

DD2345 Form Instructions for an Organizational Application

To apply for your company location, below is what will need to be filled out on the downloadable form:

- **1 – Please check one box:** Check box A. Initial Submission (for new application); Check box B. Revision (if you need to correct an error on a previously submitted form); Check box C. 5-Year Renewal (if your form has expired, and you need to renew it).
- **2 – Your company information:**
 - 2A – Company Name
 - 2B – Address (include both physical address & PO Box (if applicable))
 - 2C – Name of Subsidiary, Division or Department (if applicable)
 - 2D – Cage Code (this is the number you'll receive from SAM)
- **3 – Data Custodian:** This is the person who will be responsible for the form and is usually a security person, export control person, etc.
 - 3A-D all the information for this person
- **4 – Include relevant business activity and date & location of the conference:** It is helpful to list both pieces of information to properly log your submission form for processing (i.e. 2014 NanoTechnology for Defense Conference, 17-20 November, Chantilly VA). *Note: if you only put conference date & location, your form will be returned unprocessed. You must include relevant business activity **and** conference date/location.*
- **5 – You'll check United States**
- **6 – Contractor Verification:** This is usually signed off by someone in finance, the President, etc. – someone that can legally sign the contract.
- **7 – Certification Accepted (For JCO Use Only):** This is only applicable if you have checked Box 1C – 5-Year Renewal. You will need to fill in your current DD2345 number in Box 7B.
- You will also want to include a cover letter, stating you need the form for participation at a conference. You may list the conference name, date and location in this cover letter. The letter, completed form and supporting documentation** will be mailed to the address at the top of the application form. That address is:

**U.S./CANADA JOINT CERTIFICATION OFFICE
DLA LOGISTICS INFORMATION SERVICE
FEDERAL CENTER, 74 WASHINGTON AVE., NORTH
BATTLE CREEK, MI USA 49037-3084**

***You must include some type of documentation that verifies your company, such as a copy of its state business license, or Articles of Incorporation, or Incorporation Certification, or a copy of an IRS Document verifying the tax ID number. Only one form of documentation is required. If this is not included with the DD2345 application, it will be returned unprocessed. Processing time is approximately one month.*