

There is no formal form. Respondents are required to provide DDTC with a letter.

The collection procedure for the above described information is by mail or personal delivery. Respondents may not submit information by email to PM/DDTC because there is a requirement for the respondent to sign the report detailing violation(s) to PM/DTTC.

A certification must be submitted stating that all of the representations made in connection with the voluntary self-disclosure are true and correct to the best of the person's knowledge and belief. Certifications made by a firm, corporation, or any other organization are to be executed by an authorized individual.