

13 November 2025
EMA/351581/2025
Human Medicines Division

Notification on arrangements for requesting EMA certificates through urgent and standard procedure for December 2025

The European Medicines Agency will be closed from 23 December 2025 to 4 January 2026.

Urgent procedure

The arrangements for issuing certificates of medicinal products submitted through urgent procedure in December 2025 are as follows:

- Requests submitted to EMA for which payment has been received and allocated to the corresponding invoice¹ by 16 December 2025 will be processed before the end of 2025.
- Requests submitted to EMA for which payment has been received and allocated to the corresponding invoice on or after 16 December 2025 may be processed in 2026. In case a request made using the urgent procedure is not processed within 2 working days, the fees applicable to the standard procedure apply.

Standard procedure

The arrangements for issuing certificates of medicinal products submitted through standard procedure in December 2025 are as follows:

- Requests submitted to EMA for which payment has been received and allocated to the corresponding invoice¹ by 4 December 2025 will be processed before the end of 2025.
- Requests submitted to EMA for which payment has been received and allocated to the corresponding invoice¹ on or after 4 December 2025 may be processed in 2026.

These target dates are subject to demand which is expected to rise towards the end of the year.

If you have any enquiries, please send those by email to certificate@ema.europa.eu.

¹ To ensure correct and timely allocation of payments, payers are required to quote the invoice number in the payment reference field and send a remittance advice indicating invoice number, amount and date of payment by email to accountsreceivable@ema.europa.eu.