE ENVIRONMENT AND RENEWABLE
NATURAL RESOURCES

TECHNICAL NOTE NO. 4/2020/DBFLO

FILE NO. 02001.009271/2020-06

INTERESTED PARTY: DIRECTORATE FOR THE SUSTAINABLE USE OF BIODIVERSITY
AND FORESTS

1. TOPIC

1.1. General guidance to administrators and stakeholders. Operation of SINAFLO integrated to the DOF Module and the routines applied to the Export DOF and other Authorizations/Licenses, as required for the export of timber and by-products of native species, from natural or planted forests.

2. SOURCES

- 2.1. Law No. 12,651 of May 25, 2012, applicable to the protection of native vegetation. [Link](#)
- 2.2. Directive MMA No. 253, of August 18, 2006. Establishes, as of September 1, 2006, within the scope of the Brazilian Institute of Environment and Renewable Natural Resources (IBAMA), the Forest Origin Document (DOF) in place of the Authorization for the Transport of Forest Products (ATPF). [Link](#)
- 2.3. Directive MMA No. 443, of 17 December 2014. Recognizes as endangered those species of Brazilian flora listed in the "Official National List of Endangered Flora Species" – a List, according to the Attachment to this Directive, which indicates the degree of endangerment of each species, in compliance with articles 6 and 7 of Directive No. 43, of January 31, 2014. [Link](#)
- 2.4. MMA Normative Instruction No. 01 of 12 February 2015. Criteria for the approval of Sustainable Forest Management Plans (PMFS) and their respective Annual Operational Plans (POA), when involving the exploration of species included in the "Official National List of Endangered Flora Species" - List, classified under the category Vulnerable - VU. [Link](#)
- 2.5. IBAMA Normative Instruction No. 21 of December 26, 2014. Establishes the National System to Control the Origin of Forest Products (Sinaflor), in compliance with Article 35 of Law No. 12,651 of 2012, to control the origin of wood, charcoal and other forest products and by-products and to integrate the same data respective to the various federative entities. [Link](#)
- 2.6. IBAMA Normative Instruction No. 15 of December 6, 2011. Establishes procedures for the export of timber and by-products of native species from natural or planted forests. [Link](#)
- 2.7. IBAMA Normative Instruction No. 6 of March 15, 2013. Regulates the Federal Technical Registry of Potentially Polluting Activities and Users of Environmental Resources (CTF/APP), pursuant to this Normative Ruling. [Link](#)
- 2.8. IBAMA Normative Instruction No. 10 of May 27, 2013. Regulates the Federal Technical Registry of Environmental Defense Activities and Instruments (CTF/AIDA). [Link](#)
- 2.9. IBAMA Normative Instruction No. 05 of March 25, 2009. Standardizes the model and regulates the presentation modalities of the Environmental Declaratory Act (ADA), for rural property tax (ITR) exemption. [Link](#)
- 2.10. IBAMA Normative Instruction No. 07 of February 21, 2020. The data fields that compose the Single Export Declaration (DUE) are hereby established. [Link](#)

2.11. IBAMA Normative Instruction No. 140 of December 18, 2006. To institute the IBAMA license application and issuance service for the import, export and re-export of specimens, products and by-products of Brazilian wild and exotic fauna and flora, whether or not listed in the annexes to the International Convention on Trade in Endangered Species - CITES. [Link](#)

2.12. SISCOMEX. Export no. 003/2020. Inclusion of the DOF attribute for chapter 44 products. [Link](#).

3. EXECUTIVE SUMMARY

3.1. The SINAFLORE and SISDOF systems have been integrated through IBAMA Normative Instruction nº 21/2014.

3.2. The Export Document of Forest Origin (Export DOF), or similar State document, constitutes the administrative act provided for in Article 37 of Law 12. 651/12 for the purpose of customs clearance of wood products and byproducts of native forest species, with exception granted for products and by-products of CITES species, which require the issuance of an additional CITES License; and products and by-products of species included in official lists of endangered species originating from Sustainable Forest Management Plans (SMPs) and/or that fall under Article 5 of IBAMA Normative Instruction 15 of December 6, 2011, which require the issuance of an additional IBAMA Export Authorization.

3.3. This document presents the general terms of operation between the National System to Control the Origin of Forest Products (SINAFLORE) and the Export DOF; the operationalization of the Export DOF; and general guidelines to administrators and interested parties.

3.4. It is recommended that the document be publicized, and that knowledge and understanding of the subject be disseminated at national and international levels.

4. INTRODUCTION

4.1. The Export Document of Forest Origin (Export DOF), or similar State document, is the administrative act provided by Article 37 of Law 12,651/12 for the purpose of customs clearance of forest products and by-products of native forest species[1], with exception granted for products and byproducts of CITES species, which require the issuance of an additional CITES License; and products and byproducts of species included in official lists of endangered species originating from Sustainable Forest Management Plans (SMPs) and/or that fall under Article 5 of IBAMA Normative Instruction 15 of December 6, 2011 requiring an additional IBAMA Export Authorization.

4.2. This document is divided into 3 (three) topics that address the following themes:

4.2.1. General operational matters involving the National System to Control the Origin of Forest Products - SINAFLORE[2] and the Export DOF: an overview of the functionalities of these systems is presented, allowing visualization of the management and control chain for timber and by-products, from their origin to transport, storage and international marketing;

4.2.2. Export DOF operationalization: based on the operating system screens, operational steps are listed, together with the necessary information to be filled in by the user in order to faithfully comply with legal requirements;

4.2.3. General guidelines for the administrators and interested parties: describes which documents must be submitted to IBAMA for the issuance of specific authorizations for those cargoes classified as exceptions, as well as which documents IBAMA requires must accompany the cargoes in order to provide transparency and to support compliance analysis by other customs authorities, both in Brazil and abroad.

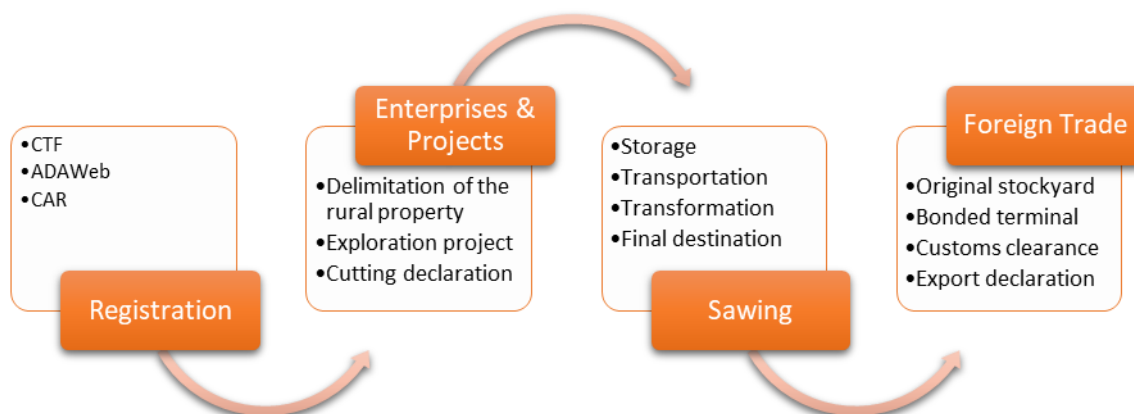
4.3. Finally, conclusions and recommendations for referrals are presented.

[1] IBAMA. Decision no. 7036900/2020-GABIN (7036900). Export Authorization for Forest Products and By-products of Native Origin.

[2] SINAFLORE -National System to Control the Origin of Forest Products . Available at: <http://www.ibama.gov.br/sistemas/sinaflor> .

5. GENERAL OPERATIONAL MATTERS BETWEEN SINAFLOR AND EXPORT DOF

5.1. The SINAFLOR and SISDOF systems have been integrated by means of Normative Instruction no. 21/2014. The complete flow between the origin of the forest product until its commercialization for export can be broken down in 4 (four) separate stages in the integrated system, as illustrated in Flowchart 1 and later described in detail.



Flowchart 1 - Macro stages of the operation process between SINAFLOR and Export DOF

5.2. The first stage encompasses all the procedures for registering rural properties, entrepreneurs and technical managers in the Control and Management Registration Systems (CTF, ADAWeb and CAR).

5.3. The following stage is carried out in the **National System to Control the Origin of Forest Products (SINAFLOR)** for the delimitation and homologation of the area to be explored within the rural property (project); presentation, analysis and licensing of the exploration projects; and authorization of the cutting declaration.

5.4. The Sawing stage comprises the entire transactional process that takes place within the **Forest Resources Utilization Module (DOF Module)**, involving the stages of storage, transportation and destination within Brazilian national territory.

5.5. The foreign trade of products and by-products is performed in the Export DOF module, comprising transportation from the cargo's original stockyard to the bonded terminal; the storage and transportation performed in the bonded terminal; customs clearance and internationalization of the cargo with subsequent export declaration.

5.6. The following subtopics aim to set out in simple terms the process flow provided by the regulatory rule.

5.A. REGISTRATION AND LICENSING OF FOREST EXPLOITATION

5.7. The Native Vegetation Protection Law (Law no. 12,651/2012) established that timber, coal and other products or by-products origin control would be included in a national system that integrates the data of the various federative entities, coordinated, overseen and regulated by the competent SISNAMA federal agency, i.e. IBAMA. In 2014, with the publication of NI no. 21/2014, SINAFLOR was established and integrated with SISDOF and similar state systems to become the national system governed by the Law.

5.8. Flowchart 2 presents the main processes related to registration in the Registry Control and Management Systems; approval of the enterprise and exploration project, as duly described in Title II and Title III (Chapters I, II, III and IV) of IN No. 21/2014.



Flowchart 2 – Registration and Licensing of Forest Exploitation

5.9. The first phase of the process involves proper registration of the rural property, where the forest activities or projects will be carried out, in the **Rural Environmental Registry (CAR)**, and registration in the **National Rural Environmental Registry System (SICAR)**.^[1] The **Environmental Declaration Act** is IBAMA's registration document for rural property areas, duly completed through the electronic form ADAWeb.^[2] For projects^[3] within the registered rural area, the company responsible, or its subsidiary, must have a **Federal Technical Registration with IBAMA (CTF/APP)** ^[4] in good standing.

5.10. Following the steps related to the Control and Registration Management Systems, the project area can be registered in **SINAFLOR** through the Geographical Information System, including additional information stipulated by the competent environmental agency for project approval and performing technical surveys.

5.11. Each enterprise, technical project and associated activities require the registration of a **Technical Officer (TO)**, who in turn must be registered with **CTF/AIDA**^[5]. The **competent environmental agency** is responsible for ratify the TO, once its documentation has been approved, and, for certain activities or technical projects, a **Technical Responsibility Note** issued by the professional class council is required.

5.12. Licensing of forest exploitation by the competent environmental agency is contingent upon the presentation of the **Forest Exploitation Technical Project** to SINAFLOR. Among the various technical information required, the presentation of the **Forest Inventory** and the volume to be extracted for the validity of the licensing stands out, especially in those cases where the activity requires a technical project. This information allows the tracing of forest products and by-products back to a specific origin. The monitoring of the technical project is carried out by the competent environmental agency in a specific system module and through **technical surveys**.

5.13. With an Authorization^[6] duly issued by the competent environmental agency, it is up to the entrepreneur, through his TO, to insert the **Cutting Declaration** in SINAFLOR, specifying the volume and products actually extracted. The Cutting Declaration is integrated into the **DOF Module** so that the DOF can be issued.

^[1] National Rural Environmental Registration System. Available at: <http://www.car.gov.br/#/>.

^[2] ADAWeb - Electronic Form of the Environmental Declaration Act. Available at: <http://www.ibama.gov.br/sistemas> Environmental Declaration Act (ADA).

^[3] Classification of activities requiring registration of projects under the terms of Article 7 of IN No. 21/2014: exploitation; collection; production; sawing; rolling; industrialization; charcoal; trade; storage; consumption; recovery.

^[4] CTF/APP - Federal Technical Registry of Potentially Polluting Activities and/or Users of Environmental Resources. Available at: <http://www.ibama.gov.br/cadastros/ctf/ctf-app>

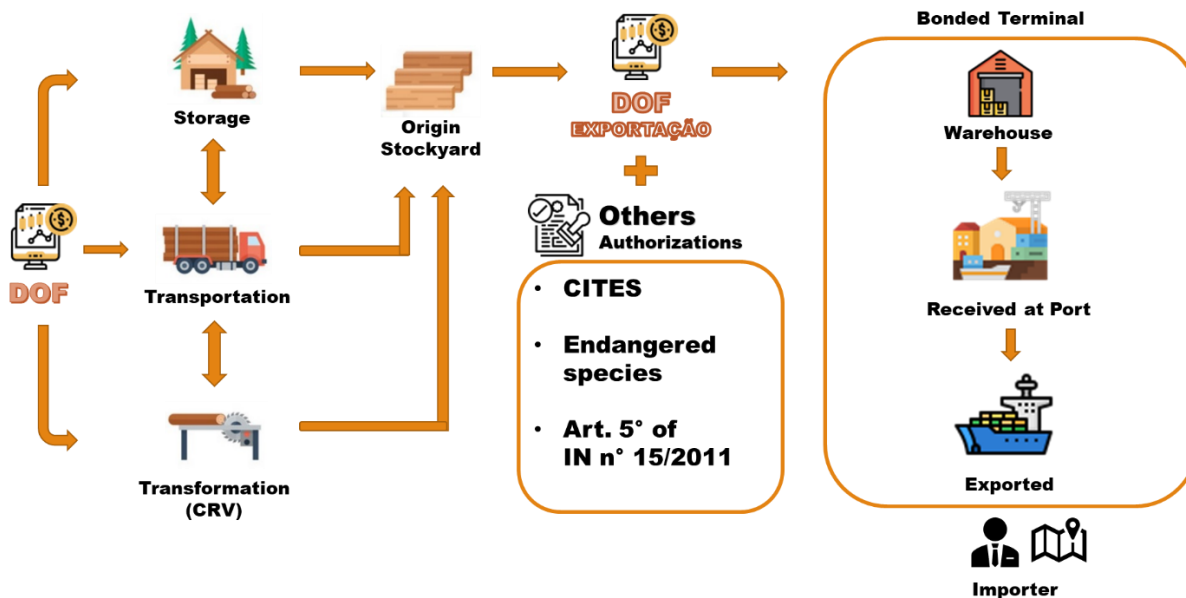
^[5] CTF/AINDA - Federal Technical Registry of Environmental Defense Activities and Instruments. Available at: <http://www.ibama.gov.br/cadastros/ctf/ctf-aida>.

^[6] Types of Authorizations, without prejudice to the inclusion of other types of authorizations by the competent environmental body, pursuant to Article 17 of NI No. 21/2014: Authorization for the Exploitation of Forest Management Plans (PMFS); Authorization for the Exploration of Annual Operational Plan (POA); Authorization for the Suppression of Vegetation (ASV); Alternative Use of Soil (AUS); Authorization for the Cutting of Isolated Trees (CAI); and Authorization for the Use of Raw Forest Material (AUMPF).

5.B. SAWING AND FOREIGN TRADE

5.14. The **Forest Origin Document (DOF)**, established by MMA Directive No. 253 of August 18, 2006 and later recognized by Article 36 of Law No. 12,651/2012, constitutes the mandatory license for transport and storage of forest products of native origin, including native charcoal, and contains information about the origin of these products. Control over DOF emission and use, as well as the stocks maintained by users and processing and consumption of the products shall occur through the **DOF Module**.

5.15. Flowchart 3 illustrates the main processes related to the transport and storage of forest products and their export, as described in Title III (Chapter VI) of IN no. 21/2014.



Flowchart 3 – Sawing and Foreign Trade

5.16. Only authorized individuals and corporate entities registered under the relevant categories within the **CTF** and in good standing with IBAMA are allowed to operate the **DOF**. authorized individuals and corporate entities are responsible for electronically filling and printing documents, following up on transfers based on the balance of forest products for transport and storage.

5.17. Data from the **tax document** must be provided whenever there is a regulation in the state or federal tax sphere, and, in cases of tax exemption, such must be declared in the corresponding field. The DOF shall be used only once to cover the transport and storage of the forest product consigned therein.

5.18. The **DOF Module** operates based on the assumption that products are stored in “**Stockyards,**” whether for projects of origin, processing or commercialization. Those holding forest products must have one or more registered Stockyards, duly approved by the **competent environmental agency**. The registered stockyards must be linked to their **Brazilian Federal ID (CNPJ)**, and provide complete address, area size, access description and geographic coordinates. The **volumetric balance** of the products contained in the system stockyards must be a faithful representation of the **physical balance** present in the storage location, and the user must carry out the control and keep their stocks updated by posting the operations in the system. Conversions and transformation of forest products (industrial processing or semi-mechanized processes) must be entered into the system, within the maximum limits of the **Volumetric Yield Coefficient (CRV)** provided in the standard. Any losses resulting from processing must also be entered in the system.

5.19. Issuance of the DOF for forest products **transportation** in national territory will take place after **acceptance of the offer** and once the destination stockyard is identified. That is, transfers between stockyards will only be accepted in the system if the buyer of the forest product has accepted the transaction. Fields pertaining to the means of transport, such as: license plate(s) or registration of the vehicle(s) or vessel(s) to be used, must be provided, as well as a complete description of the transport **route** for each route to be traveled. Transportation vehicles must be registered at the respective owner's CTF. The validity period for the transport will be indicated by the user when the DOF is issued, observing the maximum standardized terms.

5.20. Upon receipt of the cargo by the consignee, the latter shall make an **accounting entry** of the respective credit in the destination stockyard. Should the individual or corporate entity receiving the cargo not be framed in activities that require the CTF in a category relevant to forest control, the DOF will be issued to the CTF Exempt Consumer. According to §5 of Article 36 of Law no. 12.651/2012, some cases of exploration and products fall outside the scope of forest flow control, among others provided for in the rule.

5.21. For forest products of native origin subject to foreign trade operations, a specific DOF must be issued. In addition to covering the transport between the **Stockyard of Origin** and the **Customs Terminal**, the Export DOF serves as the **license provided in Article 37 of Law 12. 651/2012**, with exceptions granted for products and by-products of CITES species, which require the **issuance of an additional CITES License**; and products and by-products of species on official lists of endangered species with origin in Sustainable Forest Management Plans (PMFS) and/or framed in art. 5 of IBAMA Normative Instruction 15, of December 6, 2011, which require the **issuance of an additional IBAMA Export Authorization**.

5.22. Permission to issue Export DOF will be granted only to the individual or corporate body registered under CTF code 20 - 22: Import or Export of Brazilian native flora. The holder of CTF registration in this specific modality must declare its **Stockyard of Origin** with permission to issue Export DOF. When issuing an Export DOF, in addition to the usual information in the DOF of transport in the national territory, one must indicate the customs **secondary terminal or warehouse of destination of the cargo**, in addition to information pertaining to the cargo's importer in the country of destination, and its address. This transaction is not subject to the registration of offer, or approval of a specific port of international departure.

5.23. The Export DOF operates upon declaration of the **status of cargo movement and customs clearance**, whatever the case: warehouse; warehouse –port transport; Received at port; Exported.

5.24. When the load is transferred from the Stockyard of Origin and is received at a specific warehouse, the user must register the status **In Warehouse**.

5.25. For export customs clearance of products under NCMs[1] described in SISCOMEX News item no. 003/2020[2], linked to the attribute ATT_1383, the number of the Document of Forest Origin (DOF) or Forest Guide (for cases where the document has been issued in the States of Pará or Mato Grosso) in the item of the **Single Declaration of Export (DU-E)** must be provided. When not applicable, the exporter shall declare "not applicable".

5.26. For products and by-products of CITES species, a request must be made to IBAMA to issue an additional **CITES permit**. For products and by-products of species included in official lists of endangered species originating from Sustainable Forest Management Plans and/or falling within the scope of art. 5 of IBAMA's Normative Instruction no. 15, of December 6, 2011, IBAMA must be requested to issue an additional **IBAMA Export Authorization**, as provided for in the aforementioned Normative Instruction.

5.27. For transferring the cargo between the Warehouse to the internationalization customs terminal, one must update the status to, for example, warehouse –port transport. Once the cargo enters the bonded terminal, the status is updated to, for example, **Received at Port**.

5.28. Upon customs clearance and international shipment of cargo, the exporter must update the status of the document as **Exported**, declaring the number and date of the DU-E, within 10 (ten) days from the cargo's reported date of arrival to the customs terminal, under penalty of withholding the issuance of new Export DOFs for the duration of the pendency .

5.29. It is important to highlight that IBAMA's sample inspections of products and by-products **in the process of exportation** are best carried out on bulk goods or "loose cargo" in secondary warehouses, where the Stockyards of Receipt from Export DOFs issued in the Stockyards of Origin. Product inspections may be performed in containers, and IBAMA may request the total or partial withdrawal of goods when it deems necessary once administrative control is completed.

5.30. With the enactment of Normative Instruction no. 07/2020[3], IBAMA began to have access to the DU-E data in accordance with News Item SISCOMEX no. 003/2020, thereby enabling a **posteriori** administrative control.

[1] NCM. Mercosur Common Nomenclature

[2] SISCOMEX. Export No. 003/2020. Inclusion of DOF attribute for products of Chapter 44. Available in: <http://www.siscomex.gov.br/exportacao/exportacao-n-003-2020/>.

[3] IBAMA. Normative Instruction No. 07 of February 21, 2020. The data fields that make up the Single Export Declaration (DUE) are established. Available at: <http://www.ibama.gov.br/component/legislacao/?view=legislacao&legislacao=138707>.

6. OPERATIONALIZATION OF EXPORT DOF

6.1. In order to explain the operational procedures necessary for issuing, updating and clearing the final declaration for the Export DOF, the screens of SINAFLOR's Forest Resources Utilization Module, DOF Module, will be used.

6.2. As illustrated in Figure 1, there are 5 (five) items pertaining to the Export DOF, which are identified by the system. All actions performed in the system are linked to a registered and enabled user, whose information is provided in the header of the screens.

12/03/2020 IBAMA - Serviços On-Line

IBAMA - Serviços On-Line

CPF: Nome: Manual do Serviços On-Line

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DOF - Documento de Origem Florestal

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Manual e Atendimento do Serviços On-Line

[Manual do DOF - Documento de Origem Florestal](#)

Aviso aos usuários
Por solicitação da CPRH, comunicamos que foi reduzido para 48 horas o prazo de validade dos DOFs para trânsito interno no estado de Pernambuco. Em caso de dúvidas, favor entrar em contato com a agência através dos telefones (81) 3182-8823/8824/8805/8806.

Comunicamos que foi publicada a [Instrução Normativa 9/2016](#) modificando alguns trechos da [IN 21/2014](#), que regulamenta o DOF. Para baixar as normas, clique nos links correspondentes no parágrafo anterior (a IN 21/2014 aqui disponível é uma versão consolidada, mostrando todas as alterações). Para visualizar uma lista geral das alterações, clique [aqui](#).

Em conformidade com a Instrução Normativa IBAMA 21/2014, alterada pela IN IBAMA 9/2016, os nomes dos produtos "Tábua Aplainada 2 Faces (S25)" e "Tábua Aplainada 4 Faces (S45)" foram alterados para "Madeira Aplainada 2 Faces (S25)" e "Madeira Aplainada 4 Faces (S45)". Informamos também que está disponível a conversão para madeira aplainada a partir de outros tipos de madeira serrada.

DOF - Download do manual

[Download do manual](#)

DOF - Cadastro

[Declaração de Estoque - Estado de Minas Gerais](#)
[Cadastrar/Cancelar Pósto](#)
[Cadastrar Declaração de Importação](#)
[Cadastro de Unidade Transportadora](#)
[Cadastro de Autorização de Evolução - AUTEX](#)
[Vincular Responsável Operacional](#)

DOF - Transações

[Oferecer produto](#)
[Aceitar/Recusar oferta](#)
[Emitir DOF](#)
[Emitir DOF para isentos de CTF/Varejo \(Treina\)](#)
[Tratamento de Toga](#)
[Emitir DOF Especial](#)
[Confirmar recebimento de produto com DOF ou Documento Estadual](#)
[Conversão de produto \(Treina\)](#)
[Exportação - Emitir DOF Exportação](#)
[Exportação - Informar chegada no armazém de estaguardo \(DOF e Guia Florestal Estadual\)](#)
[Exportação - Reativar DOF para traslado de estaguardo ao porto](#)
[Exportação - Confirmar chegada no porto \(DOF e Guia Florestal Estadual\)](#)
[Exportação - Registrar exportação](#)
[Destinação final do produto](#)
[Emitir DOF para isentos de CTF/Varejo \(Homolog\)](#)
[Conversão de produto \(Homolog\)](#)

DOF - Relatórios de acompanhamento

[Origens](#)
[Ofertas emitidas/aceitas/recusadas/canceladas](#)
[DOFs emitidos/recebidos](#)
[Destinação](#)
[Reposição](#)

Figure 1 - DOF functionality screen

6.3. The first action must be performed in the **Exports – Issue Export DOF functionality** (Figure2).

6.4. In order to issue a Export DOF, a declaration of six (6) sets of information are required, namely:

6.4.1. Origin Data: choice of the Stockyard of Origin duly registered and linked to the user who is the issuer and holder of CTF code 20-22;

6.4.2. Data of the Recipient Abroad: Declaration of the name and full address of the importer, who may be previously registered in the system;

6.4.3. Accounting Balance of Forest Products: this field shows the accounting balance of the forest products available in the Stockyard of Origin. The quantities of products to be registered in the Export DOF are selected, limited to the available book balance, stating the monetary value of their commercialization.

6.4.4. Bonded Port Data: selection of the list of bonded terminals previously registered by IBAMA in the system;

6.4.5. Emission Data: Completion of information related to the transportation of cargo in national territory (validity of the document, observing the maximum periods regulated for each modal; type of modal, with or without transshipment; identification of the vehicle previously registered in the system; description of the route to be used) and number of the tax document that accompanies the cargo.

6.4.6. Warehouse: Statement containing information regarding the Secondary Warehouse (name, address, Brazilian federal ID number-*cadastro de pessoa jurídica*) where cargo may be temporarily stored until customs clearance.

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DOF - Documento de Origem Florestal

Caminho: [Serviços](#) >> [DOF - Documento de Origem Florestal](#) >> [Exportação - Emitir DOF Exportação](#)

Emissão de DOF de Exportação

1 Dados da Origem

Origem:

2 Procurar Destinatário no Exterior já cadastrado

Destinatário cadastrado:

Destinatário no Exterior

Nome:

Endereço:

Bairro: Cidade:

Estado/Provincia: País:

3

No	Produto	Nome Popular	Saldo	Un.	Quantidade	Valor
1	Tora	Tabebuia spp.	1,0000	M3	0,0000	0,00
2	Tora	Eperua oleifera	20,0100	M3	0,0000	0,00
3	Lenha		37,0111	ST	0,0000	0,00
4	Escoramento	Abies peclinata	30,0000	M3	0,0000	0,00

4 Dados do Porto Alfandegado

Porto Alfandegado:

5 Dados de Emissão

Válido a partir de: 12/03/2020 Válido até: N° Documento Fiscal:

Descrição da Rota:

caracteres: 0/250

Detalhes do Transporte em Território Nacional

Tipo Transporte: Transbordo

6 Armazém de Retaguarda (Local onde material é preparado para exportação.)

Nome: CNPJ:

Endereço: Bairro:

Município retaguarda:

Código de Segurança:

Figure 2 - Export – Issue Export DOF



6.5. Figure 2 shows a **Export DOF** template, which should accompany the cargo being

transported, along with an invoice for the product(s).



MINISTÉRIO DO MEIO AMBIENTE
INSTITUTO BRASILEIRO DO MEIO AMBIENTE E DOS RECURSOS NATURAIS RENOVÁVEIS
DOCUMENTO DE ORIGEM FLORESTAL - DOF - EXPORTAÇÃO

Nº 00002523

1 - Emissor		2 - Ibama/CTF	
3 - Endereço			
4 - Bairro		5 - Município	
6 - Origem		7 - Coordenadas	
8 - Endereço			
9 - Bairro		10 - Município	
11 - Roteiro de acesso			
12 - Autorização		13 - Tipo	
14 - Produto / Espécie		15 - Qtd.	16 - Un.
Escoramento / Abies pectinata - pinheiro		10,0000	M3
			1,000,00
18 - Destinatário		19 - Ibama/CTF	
20 - Endereço			
21 - Cidade		22 - País	
23 - Destino		24 - Coordenadas	
25 - Endereço			
26 - Bairro		27 - Município	
28 - Roteiro de acesso			
29 - Meio de Transporte	30 - Placa/Registro	31 - Município Origem	32 - Município Destino
33 - Nº Doc. Fiscal		38 - Para uso da fiscalização do Ibama, repartições fiscais e outras	
34 - Validade			
35 - Rota do transporte			
36 - Armazém retaguarda			
VERDE			
37 - Código de controle		5729 1539 2945 5718	
			

Para verificar acesse: https://servicos.ibama.gov.br/ctf/modulos/dof/consulta_dof.php

Figure 3 - Export DOF - Template

6.6. In addition to all the information previously registered, the Document contains unique numbering code in its header and its veracity can be verified through QR Code or the Control Code in the IBAMA services page at: https://servicos.ibama.gov.br/ctf/modulos/dof/consulta_dof.php

6.7. Once the cargo is received at the **Warehouse**, the user should declare this status in the DOF Module and the status validity will be suspended until its reactivation for the transportation from the Warehouse to the port.

6.8. In addition to pre-registered information shown automatically when Export DOF is issued [1. DOF data; 2. Customs Port data; 3. Data on the recipient abroad; 4. DOF items related to the cargo to be transported, the recipient should register the DOF Control Code [5] and activate receipt, as shown in Figure 4.

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Caminho: [Serviços](#) >> [DOF - Documento de Origem Florestal](#) >> Exportação - Informar chegada no armazém de retaguarda (DOF e Guia Florestal Estadual)

ATENÇÃO
 Esta função deve ser utilizada apenas quando a carga já estiver no armazém. A validade do documento ficará suspensa até a sua reativação para traslado de retaguarda ao porto. Não se esqueça de registrar essa operação, caso contrário o DOF não estará válido para transporte!

Informar chegada de DOF/Guia Estadual de Exportação em armazém de retaguarda [X]

Dados do DOF

DOF: *

Tarja: Data Inicio Validade: Data Fim Validade:

Transporte

Nº	Tipo transporte	Registro/Placa	Município origem	Município destino
1	Rodoviário	BOA VISTA/RR		SAO PAULO/SP

Rota: *

Dados do Porto Alfandegário

Porto Alfandegário: *

Destinatário no Exterior

Nome: *
 Endereço: *
 Bairro: Cidade: *
 Estado/Provincia: País: *

Itens do DOF

Itens

Nº	Matéria-prima	Taxonomia	Nome popular	Saldo	Unid	Valor do Item (R\$)
1	Escoramento	Abies pectinata	Pinheiro	10,0000	M3	1.000,00

Dados do Recebimento do DOF

Cod. Controle DOF:

Código de Segurança:
 Favor escrever no campo correspondente os caracteres da figura ao lado.
 Se a imagem estiver ilegível, clique sobre ela para gerar novo código.

(*) preenchimento obrigatório



Figure 4 - Exports – Communicate Arrival at Warehouse (DOF and State Forest Guide)

6.9. Once the Export DOFs is reactivated for **transportation between the warehouse and the port**, the document is reissued with the same Number and Control Code. This time, however, it will include information regarding the Customs Exporting Terminal (e.g. Port) and the second transportation route, as previously indicated when the document was first issued, shown in Figure 5.



MINISTÉRIO DO MEIO AMBIENTE
INSTITUTO BRASILEIRO DO MEIO AMBIENTE E DOS RECURSOS NATURAIS RENOVÁVEIS
DOCUMENTO DE ORIGEM FLORESTAL - DOF - EXPORTAÇÃO


Nº 00002523

1 - Emissor		2 - Ibama/CTF		
3 - Endereço				
4 - Bairro		5 - Município		
6 - Origem		7 - Coordenadas		
8 - Endereço				
9 - Bairro		10 - Município		
11 - Roteiro de acesso				
12 - Autorização		13 - Tipo		
14 - Produto / Espécie		15 - Qtd.	16 - Un.	17 - Valor
Escoramento / Abies pectinata - pinheiro		10,0000	M3	1.000,00
18 - Destinatário		19 - Ibama/CTF		
20 - Endereço				
21 - Cidade		22 - País		
23 - Destino PORTO DE VILA DO CONDE		24 - Coordenadas		
25 - Endereço				
26 - Bairro		27 - Município		
28 - Roteiro de acesso				
29 - Meio de Transporte		30 - Placa/Registro	31 - Município Origem	32 - Município Destino
Rodoviário				
Rodoviário				
33 - N° Doc. Fiscal		38 - Para uso da fiscalização do Ibama, repartições fiscais e outras		
34 - Validade				
35 - Rota do transporte				
VERDE				
37 - Código de controle		5729 1539 2945 5718		
				

Para verificar acesse: https://servicos.ibama.gov.br/ctf/modulos/dof/consulta_dof.php

Figure 5 - Export DOF – Transport from Secondary Warehouse to Port

6.10. Once the cargo is received at the **Customs Exporting Terminal** (e.g. Port), the user will access the DOF functions and select which Export DOFs [1] he or she wishes to acknowledge receipt. In addition to the information provided at the time the Export DOFs was issued, which will be automatically presented [1. DOF data; 2. Transportation Data; 3. Customs Port Data 4. Data on Recipient abroad; 5. DOF fields pertaining to the cargo being transported], the recipient must insert the DOF Control Code [6] and activate receiving, as show on the screen in Figure 6.

IBAMA - Serviços On-Line					
	CPF:				Manual do Serviços On-Line
	Nome:				Sair
	N.º de registro no banco de dados do Ibama:				
	Data do último Acesso:	12/03/2020 09:48:31			
<input type="checkbox"/> Cadastro	<input type="checkbox"/> Relatórios	<input type="checkbox"/> Serviços	<input type="checkbox"/> Financeiro	<input type="checkbox"/> Inscrição de Responsável	<input type="checkbox"/> Administração de Acesso

DOF - Documento de Origem Florestal

Caminho: [Serviços](#) >> [DOF - Documento de Origem Florestal](#) >> [Exportação - Confirmar chegada no porto \(DOF e Guia Florestal Estadual\)](#)


Confirmar chegada no Porto de DOF/Documento Estadual						
Dados do DOF						
DOF:*						
Tarja:	<input type="checkbox"/>	Data Início Validade:	12/03/2020	Data Fim Validade:	18/03/2020	
Transporte						
Nº	Tipo transporte	Registro/Placa	Município origem	Município destino		
1	Rodoviário					
2	Rodoviário					
Rota:*						
Dados do Porto Alfandegário						
Porto Alfandegário:*	Porto de Vila do Conde - PA					
Destinatário no Exterior						
Nome*						
Endereço*						
Bairro		Cidade*				
Estado/Província		País*	Estados Unidos da América			
Itens do DOF						
Itens						
Nº	Matéria-prima	Taxonomia	Nome popular	Saldo	Unid	Valor do Item (R\$)
1	Escoramento	Abies pectinata	Pinheiro	10,0000	M3	1.000,00
Dados do Recebimento do DOF						
Cod. Controle DOF:						
	Código de Segurança: 					
Favor escrever no campo correspondente os caracteres da figura ao lado. Se a imagem estiver ilegível, clique sobre ela para gerar novo código.						
			Receber	Limpar		
(*) preenchimento obrigatório						

Figure 6 - Export - Confirm arrival at Port (DOF and State Forest Guide)

6.11. After the cargo clears customs and is onboard international freight, the exporter must update the *status* on the document to **Exported**, as shown on the screen in Figure 7, which provides the DU-E number and date. This must be done no later than ten (10) days after the reported date of arrival at the customs terminal, under penalty of having any future Export DOFs documents blocked from being issued until the situation is resolved.

6.12. It should be highlighted that in order for exports of NCM products described under SISCOMEX News no. 003/2020, Linked to ATT_1383, to duly clear customs, it is necessary to insert the number of the Forest Origin Document (DOF) or the Forest Note (for documents issued by the States of Para or Mato Grosso) in the Single Export Declaration (DU-E) field. If this does not apply, the exporter must insert "does not apply."

7. OVERALL GUIDELINES FOR AGENTS AND STAKEHOLDERS

7.1. Origin controls and legal transactions for timber and by-products of native species from natural and planted forests are conducted using SINAFLOR, which in turn is integrated to the DOF Module and similar state systems.

7.2. Licensing for international trade of these products and sub-products is the responsibility of the SISNAMA federal environmental agency, i.e. IBAMA, pursuant to the Sole Paragraph of Article 37, Law no. 12651/2012.

7.3. The Export DOFs or a similar State document issued by their respective control systems constitutes the license that allows cargo containing timber and by-products or native species from natural or planted forest to be legally exported.

7.4. Therefore, trade in these goods can only be conducted with a Export DOF or a similar State

document.

7.5. Exports of products and by-products from CITES species, and of those included in official lists of endangered species originating from Sustainable Forest Management Plans and/or that fall under Article 5 of IBAMA Normative Instruction no. 15, of December 6, 2011 require an **additional** administrative document issued by IBAMA.

7.6. For trade in specimens, products and by-products of Brazilian wild and exotic flora included in the annexes of the **Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)**, an **additional CITES License** is required. A specific procedure should be followed with IBAMA through the CITES and non-CITES license issuing system, SISTITES.[\[1\]](#)

7.7. For trade in the products and by-products described under **Article 5 of Normative Instruction no. 15/2011**, listed below, an **additional** Export Authorization issued by IBAMA is required. It is the responsibility of the authorized individuals and corporate entities to submit all pertinent documentation to the IBAMA unit with jurisdiction over the bonded warehouse, for local review and later **approval** issued by the Directorate for the Sustainable Use of Biodiversity and Forests:

7.8. I - roundwood

7.9. II – sawn timber thicker than 250 mm

7.10. III – charcoal from native species

7.11. IV – industrial waste, including chips

7.12. V – firewood from native species

7.13. For exports of wood products and by-products of species included in official lists of endangered species[\[2\]](#), **originating** from Sustainable Forest Management Plans or from planted forests for commercial purposes, pursuant to the provision of **Article 9 of Normative Instruction no. 15/2011**, it is necessary to submit transport documents that allow identification of all stages in the production chain, from the forest to exports, which will enable IBAMA to **issue an additional** Export Authorization.

7.14. It should be highlighted that only the **species from the Amazon biome** that are classified as **Vulnerable (VU)** in the “Official [Brazilian] National List of Endangered Species of Flora” can be subject to trade according to the provisions of Article 3 of Directive MMA No. 443/2014, Normative Instruction MMA No. 01, of February 12, 2015, which regulates the Sustainable Forest Management Plan for such species, and Article 9 of Normative Instruction no. 15/2011.

7.15. Exports of timber and by-products of species included in official lists of endangered species are also regulated by §1 of Article 2, directive MMA No. 443/2014 and Article 9 of Normative Instruction no. 15/2011, i.e., timber and by-products of species from **planted forests** that are duly licensed by the appropriate environmental agency.

7.15. Furthermore, for the due export customs clearance of products under the NCMs described in SISCOMEX News Item no. 003/2020, linked to the attribute ATT_1383, the number of the Document of Forest Origin (DOF) or Forest Guide (for cases where the document has been issued in the States of Pará or Mato Grosso) in the item of the Single Declaration of Export (DU-E) must be indicated. When not applicable, the exporter shall inform "not applicable"

7.17. As overall guidelines for agents and stakeholders, and to ensure **compliance** with environmental controls, it is important to highlight that the cargo should be accompanied by the following documents:

7.17.1. Export DOFs or similar State document.

7.17.1.1. Searches can be made using the Control Code at: https://servicos.ibama.gov.br/ctf/modulos/dof/consulta_dof.php.

7.17.2. Invoice(s) in accordance with the items stated in the Export DOFs or similar State document;

7.17.3. Single Declaration of Export (DU-E) in accordance with Export DOF or similar state document; and/or LPCO if applicable.

7.17.3.1. Public searches can be made using the DU-E number at: <https://portalunico.siscomex.gov.br/du-e/#/consultadue?perfil=publico>

7.17.4. Export Authorization by IBAMA (if applicable);

717.4.1. Searches can be made using the Verification Code and CRC code at:
https://sei.ibama.gov.br/controlador_externo.php?acao=documento_conferir&id_orgao_externo=0

7.17.5. CITES License (if applicable).

7.17.5.1. Searches can be made using the License number and Security Code at:
https://servicos.ibama.gov.br/ctf/publico/cites_verifica_licenca.php

[1] IBAMA. Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Available at: <http://www.ibama.gov.br/sistemas/siscites/sobre-a-cites#siscites>

[2] MINISTRY OF THE ENVIRONMENT. Directive MMA No. 443, of December 17, 2014. Endangered species of Brazilian Flora are those included in the "Official National List of Endangered Species of Flora," as stated in its Annex , which includes each species' level of endangerment, in accordance with Articles 6 and 7, of Directive no. 43, of January 31, 2014. Available at: http://www.dados.gov.br/dataset/portaria_443.

8. RELATED DOCUMENTS

8.1. IBAMA. Decision no. 7036900/2020-GABIN (7036900). Authorization to Export native forest products and sub-products.

9. CONCLUSION AND FOLLOW UP

9.1. The solid legal framework that maintains environmental controls pertaining to the sustainable use, access and protection of natural resources has enabled IBAMA to become one of the most advanced environmental institutions, both in terms of capabilities and activities. SINAFLORE and the other integrated state systems have been consolidated as a tool that provides the productive chain with an organized and transparent business environment that ensures environmental compliance.

9.2. Nonetheless, IBAMA is developing Brazil's Single Authorization Platform (*Plataforma de Autorização Única do Brasil - PAU-Brasil*) with the Ministry of Justice Fund for the Defense of Diffuse Rights funding. Through this platform, all activities pertaining to trade in products and by-products of Brazilian biodiversity will be assessed and submitted to risk management analysis before a SISCOMEX integrated license can be issued.

9.3. In the most simplified and accessible manner possible, and without sacrificing content, this technical note hopes to demonstrate how to implement and carry out origin, transnational and commercial controls for timber and by-products from native species. The focus is on exports and on the documents that certify legality while supporting the environmental management and control of the productive chain through information systems operations and public agent audits.

9.4. Any information in this Technical Note remaining unclear or inconsistent should be reviewed, if so requested, by the Directorate for the Sustainable Use of Biodiversity and Forests.

9.5. We recommend that this document be published so that it becomes thoroughly known and understood by the public, both in Brazil and internationally.



Document signed electronically by **RAFAEL FREIRE DE MACEDO, Environmental Analyst**, on 04/07/2020, at 17:09, Brasilia official time, pursuant to Article 6, § 1, of [Decree no. 8539, of October 8, 2015](#).



Document signed electronically by **JOAO PESSOA RIOGRANDENSE MOREIRA JUNIOR, Director**, on 04/07/2020, at 18:48, Brasilia official time, pursuant to Article 6, § 1, of [Decree no. 8539, of October 8, 2015](#).



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