

Voluntary Report – Voluntary - Public Distribution

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Report Name: Costa Rica Dairy Facility Registration Requirements

Country: Costa Rica

Post: San Jose

Report Category: Export Accomplishments - Market Access, SP2 - Prevent or Resolve Barriers to Trade that Hinder U.S. Food and Agricultural Exports, Dairy and Products

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Report Highlights:

As of May 10, 2025, Costa Rica's National Animal Health Service (SENASA) has streamlined the facility registration process for U.S. dairy products. This report contains guidance on the new process for U.S. dairy producers, exporters, and traders interested in exporting to Costa Rica.

Background:

On April 10, Costa Rica's National Animal Health Service (SENASA) signed a resolution which eliminated the questionnaire process for the registration of U.S. dairy plants. The new resolution (1) requires a signed letter from USDA's Agricultural Marketing Service (AMS) to SENASA verifying the plant's basic details and compliance with U.S. sanitary requirements; (2) requires a technical fact sheet of the products to be exported, and (3) reduces SENASA's deadline to review and approve plants from 90 to 30 days. The resolution went into effect on May 10, 2025, 30 calendar days after signature. This procedure applies to all U.S. dairy facilities and products seeking export registration to Costa Rica. Companies exporting industrial dairy ingredients that may have previously followed a different registration process must now also register under this new process. This includes ingredients such as whey, casein, butter oil, and sweet cream.

U.S. dairy facilities must be approved by and registered with SENASA prior to shipping any product to Costa Rica. Any U.S. dairy product arriving to Costa Rica from an unregistered facility could face rejection or be detained until the facility has been registered.

New Registration Process Details and Guidance

Attached to this report is the AMS Customer Guide for Costa Rica facility registration requests, which contains the form companies must submit to AMS for processing. Below is a summary of the steps for registering U.S. dairy plants in Costa Rica under the new process.

For questions regarding the resolution and/or facility registration process please email the Foreign Agricultural Service's (FAS) office in San Jose, Costa Rica at AgSanJose@usda.gov. For questions on your facility registration status, please email the AMS Dairy Export Program at DairyExportsQuestions@usda.gov and AgSanJose@usda.gov.

1. Contact AMS Dairy Export Program:

- Email: DairyExportsQuestions@usda.gov
- Email Subject Line: "Costa Rica-Facility Registration Request" - company name - processing plant number(s).
- Include the following table of information in the email:

Facility Identification Number <i>(NOTE: Use your plant number as it appears on the AMS, IMS, or FDA lists and identified on the product package)</i>	Facility Name <i>(NOTE: Use your company's name as it appears on the AMS, IMS, or FDA lists and identified on the product package)</i>	Facility Address (city, state, and zip code) <i>(NOTE: Use your company's address as it appears on the AMS, IMS, or FDA lists and identified on the product package)</i>	List of dairy products that will be exported from this facility <i>(NOTE: List all products to be exported from this facility to Costa Rica, including a brief description)</i>	Animal Species of origin <i>(e.g. Bovine (BOV))</i>
<i>[Your Information Here]</i>	<i>[Your Information Here]</i>	<i>[Your Information Here]</i>	<i>[Your Information Here]</i>	<i>[Your Information Here]</i>

- Attach Product(s) Technical Data Sheet (on company letterhead) in **English and Spanish**, including at minimum the name and description of the product, composition (ingredients), physical, chemical, and microbiological characteristics of the product, manufacturing methods-technologies (heat treatment, freezing, drying), shelf life, storage conditions, and intended use.

2. Processing:

- An AMS Export Certifying Official (ECO) prepares the necessary paperwork and sends to FAS San Jose within five business days.
- FAS San Jose performs a final review and transmits documentation to SENASA.
- SENASA will review and either approve or ask for additional information within 30 calendar days.

3. Authorization and Renewal Details:

- SENASA publishes the list of all facilities authorized to export to Costa Rica at [this link](#) under the “Documents” header, in the spreadsheet titled "Establecimientos habilitados para exportar a Costa Rica". Approved U.S. dairy facilities can be found in the "USA" tab.
- New registrations and renewals are valid for three years from the date of SENASA notification of approval.
- Facilities labeled "vigente" have non-expiring approvals.
- Facilities with an expiration date must be renewed 90 days before expiration.

4. Renewal Process:

- Registered facilities must re-submit registration information to AMS with sufficient time to allow for transmittal to SENASA 120 days before the current registration expires.
- If not submitted on time, the establishment will be removed from the official list of approved facilities.

Attachments:

[Cost Rica Registration Customer Guide FINAL.docx](#)