

U.S. Department of State
**Instructions for Preparing and Submitting a
DS-2032: Statement of Registration**

General Notes

- A. ITAR refers to the International Traffic in Arms Regulations (22 CFR Parts 120-130).
- B. Entities with shared ownership or control (e.g., subsidiaries and affiliates) generally may not register separately.
- C. For purposes of completing the DS-2032, “foreign person” is defined in the ITAR.
- D. For purposes of completing the DS-2032, “U.S. person” is defined in the ITAR.
- E. Foreign telephone numbers listed on the application must include the full international dialing code (including country and city code, if applicable).
- F. All relevant documentation must be provided with the DS-2032 at the time of submission.
- G. All supporting documentation must be uploaded in Block 11.
- H. Only electronic payment of registration fees will be accepted.
- I. Changes in certain information contained in this application must be reported promptly in accordance with the ITAR.
- J. For assistance in completing the DS-2032, contact the DDTC Response Team at 202-663-1282 or by email at DDTCResponseTeam@state.gov.

1. General Information

Provide the following general information.

Applicant is a U.S. Person Indicate whether the applicant meets the definition of a “U.S. Person.”

2. Registration Information

Provide the following information about the registration.

Registration Action	Specify the registration action being taken.
New	Select when registering for a new registration where the applicant doesn't have an existing registration with DDTC.
Renew	Select when renewing an existing registration or when adding a new registration type during renewal (e.g., adding Broker to an existing Manufacturer registration).
Amend	Select when making changes or adding a new registration type to a registration that is not due for renewal. All applicable changes must be provided on the form. Required supporting documentation, provided in Block 11, must be updated if affected by the changes.

Cancel Select when notifying DDTC that the registrant intends to let the registration expire at the end of the registration period.
When cancelling a registration, the registrant must specify the applicable Registration Code being canceled and indicate which activities are ending within the Registration Cancellation Statement.

Registration Code If the *Registration Action* is “Renew,” “Amend” or “Cancel,” enter the registrant’s applicable registration code (e.g., M11111 or K-1111). If the registrant has two registration codes affected by the renewal, amendment, or cancellation, select **Add** to enter the additional code.

Registration Type Specify the type of registration being applied for, renewed, or amended. More than one may be specified.

Manufacturer Select if engaged within the United States in the business of manufacturing defense articles. Manufacturers who do not engage in exporting must nevertheless register. This option is only available if Applicant is a U.S. Person is “Yes.”

Exporter Select if engaged within the United States in the business of exporting or temporarily importing defense articles or furnishing defense services. This option is only available if Applicant is a U.S. Person is “Yes.”

Broker Select if engaged in brokering activities as identified in the ITAR unless exempt from registration. Registration is generally a precondition for the issuance of approval for brokering activities or the use of exemptions. Brokers may not obtain export licenses. To obtain an export license, a U.S. broker must also be registered as an exporter.

FMS Freight Forwarder (Exporter) Select if engaged as a U.S. freight forwarder under the Foreign Military Sales (FMS) program. This option is only available if Applicant is a U.S. Person is “Yes.”

One Time Exemption Select if not in the business of manufacturing, exporting, temporarily importing, brokering and/or furnishing defense articles and defense services and requesting an exemption from the requirement to pay registration fees for the purpose of carrying out a single transaction requiring registration under the ITAR. This option is only available if Applicant is a U.S. Person is “Yes.”
An explanation in the form of a completed license along with a letter certifying the applicant is not in the business of manufacturing, exporting, temporarily importing, brokering and/or furnishing defense articles/defense services must be attached in Block 11 to describe the transaction and justify the exemption.

U.S. Government Select if a senior official (acting in an official government agency capacity) needs to apply for export licenses or use established license exemptions. This option is only available if Applicant is a U.S. Person is “Yes.”

Foreign Government Select if a senior official (acting in an official foreign embassy capacity) needs to allow a foreign embassy in the U.S. the the ability to apply for export licenses, use established license exemptions, and/or designate an FMS Freight Forwarder(Exporter).

Authorized Countries If Registration Type is “FMS Freight Forwarder (Exporter),” enter the country authorized to support as a U.S. registrant, listed subsidiary, and/or listed affiliate. If an authorization is cancelled or otherwise lapses, FMS freight forwarders must update the registration to reflect the change. If the FMS Freight Forwarder (Exporter) has more than one authorized countries, select **Add** to enter the additional countries.

Designate an FMS Freight Forwarder If Registration Type is “Foreign Government,” check the box in order to designate an FMS freight forwarder. Select **Add** to designate additional FMS freight forwarders. Each applicable embassy must designate a registered U.S. FMS Freight Forwarder (Exporter) for their FMS transactions. FMS Freight Forwarder (Exporter) registrations will be returned or held pending receipt of a designation from each identified country. Likewise, designations received prior to registration will be returned or held pending receipt of a related application.

FMS Freight Forwarder If Designate an FMS Freight Forwarder is checked, enter the legal name of the registered U.S. freight forwarder. If the designated U.S. freight forwarder is not the U.S. registrant, but rather a subsidiary or affiliate listed in the registration, then the embassy must specify both the designated U.S. freight forwarder and the U.S. registrant's legal name. If known, enter the FMS freight forwarder's registration code and contract duration. Provide a point of contact (first name, last name, telephone number, and email address) for the FMS freight forwarder.

Registration Cancellation Statement If Registration Action is “Cancel,” select the applicable business activities that the applicant will no longer be involved in at the end of the current registration period. More than one may be selected.

Did you conduct any ITAR business during the lapse? If Registration Action is “Renew” and the registration has lapsed, indicate whether any ITAR controlled business activities were conducted during the lapse in registration.

Lapsed Registration ITAR Activity Dates If Did you conduct any ITAR business during the lapse is “Yes,” enter the start and end dates of ITAR controlled business activities the applicant engaged in during the lapsed period. To report additional dates of ITAR controlled business activities that occurred during the lapse, select **Add**. If the registration has lapsed by more than one month following the expiration date of the registration, the applicant must pay a lapsed registration fee. The lapse fee consists of the Tier 1 annual renewal fee for each 12 month period in which any ITAR controlled business activity occurred during the lapse up to a maximum of 5 years. Also, if the renewal is submitted within a year of expiration, DDTC uses the monthly-prorated amount (\$187.50) of the Tier 1 annual flat fee to calculate the total lapse fee. Upon submission of the registration renewal, the system will automatically calculate the lapse fee due based on the start and end dates provided and combine them with the renewal fee due. Refer to the DDTC website for more information regarding

registration fees and the calculation of lapse registration fees.

Has a voluntary disclosure been submitted regarding the conduct of ITAR business during the lapse?

If Did you conduct any ITAR business during the lapse is “Yes,” indicate whether a voluntary disclosure has been submitted for the ITAR controlled activities that occurred during the lapse. Refer to the ITAR for guidance regarding the submission of voluntary disclosures.

Does the applicant have brokering activity to report?

If Registration Action is “Renew” and Registration Type is “Broker,” indicate whether brokering activity, both successful and unsuccessful, occurred during the concluding registration period.

If “Yes,” complete the brokering report with the information specified in the ITAR and attach in Block 11. The brokering report should cover all brokers identified on the DS-2032.

A “No” response satisfies the ITAR certification requirement of reporting that there were no brokering activities.

Does the amendment involve a material change to the registration?

If Registration Action is “Amend,” indicate whether the amendment to the registration involves a material change to the registration requiring formal notification to DDTC. Refer to the ITAR for guidance regarding changes to information furnished by registrants.

Material Change Type

If Does the amendment involve a material change to the registration is “Yes,” indicate which types of material changes are being made to the registration. More than one may be specified.

Merger or Acquisition or Divestiture (MAD)

Select if the material change involves a Merger or Acquisition or Divestiture, see the guidance on DDTC’s website for submitting Merger/Acquisition/Divestiture notifications.

Criminal Charge

Select if the material change involves a change to the Indicted/Charged/Convicted Status in Block 11 or the Indicted/Charged/Convicted Status of one or more directors, senior officers, partners, and/or owners listed in Block 6.

Eligibility

Select if the material change involves a change to the Contract and License Eligibility Status in Block 11.

Name

Select if the material change involves a change to the registrant’s name.

Address

Select if the material change involves a change to the registrant’s address.

Legal Organization Structure	Select if the material change involves a change to the registrant's legal organization structure or type (e.g., Corporation to Limited Liability Company) to include name and address changes of parents, subsidiaries, and affiliates.
Directors, Senior Officers, Partners, and/or Owners	Select if the material change involves the addition or removal of as well as changes to the first name, last name, citizenship, U.S. person status, country of residence, company/organization name, doing business as name, and/or organization address changes for directors, senior officers, partners, and/or owners listed in Block 6.
Establishment/ Addition of Subsidiary/ Controlled Affiliate	Select if the material change involves the establishment and/or addition, of an existing U.S. or foreign subsidiary or controlled affiliate who will engage in manufacturing defense articles, exporting, and/or brokering defense articles/defense services.
Notification Triggering Event Date	If <u>Does the amendment involve a material change to the registration</u> is "Yes," enter the date of the event that triggered the required notification.
Transaction Summary	If <u>Does the amendment involve a material change to the registration</u> is "Yes," enter a summary of transaction, including a statement of purpose and description of scope with an explanation of actions taken/to be taken inside and outside the U.S..

3. Foreign Ownership/Control Information

Provide the following information about foreign ownership/control of the applicant/registrant. This block will not appear when Registration Type is "U.S. Government" or "Foreign Government."

> 50% Foreign Person Ownership	Indicate whether a foreign person owns, or foreign persons own, more than 50% of the outstanding voting securities or equity of the applicant.
Foreign Person Control	Indicate whether a foreign person has, or foreign persons have, the authority and/or the ability to establish or direct the general policies or day-to-day operations of the applicant.
25% Foreign Person Ownership/ Control	Indicate whether a foreign person owns, or foreign persons own, 25% or more of the outstanding voting securities or equity and no other person controls an equal or larger percentage. If "Yes," the applicant may address the presumption of foreign control by providing an explanation of applicant control/ownership in Block 11.
126.1 Foreign Person Control	Indicate whether a foreign person (including foreign governments) from countries specified in 22 CFR 126.1 have the authority and/or ability to establish and/or direct the general policies
126.1 Foreign Person Ownership	Indicate whether a foreign person (including foreign governments) from countries specified in 22 CFR 126.1 own more than 5% of the outstanding voting securities or equity of the applicant.

4. Organization Type Information

Provide the following information about the type of organization. This block will not appear when Registration Type is "U.S. Government" or "Foreign Government."

Organization Type	Select the applicant's organization type.
Corporation	Select when the applicant is a corporation.
Limited Liability Company	Select when the applicant is a limited liability company.
Partnership	Select when the applicant is a partnership.
Sole Proprietorship	Select when the applicant is a sole proprietorship.
Educational Institution	Select when the applicant is a university, college, vocational school or other post secondary educational institution.
Nonprofit	Select when the applicant is a nonprofit. Applicants who are wholly exempt from income taxation pursuant to 26 U.S.C 501(c)(3) must provide proof of such status (e.g., IRS Certification Form) in Block 11 to qualify for a reduced registration fee. The IRS certification must apply to all entities/subsidiaries/affiliates listed on the registration submission.
Individual	Select when the applicant is a natural person applying in his or her personal capacity. If the applicant is an individual applying on behalf of another legal entity or sole proprietorship, "Individual" should not be selected.
Other	Select if none of the other organization types apply. An explanation of the organizational structure must be included in Block 11.
Date of Incorporation or Business Commencement	If applicable, enter the date of incorporation or business commencement.
Place of Incorporation or Business Commencement	If applicable, enter the city, country, and state/province for the place of incorporation or business commencement.

The applicant has only a foreign parent (or foreign parents) and intends to list at least one affiliate.

Indicate whether the applicant has only a foreign parent (or foreign parents) and intends to list at least one affiliate.

Applicants with affiliates, but without a U.S. parent (e.g., foreign ownership of several affiliated U.S. entities), must provide in Block 11, a written designation by the foreign parent indicating that the applicant will be the primary affiliate for the purposes of registration with DDTC and will therefore exercise control over the consolidated registration of affiliates.

5. Identifying Information

Provide the following identifying information regarding the applicant. Note that the highest U.S. parent (ultimate or intermediate) engaged in ITAR controlled activities in a corporate family must be the applicant. If the applicant indicates that a U.S. parent in Block 9 is engaged in ITAR activities, the registration may be rejected.

Applicant Type	Indicate whether the applicant is applying as a natural person or an entity. If the submitter is acting in his or her personal capacity, select "Natural Person." If the submission is being made on behalf of a corporation, business association, partnership, society, trust, or any other entity, organization or group, including governmental entities; select "Entity."
Applicant Legal Name	If <u>Applicant Type</u> is "Natural Person," enter the legal first, middle, and last name of the applicant. If the applicant does not have a legal middle name, check "None."
Company/ Organization Legal Name	<p>If <u>Applicant Type</u> is "Entity," enter the legal name of the corporation, business association, partnership, society, trust, or any other entity, organization or group, including governmental entities. This must be the legal name of the entity and not the doing business as name.</p> <p>New and renewing applicants must include documentation in Block 11, issued or endorsed by the relevant government authority authorizing the applicant to engage in business. For U.S. applicants, the documentation must be at the State government level and can include articles of incorporation, articles of organization, partnership agreements, or a certificate of good standing. The legal name provided in the documentation must match the legal name entered here.</p> <p>By providing government issued or endorsed documentation, the applicant makes representation they are in good standing with the subject government authority. If the applicant is not in good standing, an explanation must be included with the documentation in Block 11.</p>
Doing Business As	If <u>Applicant Type</u> is "Entity" and the entity does business under a name that is different from the legal name, enter the doing business as name. If the entity has multiple doing business as name, select Add to provide the additional names.
Applicant's Legal Address	Enter the applicant's primary physical legal address in the space provided.
Website	If applicable, enter the web address of the applicant's website.
Mailing address is the same as the legal address	Check the box if the applicant's mailing address is the same as the primary physical legal address. If the mailing address is different from the primary physical legal address, enter the mailing address in the space provided.
Point of Contact	Provide a point of contact for the registration. The point of contact designated by the applicant is the individual to whom all registration correspondence will be sent (e.g., the empowered official, or other individual, responsible for registration and compliance). If the applicant chooses to provide additional points of contact it wishes to receive DDTC correspondence related to the registration, select Add .

Point of Contact Type	Indicate whether the applicant's point of contact for the registration is the applicant or a third party. If the point of contact for the registration is a third party authorized to discuss the disclosure on behalf of the submitter (e.g., outside counsel), select "Third Party." Otherwise, select "Applicant." By providing an optional third party point of contact, the applicant: (1) represents that the designated representative is empowered to represent the applicant with regard to registration-related issues, and (2) authorizes DDTC to contact the designated representative regarding registration issues and, as necessary, provide and discuss registration and other related information.
Company/ Organization Name	If <u>Point of Contact Type</u> is "Third Party," enter the name of the third party point of contact's company/organization.
First Name	Enter the first name of the point of contact.
Last Name	Enter the last name of the point of contact.
Position/Title	Enter the point of contact's position or title.
Telephone	Enter the primary telephone number where the point of contact can be reached.
Email	Enter an email address where the point of contact can be reached.

6. Members of the Board of Directors, Senior Officers, Partners and Owners

Complete this block for each member of the board of directors, senior officer, partner or owner. All owners of more than 5% of the applicant's voting securities and all senior officers (e.g., chief executive officer, president, secretary, partner, member, treasurer, chief financial officer, chief operating officer, general counsel) must be listed. Applicants selecting "Individual" for Organization Type in Block 4 should also complete this section. Do not provide the information in a separate attachment. Select **Add** to provide additional directors, officers, partners, or owners.

Member Type	Indicate whether the board member, officer, partner or owner is a natural person or entity.
U.S. Person	Indicate whether the board member, officer, partner or owner is a U.S. person.
Position/Title	Enter the board member, officer, partner or owner's position or title. The position or title must indicate the relationship to the applicant (e.g., "Board Member").
Member Name	If <u>Member Type</u> is "Natural Person," enter the legal first, middle, and last name of the board member, officer, partner or owner. If the member does not have a legal middle name, check "None."
Citizenship	If <u>Member Type</u> is "Natural Person," indicate the board member, officer, partner or owner's country of citizenship. If the individual has multiple citizenships, select Add and enter the additional citizenships in the space provided.

For senior officer, director and individual owners, if citizenship is foreign and U.S. Person is “Yes,” include a copy of a valid U.S. government issued permanent resident card or other lawful permanent residence document for documentation of U.S. person status in Block 11.

Date of Birth	If <u>Member Type</u> is “Natural Person,” enter the board member, officer, partner or owner’s date of birth.
Birth Country	If <u>Member Type</u> is “Natural Person,” indicate the board member, officer, partner or owner’s birth country.
Country of Residence	If <u>Member Type</u> is “Natural Person,” indicate the board member, officer, partner or owner’s country of residence.
Telephone	If <u>Member Type</u> is “Natural Person,” enter the primary telephone number where the board member, officer, partner or owner can be reached.
Email	If <u>Member Type</u> is “Natural Person,” enter the primary email address where the board member, officer, partner or owner can be reached.
Company/ Organization Name	If <u>Member Type</u> is “Entity,” enter the legal name of the partner or owner.
Doing Business As Name	If <u>Member Type</u> is “Entity,” enter the name the partner or owner does business as.
Address	If <u>Member Type</u> is “Entity,” enter the primary physical legal address of the partner or owner.
Point of Contact Name	If <u>Member Type</u> is “Entity,” enter the first and last name of a point of contact for the entity.
Point of Contact Telephone	If <u>Member Type</u> is “Entity,” enter the primary telephone number for the point of contact at the entity.
Point of Contact Email	If <u>Member Type</u> is “Entity,” enter the primary email address for the point of contact at the entity.
Indicted/ Otherwise Charged/ Convicted	Indicate whether the board member, officer, partner or owner has been indicted or otherwise charged (e.g., charged by criminal information in lieu of indictment) for or convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 or violating a foreign criminal law on exportation of defense articles where convicted of such violation carries a minimum term of imprisonment of greater than 1 year.

7. U.S. Munitions List Categories

Provide the following information related to the U.S. Munitions List (USML) categories relevant to the applicant’s manufacturing, exporting and/or brokering activities. This block will not appear when Registration Type is “U.S. Government” or “Foreign Government.”

USML Category Indicate the applicable USML categories. Only select Category XXI if the applicant has relevant Commodity Jurisdiction (CJ) determinations issued by DDTC indicating the item is covered under Category XXI.

Applicable Commodity Jurisdiction Number If USML Category is "XXI," indicate the applicable CJ number related to the Category XXI determination. To provide additional CJ numbers related to Category XXI determinations, select **Add**.

8. Affiliate/Subsidiary Information

Provide the following affiliate and/or subsidiary information. This block will not appear when Registration Type is "U.S. Government" or "Foreign Government."

Affiliate/Subsidiary Ownership/Control Indicate whether the applicant owns, or otherwise controls, any U.S. or foreign affiliates or subsidiaries in the business of manufacturing, exporting and/or brokering defense articles or services.

Affiliate/Subsidiary If Affiliate/Subsidiary Ownership/Control is "Yes," provide the following information for each affiliate or subsidiary controlled by the applicant that is involved in the manufacture, export, and/or brokering of defense articles and services. If the applicant is only applying for a broker registration, only those affiliates or subsidiaries that are involved in brokering should be listed. Each relevant subsidiary should be listed once. It is not necessary to list multiple locations for each. Do not provide the information in a separate attachment. To include additional affiliates or subsidiaries, select **Add**.

Activity Type Indicate which activities the affiliate or subsidiary is involved in.

Company/Organization Legal Name Enter the legal company or organization name of the affiliate or subsidiary.

Doing Business As Name Enter the name the affiliate or subsidiary does business under.

Legal Address Enter the primary physical legal address of the affiliate or subsidiary.

U.S. Person Indicate whether the affiliate or subsidiary meets the ITAR definition of a U.S. person.

Relationship Indicate whether the entity is an affiliate or subsidiary of the applicant.

Applicant Control If Relationship is "Affiliate," indicate whether the applicant has authority and/or ability to establish the or direct the general policies or day-to-day operations of the affiliate.

25% Applicant Ownership If Relationship is "Affiliate," indicate whether the applicant owns 25% or more of the affiliate's outstanding voting securities or equity and no other person controls and equal or larger percentage.

126.1 Foreign Person Control	If <u>Relationship</u> is “Affiliate,” indicate whether a foreign person from a country specified in 22 CFR 126.1 has, or foreign persons from 22 CFR 126.1 countries have, the authority and/or ability to establish and/or direct the general policies and/or day-to-day operations of the affiliate.
126.1 Foreign Person Ownership	If <u>Relationship</u> is “Affiliate,” indicate whether a foreign person from a country specified in 22 CFR 126.1 controls, or foreign persons from 22 CFR 126.1 countries control, more than 5% of the affiliate’s voting securities.
Separate Point of Contact for Affiliate/ Subsidiary	Check the box if the applicant wishes to provide a separate point of contact for the affiliate or subsidiary. If the affiliate or subsidiary will have a separate point of contact from the applicant, enter the point of contact’s first name, last name, title, primary telephone number and primary email address.
Affiliate/ Subsidiary Brokering Activity Report	If <u>Registration Action</u> is “Renew” and <u>Activity Type</u> is “Broker,” indicate whether the affiliate or subsidiary has brokering activity to report (including successful/unsuccessful brokering activity).
Reason for Adding or Removing Affiliate/ Subsidiary	<p>If <u>Registration Action</u> is “Renew” or “Amend” and an affiliate/subsidiary is being added or removed, select the reason</p> <p>For Add/Remove:</p> <ol style="list-style-type: none"> 1. Merger – a consolidation of two (or more) existing companies, including at least one DDTC registrant. 2. Acquisition – acquisition of a DDTC registrant, or a registered subsidiary or affiliate thereof. 3. Divestiture – disposal of company registered with DDTC, or a registered subsidiary or affiliate thereof. 4. Establishment/Addition (non-MAD) - new/existing subsidiary or affiliate. 5. Remove/Not Dispose –affiliate/subsidiary thereof no longer in ITAR business and entity not disposed. 6. Other – applicant must include an explanation for the addition or removal in Block 11. <p>If reason selected for adding or removing affiliate/subsidiary is Merger, Acquisition, or Divestiture, did you submit, as appropriate, 60 day pre-notification / 5 day MAD material change notifications?</p>

9. Parent Information

Provide the following parent information. This block will not appear when Registration Type is “U.S. Government” or “Foreign Government.”

Does the applicant have any parent entities?	Indicate whether the applicant has any parent entities (U.S. and foreign, intermediate and ultimate).
Parent Entity	If <u>Does the applicant have any parent entities</u> is “Yes,” provide the following information for each parent entity. All parent entities should be listed. The ultimate parent should be listed first, with any intermediate parents following. Only one ultimate parent should be listed. The order of parents listed should match the order reflected in the applicant’s organizational chart. Do not provide the following information in an attachment. To provide additional parent entities, select Add .
Company/ Organization Legal Name	Enter the legal company or organization name of the parent entity.
Doing Business As Name	Enter the name the parent entity does business under.
Legal Address	Enter the primary physical legal address of the parent entity.
Separate Point of Contact for Parent	Check the box if the applicant wishes to provide a separate point of contact for the parent entity. If the parent entity will have a separate point of contact from the applicant, enter the point of contact’s first name, last name, title, primary telephone number and primary email address.
Parent Status	Indicate whether the applicant’s parent entity is the ultimate or intermediate parent.
U.S. Person	Indicate whether the parent entity meets the ITAR definition of a U.S. person.
Foreign Owned/ Controlled	Indicate whether the parent entity is foreign owned or controlled.
Government Owned/ Controlled	Indicate whether the parent entity is government owned or controlled.

10. ITAR Written Policies

Indicate whether the applicant has written policies and procedures for compliance with the ITAR (including but not limited to 22 CFR 122.5). This block will not appear when Registration Type is “U.S. Government” or “Foreign Government.”

11. Statement of Registration

Certification Statements

The senior officer signing the registration application on behalf of the applicant warrants the truth of all

statements made on the form together with any and all appendices and attachments.

In addition, the senior officer must affirm the status of the applicant, certain corporate family members, and officers with respect to certain criminal indictments and/or convictions and contract and/or license eligibility by selecting the appropriate options under Indicted/Charged/Convicted Status and Contract and License Eligibility. The General Services Administration's System for Award Management (<https://www.sam.gov>) and the Consolidated Screening List (<https://www.export.gov/csl-search>) are valuable resources regarding the indictment and/or conviction status and contract and/or license eligibility status of named parties. These sites, while helpful, are not all-inclusive and additional screening and/or research may be required.

For each person or entity that has been indicted or otherwise charged, or is ineligible to contract with and/or to receive a license from the U.S. government, the applicant must include an explanation in Block 11 with relevant documentation. Relevant documentation includes (but is not limited to) indictments, reinstatement letters, and government eligibility notices. Documents uploaded per Block 6 do not need to be uploaded more than once.

Supporting Documentation

To include relevant documentation with the submission, select the file to be included and indicate the *Document Type*. Click **Upload** and repeat for each relevant document to be included with the submission. Do not combine multiple requested documents into a single attachment. Supporting documentation that is not in English must be accompanied by a complete translation. The document types are described below:

Organizational Chart	An organizational chart showing all layers of the organization, through the ultimate parent (U.S. or foreign) identified in Block 9 as well as affiliates or subsidiaries identified in Block 8. An organizational chart is not required if the applicant does not include any parents, affiliates, and/or subsidiaries.
Applicant Organization Type "Other" Explanation	An explanation of the applicant's organization type if the organization type is not a corporation, limited liability company, partnership, sole proprietorship, educational institution, nonprofit, or individual. Required if <u>Organization Type</u> in Block 4 is "Other."
Foreign Parent Designation	A written designation provided by the foreign parent indicating that the applicant will be the primary affiliate for the purposes of registration with DDTC and will therefore exercise control over the consolidated registration of affiliates. A foreign parent designation is required if the applicant has only a foreign parent and lists one or more affiliates.
Indicted/Charged/Convicted Status Documentation	Documentation including (but not limited to) indictments, reinstatement letters, and government eligibility notices. Required for each person or entity listed in the application that has been indicted, otherwise charged, or convicted. This information is required under blocks 6 and 11. Note that the Block 11 requirement is more expansive than Block 6. Documentation applying to both blocks 6 and 11 only need to be uploaded once.
Explanation of Applicant Control/Ownership	An explanation by the applicant addressing the resulting presumption of foreign control related to a foreign person or foreign persons owning 25% or more of the outstanding voting securities and no other person controls an equal or larger percentage.

Contract and License Eligibility Status Documentation	Documentation such as a copy of the System for Awards Management database entry and/or documentation regarding the period of ineligibility. Documentation is required for each person or entity listed on the application that is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from, any agency of the U.S. government.
IRS Nonprofit Authorization	Supporting documentation of the applicant's wholly exempt from income taxation pursuant to 26 U.S.C 501(c)(3) status (e.g., IRS Certification Form). Required if the <u>Organization Type</u> in Block 4 is "Nonprofit." The IRS certification must apply to all entities/subsidiaries/affiliates listed on the registration submission.
Proof Applicant is Currently Authorized to do Business	Documentation issued or endorsed by a government authority showing the applicant is authorized to do business in the U.S or in a foreign country. Required for all applicants, except those where <u>Organization Type</u> in Block 4 is "Individual."
Documentation of Individual U.S. Person Status	A valid U.S. government issued permanent resident card or other lawful permanent residence document. Required for each senior officer, director, and individual owner listed in Block 6 if their citizenship is non-U.S. and they are a U.S. person.
Subsidiary/Affiliate Add/Remove Type "Other" Explanation	An explanation for the addition or removal of an affiliate or subsidiary from the application. Required if an affiliate or subsidiary was added or removed from the application when renewing or amending the registration and <u>Reason for Adding or Removing Affiliate/Subsidiary</u> is "Other."
One Time Exemption Certification Letter	A certification letter provided by the applicant indicating that the applicant is not in the business of manufacturing, exporting, temporarily importing, brokering or furnishing defense articles or services and is requesting a one time exemption from the requirement to pay registration fees. Required if <u>Registration Type</u> in Block 2 is "One Time Exemption."
License Application for One Time Exemption	A copy of the submitted application for a license to export or temporarily import defense articles describing the details of the transaction. Required if <u>Registration Type</u> in Block 2 is "One Time Exemption."
Broker Activity Report	A report indicating whether brokering activity occurred, whether successful or not, during the concluding registration period. The report is required if renewing a broker registration and must be provided for the applicant and for each affiliate or subsidiary involved in brokering.
Other Supporting Documentation	Other supporting documentation related to the registration that the applicant believes is relevant to its application.

Senior Officer Details and Signature

The application must be signed by a senior officer (e.g., chief executive officer, president, comptroller, treasurer, general counsel) empowered by the applicant. The senior officer must be listed in Block 6 and be a U.S. person, unless the applicant is registering as a foreign broker or government.

Once the application is signed by the designated senior official, registration fees can be payed. Only electronic payment through pay.gov will be accepted. The current registration fee structure can be viewed on the DDTC website.

Designate Corporate Administrator

If Registration Action is “New,” the applicant must designate an initial corporate administrator who will be responsible for managing user roles within the DDTC electronic system for the applicant’s users. If there will only be one user of the system, that person must be the designated corporate administrator. The corporate administrator must be a direct employee of the applicant. Refer to the DDTC website for more information about adding or removing Corporate Administrators. To designate the initial corporate administrator, provide the following:

Name	Enter the first and last name of the designated corporate administrator.
Position/Title	Enter the position or title of the designated corporate administrator.
Telephone	Enter the primary telephone number for contacting the designated corporate administrator.
Email	Enter the primary email address for contacting the designated corporate administrator.