

DD2345 Form Instructions for Individual Application

To apply for an individual form, 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 personal information:**
 - 2A – Your Full Name (Last Name, First Name & Middle Initial - if applicable)
 - 2B – Current Home Address
 - 2C – N/A
 - 2D – N/A
- **3 – Data Custodian:** Your personal information again
- **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:** You must sign the form here.
- **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 a copy of your driver's license (which must match your current home address). If your current home address is not there, you must also include a copy of a current utility bill.*