

U.S. Department of State

Instructions for Preparing and Submitting a DS-2032 Statement of Registration Form Within the Defense Export Control and Compliance System Registration (DECCS Registration): 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 controlled affiliates) generally may not register separately.
- C. For purposes of completing the DS-2032 Statement of Registration Form, for “foreign person” use the definition in the ITAR.
- D. For purposes of completing the DS-2032 Statement of Registration Form, for “U.S. person” use the definition 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 Statement of Registration Form at the time of submission.
- G. All supporting documentation must be uploaded in Block 11 at the time of submission.
- H. Applicants can upload supporting documentation when the case status indicates “Awaiting Analyst Review.” In addition, supporting documentation may also be uploaded by requesting a Return Without Action (RWA).
- I. Registration fees may only be paid electronically via DECCS Registration. You can find your payment in your DECCS Registration Dashboard.
- J. Review the application information carefully as some changes in information contained in this application must be reported promptly in accordance with the ITAR (see 22 CFR 122.4(a)).
- K. For assistance in completing the DS-2032 Statement of Registration Form, contact the Directorate of Defense Trade Controls (DDTC) Response Team at 202-663-1282 or by email at DDTCCustomerService@state.gov.
- L. For assistance in navigating DECCS and other technical-related issues (e.g., OKTA Verify), contact the DECCS Help Desk at 202-663-2838 or by email at DDTCCustomerservice@state.gov.

1. General Information

Provide the following general information about the applicant.

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

2. Registration Information

Provide the following information about the registration.

Registration Action	Specify the registration action being taken.
------------------------	--

If Applicant desires to opt in to DDTC confirming their DDTC registration status" then select Applicant opt-in box in new, renewal, or amendment.

If Applicant desires to opt out from DDTC confirming their DDTC registration status" then select Application opt-out box in renewal or amendment.

New	Select for a new registration where the applicant has never had a registration with DDTC.
Renewal	Select when renewing an existing registration or when adding a new registration type during renewal (e.g., adding Broker registration type to an existing Manufacturer registration). An applicant may include an amendment when renewing their registration.
Amendment	Select when making changes or adding a new registration type to a registration that is not due for renewal. An applicant may also submit amendment(s) when renewing their registration. All applicable changes must be provided on the form. Required supporting documentation, previously provided in Block 11, must be updated if affected by the changes. An amendment may not be used to renew a registration.

Request Early Cancellation of Registration	Select if the applicant is cancelling the entire registration (All Registration Types/Codes) with the DDTC or cancelling certain registration type(s).
--	--

Request Early Cancellation of Registration

Cancel entire Registration (all types/codes) with DDTC	When selecting "Cancel entire Registration (all types/codes) with DDTC," applicant is cancelling its entire registration with the DDTC.
--	---

Cancel certain registration type(s).	When selecting "Cancel certain registration type(s)," applicant is cancelling certain registration type(s).
--------------------------------------	---

Early Cancellation Reason	Select the applicable reason for cancelling the applicant's entire registration or certain registration type(s). If applicant selects "Other," provide an explanation in the text box.
---------------------------	--

Cancellation Summary	Provide a summary of business reasons for the cancellation of the applicant's entire registration or certain registration type(s).
----------------------	--

Acknowledgement of Cancellation	Read the terms of the registration cancellation disclaimer and click acknowledge.
---------------------------------	---

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 the block for <u>Applicant is a U.S. Person</u> is checked "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 the block for <u>Applicant is a U.S. Person</u> is checked "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 a broker license 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 the block for <u>Applicant is a U.S. Person</u> is checked "Yes."
One Time Exemption	<p>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 the block for <u>Applicant is a U.S. Person</u> is checked "Yes."</p> <p>Provide the following information relevant to the applicant's One Time Exemption: Make/Model of the Product, Manufacturer of Product, USML Category, Quantity of Product, and Dollar Value of Product.</p> <p>In the summary box, provide a brief description and justification of the One Time Exemption transaction. When the fields are completed, select 'Add'. You may list additional products to the transactions as needed by selecting 'Add'. Read the terms of the One Time Exemption disclaimer and click acknowledge.</p>
U.S. Government	Select if a government official (acting in an official U.S. government agency capacity) may apply for export licenses or use established license exemptions. This option is only available if the block for <u>Applicant is an U.S. Person</u> is checked "Yes."
Foreign Government	Select if a government official (acting in an official foreign embassy capacity) needs to allow a foreign embassy in the United States ability to apply for export licenses, use established license exemptions, and/or designate an FMS Freight Forwarder (Exporter) and/or delete an FMS Freight Forwarder when the contract expires.

FMS Freight Forwarder (Exporter): Authorized Countries

If Registration Type is “FMS Freight Forwarder (Exporter),” enter the country the FMS Freight Forwarder has been authorized to support as a U.S. applicant, listed subsidiary, and/or listed controlled 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 country to list, select **Add** to enter the additional countries. The FMS Freight Forwarder should confirm with the applicable Embassy that they have already submitted their registration application prior to submitting a request to add [the authorized country]. The FMS Freight Forwarder needs to use the foreign embassy registration number for clearing shipments not their own registration number because they operate under a power of attorney on behalf of the foreign embassy. If the foreign embassy registration has lapsed, then FMS Freight Forwarder must notify the foreign embassy to submit their registration renewal and once issued, FMS Freight Forwarder may use the foreign embassy registration number for clearing shipments.

Foreign Government: Designate an FMS Freight Forwarder

If Registration Type is “Foreign Government,” and the foreign government desires to designate an FMS Freight Forwarder, then check the “Designate an FMS Freight Forwarder” box and complete the applicable fields (specified below under “Foreign Government: Specific Instructions for “Designate an FMS Freight Forwarder”). Select **Add** to designate additional FMS freight forwarders.

Each applicable Embassy must designate a DDTC registered U.S. FMS Freight Forwarder (Exporter) for their FMS transactions. The applicable Embassy should confirm U.S. FMS Freight Forwarder is registered with DDTC prior to designation and notify the designated U.S. FMS freight forwarder once the applicable Embassy has submitted their registration to add the U.S. FMS Freight Forwarder. The U.S. FMS Freight Forwarder (Exporter) registrations will be returned or held pending receipt of a designation of each identified country. Designations received by an Embassy prior to DDTC registration of the U.S. FMS Freight Forwarder may be held pending receipt of a related application from U.S. FMS Freight Forwarder for up to five business days.

Foreign Government: Specific Instructions for the “Designation or deletion of an FMS Freight Forwarder”

If Designate an FMS Freight Forwarder (Exporter) is checked, enter the legal name of the registered U.S. FMS Freight Forwarder.

If the designated U.S. FMS Freight forwarder is not the U.S. applicant, but rather a subsidiary or controlled affiliate listed in the registration, then the applicable Embassy must specify both the designated U.S. FMS Freight Forwarder and the U.S. applicant’s legal name.

If known, enter the U.S. FMS Freight Forwarder’s registration code and contract duration. Foreign Government must delete U.S. FMS Freight Forwarder when contract expires by selecting the U.S. FMS Freight Forwarder and selecting the delete button and then submit the registration amendment.

Provide a point of contact (first name, last name, telephone number, and email address) for the U.S. FMS Freight Forwarder.

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 DS-2032 Statement of Registration Form.

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

If renewing lapsed registration, did you conduct any ITAR business during the lapse period?

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 Renewing lapsed registration, did you conduct any ITAR business during the lapse period?” is “Yes,” enter the number of months you performed ITAR controlled business activity for the current year during the lapsed period. To report additional months and years of ITAR controlled business activities that occurred during the lapse period, select **Add**.

If the registration has lapsed by more than one month after the expiration date of the registration, the applicant must pay a lapsed registration fee. The lapsed registration 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 registration renewal is submitted within a year of expiration, DDTC uses the monthly-prorated amount of the Tier 1 annual flat fee described on DDTC website to calculate the total lapse fee. Upon submission of the registration renewal, DDTC will manually calculate the lapse fee based on the duration of activity performed during the lapsed period and combine the lapse fee 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 renewing lapsed registration, did you conduct any ITAR business during the lapse period?” is “Yes,” indicate whether a voluntary disclosure has been submitted for the ITAR controlled activities that occurred during the lapse. Refer to 22 CFR 127.12 for guidance regarding the submission of voluntary disclosures.

Notifying
Substantive,
MAD and/or
Administrative
Changes

Indicate if the applicant has any substantive changes, merger, acquisition, or divestiture (MAD), and/or administrative changes to report. Refer to 22 CFR 122.4(a) for guidance regarding changes to information furnished by applicants.

Substantive
Change Type

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

Criminal
Charge

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

Name

Select if the substantive change involves a change to the applicant’s name.

Address

Select if the substantive change involves a change to the applicant’s address.

Legal
organization
structure

Select if the substantive change involves a change to the applicant’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 substantive 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 substantive 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.
Removal of subsidiary/contr olled affiliate	Select if the substantive change involves the removal of a subsidiary/controlled affiliate who will no longer engage in manufacturing defense articles, exporting and/or brokering defense articles/defense services.
Bankruptcy and/or Liquidation	Select if the substantive change is due to a liquidation and/or bankruptcy regarding the applicant, ultimate parent, intermediate owners/parents, subsidiaries, or controlled affiliates listed in Blocks 6, 8 or 9.

Notification Triggering Event Date	If <u>Does the amendment involve a substantive change to the registration</u> is “Yes,” enter the date of the event that triggered the required notification.
--	---

Licensing/ Authorizations	Identify whether licenses such as a DSP-5 and other authorizations such as a Technical Assistance Agreement (TAA) will be impacted by the reported substantive change(s), such as a legal entity name or address change.
------------------------------	--

Transaction Summary	If <u>Does the amendment involve a substantive 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.
------------------------	--

Merger, Acquisition, and Divestiture (MAD) Change	Transaction Type	Identify the relevant transaction, merger, acquisition, or divestiture.
	Date of Event	Select the date of the transaction that triggered the notification.
	Foreign Ownership	Indicate whether the reported transaction resulted in foreign ownership, as defined in 22 CFR 120.65(a). Note, if the reported transaction resulted in the transfer of ownership to a foreign person, include the foreign person in Block 9 and in the legal organizational charts attached in Block 11.
	Foreign Control	Indicate whether the reported transaction resulted in foreign control, as defined in 22 CFR 120.65(b). Note, if the reported transaction resulted in the transfer of control to a foreign person, include the foreign person in Block 9 and in the legal organizational charts attached in Block 11.
	Voluntary Disclosure	<p>Indicate whether a voluntary disclosure was submitted for the late notification of the reported MAD transaction. Refer to 22 CFR 127.12 for guidance regarding the submission of voluntary disclosures.</p> <p>If a voluntary disclosure was submitted, provide the relevant case number.</p>
	Execution of the Transaction	
	Transaction Summary	Identify if the transaction was a stock purchase or an asset purchase. If neither applies, then please select other transaction, and provide an explanation.
	Details of Transaction	
Applicant's role in transaction		
Other Parties Names		Select applicant's role in the MAD transaction.
Party Type		Identify the names of all other parties to the MAD transaction.

3. Foreign Ownership/Control Information

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

Foreign Ownership	<p>Indicate whether more than 50 percent of the outstanding voting securities of the applicant are owned by one or more foreign persons.</p> <p>If the response is "Yes," then select the foreign country from the drop-down box and click "Add." You may select more than one country if needed</p>
Foreign Control	<p>Indicate whether one or more foreign persons have the authority or ability to establish or direct the general policies or day-to-day operations of the applicant.</p> <p>If the response is "Yes," then select the foreign country from the drop-down box and click "Add." You may select more than one country if needed</p>
25percent Foreign Person Ownership/ Control	<p>Foreign control is presumed to exist where foreign persons own 25 percent or more of the outstanding voting securities unless one U.S. person controls an equal or larger percentage. Indicate whether a foreign person(s) owns 25 percent or more of the outstanding voting securities and no single U.S. 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.</p> <p>If the response is "Yes," then select the foreign country from the drop-down box and click "Add." You may select more than one country if needed</p>
126.1 Foreign Person Control	<p>Indicate whether a foreign person (including foreign governments) from countries specified in 22 CFR 126.1 have the authority or the ability to establish or direct the general policies or day-to-day operations of the applicant.</p> <p>If the response is "Yes," then select the applicable 22 CFR 126.1(d) country from the drop-down box and click "Add." You may select more than one 22 CFR 126.1(d) country if needed.</p>
126.1 Foreign Person Ownership	<p>Indicate whether a foreign person(s) (including foreign governments) from countries specified in 22 CFR 126.1 own(s) more than 5 percent of the outstanding voting securities of the applicant.</p> <p>If the response is "Yes," then select the applicable 22 CFR 126.1(d) country from the drop-down box and click "Add." You may select more than one 22 CFR 126.1(d) country if needed.</p>
60-Day Notice	<p>If the applicant is submitting a Renewal or Amendment and a response to the above question(s) is changed to "Yes", indicate whether 60-day pre-notification was provided per 22 CFR 122.4(b).</p>

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 <u>Nonprofit</u> if your entire organization registering with DDTC qualifies as a nonprofit. If not, then you are not eligible to make this selection. The Internal Revenue Service (IRS) certification must apply to the applicant and all entities/subsidiaries/affiliates listed on the registration submission. 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.
	Joint Venture Agreement	Select when the applicant is operating under a Joint Venture Agreement.
	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 date.	

Place of
Incorporation or
Business
Commencement
Date

If applicable, enter the city, country, and state/province for the place of incorporation or business commencement date.

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. Indicate if the applicant is a holding company.

Please note that the parent company(s) listed in Block 9 is/are not registered and not able to manufacture, export, temporary import, perform defense services or broker. If the applicant indicates that a U.S. parent in Block 9 is engaged in ITAR activities, the registration may be returned without action (RWA'd).

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." Natural Persons must be at least 18 years of age to be added to the DS-2032 State of Registration Form. 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."
ITAR Activity	If <u>Applicant Type</u> is "Entity," indicate whether the entity registering is engaged in the business of manufacturing, exporting, or temporarily importing of a defense article or furnishing of a defense service.
Entity Type	If <u>ITAR Activity</u> is "No," select the appropriate entity type, holding company, private equity or other. If other, please explain.
Holding Company	<p>If <u>Entity Type</u> is "Holding Company," indicate if the holding company has the authority/ability to establish or direct the general policies or day-to-day operations of the subsidiaries and controlled affiliates.</p> <p>Also, indicate if the holding company has the necessary oversight, including directing policies and procedures, to ensure subsidiaries and controlled affiliates compliance with the ITAR.</p>
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 fictitious doing business as name.</p> <p>New and renewing applicants must include supporting documentation in Block 11, issued or endorsed by the relevant government authority authorizing the applicant to engage in business. For U.S. applicants, the supporting documentation must be accurate and current and at the State government level, and can include articles of incorporation, articles of organization, certificate of formation, partnership agreements, or a certificate of good standing. The legal name provided in the documentation must match the legal name entered here.</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.

Doing Business
As

If Applicant Type 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.

Applicant
Mailing Address

If the mailing address differs from the primary physical legal address, enter the mailing address in the space provided.

Applicant 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 designate 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 application is a third party authorized to discuss the registration correspondence 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 Point of Contact Type is "Third Party," enter the name of the third-party point of contact's company/organization.

First Name

If Point of Contact Type is "Applicant" or "Third Party," enter the first name of the point of contact.

Last Name

If Point of Contact Type is "Applicant" or "Third Party," enter the last name of the point of contact.

Position/Title	If <u>Point of Contact Type</u> is “Applicant” or “Third Party,” enter the point of contact’s position or title.
Telephone	If <u>Point of Contact Type</u> is “Applicant” or “Third Party,” enter the primary telephone number where the point of contact can be reached.
Email	If <u>Point of Contact Type</u> is “Applicant” or “Third Party,” enter an email address where the point of contact can be reached.

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

Select “Yes” for all positions currently held by the applicant. Enter the number of positions held for directors, partners, owners, trusts, and other positions and as applicable, additional fields will be provided for completion of those positions. Complete this block for each member of the board of directors, senior officer, partner, or owner. All owners of more than 5 percent 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. For U.S. manufacturers, exporters, and brokers, indicate whether at least one U.S. person senior officer/partner resides in the United States. If no U.S. person senior officer/partner resides in the United States, provide an explanation of the ITAR oversight of day-to-day operations. Natural Persons must be at least 18 years of age to be added to the DS-2032 Statement of Registration Form. Applicants selecting “Individual” for Organization Type in Block 4 should also complete this section. Do not provide the information in a separate attachment. Enter the number of positions held for directors, officers, partners, or owners and as applicable, additional fields will be provided for completion.

All entities that have more than 50 percent ownership or the authority or ability to establish or direct the general policies or day-to-day operations of the applicant are required to be listed in Block 9. Natural persons that have more than 50 percent ownership of the applicant or the authority or ability to establish or direct the general policies or day-to-day operations of the applicant are required to be listed in Block 6.

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	Select the board member, officer, partner or owner’s position or title from the options provided. Select “Yes” or “No” to indicate whether applicant has the positions. The position or title must indicate the relationship to the applicant (e.g., “Chief Executive Officer”). If title is not shown in the options provided, select “Other” and enter the position or title.
Owner	Answer “Yes” or “No” to the questions.
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 officers who sign the form in Block 6, 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.

Type of
Modification

If Registration Action is “Renew” or “Amend” and a member of the board of directors, senior officer, partner, or owner is being added, removed, or undergoing name/address change or other information change, then select the reason for the modification:

1. **No Change** – select if not making an substantive change, merger, acquisition, divestiture, remove/not dispose, establishment/addition (non-MAD) and/or other.
2. **Substantive Material Change** –Applicant is updating the name, address, or other information for a member of the board of directors, senior officer, partner, or owner.
3. **Merger** – addition or removal of a member of the board of directors, senior officer, partner, or owners due to consolidation of two (or more) existing companies, including at least one DDTC applicant.
4. **Acquisition** - addition or removal of a member of the board of directors, senior officer, partner, or owner due to acquisition of a DDTC applicant, or a registered subsidiary or controlled affiliate thereof.
5. **Divestiture** – addition or removal of a member of the board of directors, senior officer, partner, or owner due to disposal of company registered with DDTC, or a registered subsidiary or controlled affiliate thereof.
6. **Remove/Not Dispose (non-MAD)** – Removal of a member of the board of directors, senior officer, partner, or owners due to non-MAD personnel changes.
7. **Establishment/Addition (non-MAD)** - addition of a member of the board of directors, senior officer, partner, or owners due to non-MAD personnel changes.
8. **Other** – applicant must include an explanation for the addition or removal of a board of directors, senior officer, or partner in Block 11.

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 brokering activities. This block will not appear when Registration Type is “U.S. Government” or “Foreign Government.”

USML Category Indicate the applicable USML categories. Nearly all applicants should select from Categories I through XX. Note that Category XXI is not a catchall for a wide range of miscellaneous items; rather, it is a narrowly focused category that applicants should not select unless they have received an explicit written determination in the past from DDTC that one of their articles or services falls under Category XXI.

Applicable Determination Number and Final Determination Letter	If you select <u>USML Category XXI</u> , you must also provide in the enabled text box the unique case number of the DDTC determination that assigned a Category XXI export classification to one of your commodities and provide a copy of the final determination letter. Use one of the following two formats for this number, as other formats will not pass the automated validation:
---	--

“CJ #####-##” “CJ#####”	example: CJ 0153-12 example: CJ0104563
----------------------------	---

Note: If DDTC has advised you that your commodity has a Category XXI export classification, but you do not have the unique case number of the DDTC determination or final determination letter, or if you otherwise believe you should select Category XXI, you may contact the DDTC Response Team for assistance at ddtccustomerservice@state.gov or (202) 663-1282.

Brief description of applicant’s business activities	Provide a brief description of applicant’s business activities related to the selected USML categories.
---	---

8. Subsidiary/Controlled Affiliate Information

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

Subsidiary and Controlled Affiliate	Indicate whether the applicant owns or controls any U.S. or foreign affiliates or subsidiaries that are in the business of manufacturing, exporting and/or brokering defense articles or services.				
Subsidiary or Controlled Affiliate/ Description	Provide the following information for each of the applicant’s subsidiaries or controlled affiliates that are involved in the manufacture, export, and/or brokering of defense articles and defense services. If the applicant is only applying for a broker registration, only those subsidiaries or controlled affiliates that are involved in brokering should be listed. Each relevant subsidiary or controlled affiliate should be listed once in Block 8 of the DS-2032 form. It is not necessary to list multiple (e.g., sales office) locations for each. To include additional subsidiaries or controlled affiliates, select Add .				
	<table border="0"> <tr> <td style="vertical-align: top;">Activity Type</td> <td>Indicate which activities the subsidiary or controlled affiliate is involved in.</td> </tr> <tr> <td style="vertical-align: top;">Company/ Organization Legal Name</td> <td>Enter the legal company or organization name of the subsidiary or controlled affiliate.</td> </tr> </table>	Activity Type	Indicate which activities the subsidiary or controlled affiliate is involved in.	Company/ Organization Legal Name	Enter the legal company or organization name of the subsidiary or controlled affiliate.
Activity Type	Indicate which activities the subsidiary or controlled affiliate is involved in.				
Company/ Organization Legal Name	Enter the legal company or organization name of the subsidiary or controlled affiliate.				

Doing Business As Name	Enter the name the subsidiary or controlled affiliate does business under.
Legal Address	Enter the primary physical legal address of the subsidiary or controlled affiliate.
U.S. Person	Indicate whether the subsidiary or controlled affiliate meets the ITAR definition of a U.S. person at 22 CFR 120.62.
Relationship	Indicate whether the entity is a subsidiary or controlled affiliate of the applicant.
Joint Venture Agreement	Select when the subsidiary or controlled affiliate is operating under a Joint Venture Agreement.
Applicant Control	If <u>Relationship</u> is "Controlled Affiliate," indicate whether the applicant has authority or ability to establish the or direct the general policies or day-to-day operations of the controlled affiliate.
25 percent Applicant Ownership	If <u>Relationship</u> is "Controlled Affiliate," indicate whether the applicant owns 25 percent or more of the controlled affiliate's outstanding voting securities and no U.S. person controls an equal or larger percentage.
126.1 Foreign Person Control	<p>If <u>Relationship</u> is "Controlled Affiliate," indicate whether one or more foreign persons from a country specified in 22 CFR 126.1 has the authority or ability to establish or direct the general policies or day-to-day operations of the controlled affiliate.</p> <p>If 126.1 Foreign Person Control is "Yes," then select the applicable 126.1(d) country from the drop-down box and click "Add." You may select more than one 126.1(d) country if needed.</p>
22 CFR 126.1 Foreign Person Ownership	<p>If <u>Relationship</u> is "Controlled Affiliate," indicate whether a foreign person(s) from a country specified in 22 CFR 126.1 controls more than 5 percent of the controlled affiliate's voting securities.</p> <p>If 22 CFR 126.1 Foreign Person Control is "Yes," then select the applicable 126.1(d) country from the drop-down box and click "Add." You may select more than one 22 CFR 126.1(d) country if needed.</p>
Separate Point of Contact for Controlled Affiliate/ Subsidiary	Check the box if the applicant wishes to provide a separate point of contact for the controlled affiliate or subsidiary. If the controlled 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.

Controlled
Affiliate/
Subsidiary
Brokering
Activity Report

If Registration Action is “Renew” and Activity Type is “Broker,” indicate whether the controlled affiliate or subsidiary has brokering activity to report (including successful/unsuccessful brokering activity).

Type of
Modification

1. If Registration Action is “Renew” or “Amend” and a controlled affiliate/subsidiary is being added, removed, or undergoing name/address change or other information change, then select the reason for the modification: **No Change – select if not making an substantive change, merger, acquisition, divestiture, remove/not dispose, establishment/addition (non-MAD) and/or other.**
2. **Substantive Material Change** –Applicant is updating the name, address, or other information for a member of the board of directors, senior officer, partner, or owner.
3. **Merger** – addition or removal of a member of the board of directors, senior officer, partner, or owners due to consolidation of two (or more) existing companies, including at least one DDTC applicant.
4. **Acquisition** - addition or removal of a member of the board of directors, senior officer, partner, or owner due to acquisition of a DDTC applicant, or a registered subsidiary or controlled affiliate thereof.
5. **Divestiture** – addition or removal of a member of the board of directors, senior officer, partner, or owner due to disposal of company registered with DDTC, or a registered subsidiary or controlled affiliate thereof.
6. **Remove/Not Dispose (non-MAD)** – Removal of a member of the board of directors, senior officer, partner, or owners due to non-MAD personnel changes.
7. **Establishment/Addition (non-MAD)** - addition of a member of the board of directors, senior officer, partner, or owners due to non-MAD personnel changes.
8. **Other** – applicant must include an explanation for the addition or removal of a board of directors, senior officer, or partner in Block 11.

9. Parent Information

Provide the following parent information. This block will not appear when Registration Type is “U.S. Government” or “Foreign Government.” All entities that have the authority or ability to establish or direct

the general policies or day-to-day operations of the applicant or have more than 50 percent ownership of the applicant, are required to be listed in Block 9. Natural persons that have the authority or ability to establish or direct the general policies or day-to-day operations of the applicant or have more than 50 percent ownership of the applicant are required to be listed in Block 6.

Does the applicant have any parent entities? Select "Yes" or "No" to Does the applicant have any parent entities (U.S. and foreign, intermediate, ultimate) that have ownership and control over the applicant?.

Parent Entity If Does the applicant have any parent entities (U.S. and foreign, intermediate, ultimate)? 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.

Type of
Modification

If Registration Action is “Renew” or “Amend” and a parent company is being added or removed, or is undergoing a name or address change or other information change, select the modification type:

1. No Change – select if not making an substantive change, merger, acquisition, divestiture, remove/not dispose, establishment/addition (non-MAD) and/or other.
2. Substantive Material Change –Applicant is updating the name, address, or other information for a member of the board of directors, senior officer, partner, or owner.
3. Merger – addition or removal of a member of the board of directors, senior officer, partner, or owners due to consolidation of two (or more) existing companies, including at least one DDTC applicant.
4. Acquisition - addition or removal of a member of the board of directors, senior officer, partner, or owner due to acquisition of a DDTC applicant, or a registered subsidiary or controlled affiliate thereof.
5. Divestiture – addition or removal of a member of the board of directors, senior officer, partner, or owner due to disposal of company registered with DDTC, or a registered subsidiary or controlled affiliate thereof.
6. Remove/Not Dispose (non-MAD) – Removal of a member of the board of directors, senior officer, partner, or owners due to non-MAD personnel changes.
7. Establishment/Addition (non-MAD) - addition of a member of the board of directors, senior officer, partner, or owners due to non-MAD personnel changes.
8. Other – applicant must include an explanation for the addition or removal of a board of directors, senior officer, or partner in Block 11.

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.

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:

Legal Entity 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.
Director/Senior Officer Organizational Chart	An organizational chart showing the applicant’s management structure and overall decision-making hierarchy. A director/senior officer organizational chart is not required if the applicant is a Sole Proprietor and/or individual owner.
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.”

Indicted/Charged/ Convicted Status Documentation	Documentation including (but not limited to) indictments, reinstatement letters, and government eligibility notices. This documentation is required for each person or entity listed in the application that has been indicted, or otherwise charged or convicted.
Explanation of Applicant Control/Ownership	An explanation from the applicant addressing the resulting presumption of foreign control related to a foreign person or foreign persons owning 25 percent or more of the outstanding voting securities and that no other U.S. 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 senior officer and individual owner listed in Block 6 if their citizenship is non-U.S. and they are a U.S. person and signing the registration application.
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."
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.
Commodity Jurisdiction Final Determination Letter	Supporting documentation in the form of the final determination letter that was sent to the email address provided in Block 15 of the DS-4076 Form and any others requested on the DS-4076 Form.
Proof of Merger, Acquisition, or Divestiture Transaction	Documentation issued or endorsed by a state government authority showing the applicant has undergone a legal merger, legal name change, or corporate conversion.

Joint Venture Agreement	Documentation verifying that applicant or subsidiary or controlled affiliate is operating under a Joint Venture Agreement.
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.

Only electronic payment through DECCS will be accepted. Once the application is signed by the designated senior official, registration fees can be paid electronically. The current registration fee due can be viewed on your DECCS registration dashboard and the 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.