



## INSTRUCTIONS FOR COMPLETING DD FORM 2345

All information must be legible, handwritten forms will not be accepted.

Submit your completed DD Form 2345 as a "pdf" attachment to: [JCP-ADMIN@DLA.MIL](mailto:JCP-ADMIN@DLA.MIL)

**Agency Disclosure Notice:** The public reporting burden for this collection of information, 0704-0207, is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

1. Mark only one box: 'INITIAL' if this is your first application; 'REVISION' (of a previously accepted submission) showing revised information i.e., new addresses or business description; 'RENEWAL' if your certification is nearing the expiration date or was canceled after expiration.
- 2a. For an entity, show full name of CAGE or institution. For an individual, show full name (First, Middle Initial, Last). The information entered here must match the information in the CAGE registry
- 2b. Enter the physical address of the entity or individual making application. If a P.O. Box is used for mailing purposes, include street address as well.
3. Data Custodian: Show the name, business title, telephone number (including area code - direct line) and e-mail address of the individual(s) who will receive export controlled technical data / critical technology data and be responsible for its further dissemination.
4. Describe the relevant business activity of the entity in block 2 with sufficient detail for the U.S. or Canadian Government agency controlling the data to determine whether the militarily critical technical data that you may request over time is reasonably related to your stated business activity. NOTE: The information must fit in the space provided in block 4 on the form. Attachments to block 4 are NOT ALLOWED.

**For All Applicants** you must specifically address the following in block 4:

1. Indicate if you are a Prime or Sub-Contractor (If applicable).
2. If a Sub, include the Prime's CAGE and Address
3. Describe what you do: (i.e.: manufacturer, distributor, data broker, consultant, other)
4. Describe what type(s) of equipment/material/service you manufacture. Provide commodity NAICS (North American Industry Classification System) or FSC (Federal Supply Class) if known).
5. Is your equipment/material/service related to the United States Munitions List (USML) or Commerce Control List (CCL)? If yes, state what category.

**For U.S. Applicants:**

6. Are you registered with Directorate of Defense Trade Controls (DDTC)? If yes, state so and provide documentation.

**For Canadian Applicants:**

6. Are you registered with the Controlled Goods Program? If yes, state so and provide Controlled Goods number (CG#####).

7. Do you possess an Export Control License? If yes, state so and provide documentation in your submission.
8. State your purpose for technical data access: (Bid on DOD solicitations, exchange of data, conference attendance, research, and development)
9. Do you require access to a system to obtain technical data? 1. I do not require system access to systems OR 2. I require access to SAM.gov, DIBBS (include User IDs)
10. Indicate the government agency or 3rd party requiring you obtain JCP Certification. Include full Point of Contact information.

5a. If the location of the entity identified in Item 2.a. is in the United States, the Data Custodian(s) must be a U.S. citizen, or a person admitted lawfully for permanent residence into the United States. If the location of the entity is in Canada, the individual named in Item 3 may be either a Canadian or U.S. citizen or a person admitted lawfully for permanent residence into Canada.

**Note: re: 5.** If certifications of 5e. and 5f. cannot be made, provide in a separate document, a full description of any extenuating circumstances which may give sufficient reason to accept your certification.

6. If Item 2 identifies an individual, that individual must sign. If Item 2 identifies an entity, a person with authority to legally obligate the entity to a contract must sign.

7. **Certification Approval for JCPO use only:** a. APPROVED. The U.S./Canada JCPO has assigned the entity or individual identified in Item 2.a., a Certification Number which will identify the individual or entity as a "certified contractor" as defined in U.S. DoDD 5230.25 or Canada's TDCR. The acceptance is valid upon approval until the expiration date in 7c unless sooner revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR. If at any time a certified contractor is unable to adhere to the conditions under which a certification was accepted, the contractor's certification is considered void, and the contractor will, either submit a revised certification or surrender all export controlled technical data/critical technology data obtained under this agreement, to the data controlling offices specified on the documents. b. NUMBER. Certification Number c. EXPIRATION DATE. Date Certification will expire. If not renewed it will be canceled.

LEGEND: DoD = Department of Defense  
DoDD = Department of Defense Directive  
U.S./Canada - JCPO = United States/Canada Joint Certification Program Office  
TDCR = Technical Data Control Regulations  
Militarily critical technical data= unclassified technical data as governed by U.S. DoDD 5230.25 or Canada's TDCR.

More detailed instructions (*written and video*) are available at: <https://www.dla.mil/Logistics-Operations/Services/JCP/>