

Change in Data Requirements Prior to Submission of a D-Trade License Application or Amendment

Effective February 12, 2007 or shortly thereafter, all D-Trade users must use their DDTC-approved registrant/applicant name which corresponds to their DDTC registration record before an application or amendment will be accepted by the D-Trade system.

DDTC will implement a new D-Trade software security feature that will check the D-Trade request against DDTC's registration records to confirm that the name submitted on the request matches DDTC's official records. If a match is not made, the D-Trade system will automatically reject the application or amendment and preclude its submission to DDTC. This extra level of security will help prevent improper third party use of an applicant/registrator's name, registration code and licensing privileges – thereby improving the integrity of the D-Trade system.

For all D-Trade submissions, the DDTC-approved name must be provided in the first line underneath "applicant type" in the block titled "Applicant's Name, Address, ZIP Code, Telephone Number." For a DSP-5 or DSP-73, that's block 5. For a DSP-61, that's block 8.

Applicants/registrants unaccustomed to using a standard name/spelling or who routinely use subsidiary names or "doing business as" on the first line of a D-Trade submission must instead use the DDTC-approved name identification. For current DDTC registrants, this name is contained in the addressee line of the registration letter sent by the Office of Defense Trade Controls Compliance (Compliance & Registration Division) at the time of registration or renewal. In future registration letters, the DDTC-approved registrant name will be separately identified and called out in the body of the letter.

To assist current registrants/applicants in meeting this new D-Trade requirement, the Compliance & Registration Division will conduct a mass mailing in January 2007 to all registrants, providing them with the DDTC-approved name.

D-Trade users who are unsure of their DDTC-approved name must contact their central export control office to obtain that information. DDTC will NOT provide this information over the phone or in e-mails to D-Trade users. Export control offices should make every effort to share their DDTC-approved name among appropriate employees (e.g., designated empowered officials and D-Trade users with authority to submit requests) in advance of February 12, 2007.

Subsequent Web site notices which will be posted shortly on the following related matters:

1. Warning to D-Trade users on controlling and assigning "super user" and "regular user" responsibility to individuals within the registered entity and third parties.
2. D-Trade software feature that automatically identifies an expired registration code on a license request and precludes that request from being submitted to DDTC.