

**INSTRUCTIONS for
U.S. Department of State
Application/License for Defense Articles or Services**

General Notes:

- A. "ITAR" refers to the International Traffic in Arms Regulations (22 CFR Parts 120-130).
- B. All supporting documentation should be uploaded in block 8.
- C. All relevant documentation must be provided with the application form at the time of submission.
- D. For assistance in completing this form, contact the DDTC Help Desk at 202-663-2838 or by e-mail at DTradeHelpDesk@state.gov.

Block 1: Applicant

- Complete all required applicant information fields.
 - Select the checkbox "Not registered with PM/DDTC," if the applicant is not registered with the Directorate of Defense Trade Controls.
- OR
- Provide the applicant's registration code in the "Registration code" field, if the applicant is registered with the Directorate of Defense Trade Controls.
 - Select all applicant types that apply for "Applicant is".
 - *Manufacturer:* a person who engages in the United States in the business of manufacturing defense articles or furnishing defense services.
 - *Exporter:* a person who engages in the United States in the business of exporting or temporarily importing defense articles or furnishing defense services.
 - *Broker:* a person identified under ITAR § 129.2(a) who engages in brokering activities identified under ITAR § 129.2(b).
 - *One-Time Exemption:* a person who is exempt from registering with DDTC but must still apply for a license authorization.
 - *U.S. Government:* A senior official acting in official government agency capacity.
 - *Foreign Government:* A senior official acting in an official foreign embassy capacity.
 - Provide all company or organization name and address information, including website information.
 - Select "Yes" or "No" to indicate whether the transaction involves classified defense articles, programs or parties.

If is the transaction involves classified is yes:

- Select “Yes” or “No” to indicate whether the classified information is being sent under a separate cover.
- Complete all required involves classified fields.
 - The Security Level selected must be the highest form of security that relates to the application.

Block 2: Points of Contact (POC) Information

- Provide all relevant points of contacts (POCs) for the application.
- Complete all required Point of Contact fields.
- Select each relevant POC type:
 - *Applicant*: a person who is directly employed by the applicant and has knowledge of this application.
 - *Technical*: a person who understands the technical knowhow related to this application.
 - *Third Party*: a person who is not directly employed by the applicant but has knowledge of this application.
 - *U.S. Government*: a person who is directly employed by the U.S. Government that is knowledgeable about this application. That is not a DDTC employee.
- If an international phone number is to be provided, select the “Int’l” checkbox.

If POC Type is Government:

- Select the “Agency” which the POC works for.
 - A DDTC employee should NOT be represented here.
- If “Agency” is other provide the agency’s name.

If POC Type is Third Party:

- Complete all third party company or organization name and address information.
- To add additional POCs click the add button.

Block 3: Description of Transaction

- Complete all applicable fields.
- Select an Application type.
 - *Agreement* – The applicant is requesting a manufacturing license agreement, technical assistance agreement or warehouse distribution agreement.

- *Export* – The applicant is requesting to export something permanently or temporarily out of the United States.
- *Import* - The applicant is requesting to import something temporarily into of the United States.
- *Re-Export/Re-Transfer* – the applicant is requesting to re-export something to a new country or re-transfer something within a country.
- *Reconsideration* – the applicant is requesting DDTC to re-review their original application.
- *Advisory Marketing License* – the applicant is requesting information as to whether DDTC would be likely to grant a license or other approval for export or approval of a particular defense article or defense service to a particular country.
- Select all applicable Countries of Ultimate Destination.
- Select “Yes” or “No” to indicate whether this application has related cases and/or authorizations?

If this application has related cases and/or authorizations:

- Select the related case or authorization type
- Enter the Related case or authorization number/ID

If the related cases type is Foreign Military Financing or Foreign Military Sale:

- Enter the total value of defense articles on the original authorization

- Select “Yes” or “No” to indicate whether this transaction is related to a U.S. Government Contract.

If this transaction is related to a U.S. Government Contract:

- Provide the U.S. Government contract number.

- Select “Yes” or “No” to indicate whether a congressional notification (CN) is required.

If a congressional notification (CN) is required is yes:

- Select “Initial” or “Re-notification” to indicate whether the congressional notification is an initial notification or re-notification.

If congressional notification (CN) is re-notification:

- Provide previous congressional notification number.
- Provide previous congressional notification value.

If application type is agreement:

- For detailed instructions on agreements in general it is recommended to review the agreements guidelines available on the PM/DDTC website at <https://www.pmdotc.state.gov/licensing/agreement.html>

- Select the appropriate application category:
 - *Manufacturing License* – an agreement whereby a U.S. person grants a foreign person an authorization to manufacture defense articles abroad and which involves or contemplates the export of technical data or defense articles or the performance of a defense service, or the use by the foreign person of technical data or defense articles previously exported by the U.S. person.
 - *Technical Assistance* – an agreement for the performance of defense services or the disclosure of technical data, as opposed to an agreement granting a right or license to manufacture defense articles.
 - *Warehouse Distribution* – an agreement between U.S. persons and foreign persons for the warehousing and distribution of defense articles.

- Select “Yes” or “No” to indicate whether this agreement is a re-baseline.
- Select “Yes” or “No” to indicate whether this agreement is an amendment.

If this agreement is an Amendment

- Complete all required amendment data fields.
- Provide all transfer territories related to the agreement. Select the “Add” button to add additional transfer territories.

If is the transaction involves classified is yes:

- Complete all required involves classified fields.
- Provide all applicable section 124.12(a)(3) and (a)(7) information.
- Select “Yes” or “No” to indicate whether this agreement involves dual national or third country nationals (DN/TCN).

If is the transaction involves DT/TCN is yes:

- Complete all required dual national or third country national fields.
- Provide all applicable sublicensing information.
- Provide all applicable section 124.12(a)(5) information
- Provide all applicable retransfer information
- Select “Yes” or “No” to indicate whether this agreement involves Unmanned Aerial Vehicles (UAVs).

If is the transaction involves UAVs is yes:

- Complete all required UAV fields.
- Select “Yes” or “No” to indicate whether this agreement involves Low Observable/Country-Low Observable (LO/CLO)

If is the transaction involves LO/CLO is yes:

- Complete all required LO/CLO fields
- Provide all applicable XIX Information.
- Provide all applicable section 123.14 information.

If application type is reconsideration:

- Select the appropriate type of reconsideration: Denial or Proviso.
- Provide the authorization number of the application that is to be reconsidered along with an explanation of why you are requesting reconsideration.

If application type is export, import, or re-export /re-transfer:

- Select either “Permanent” or “Temporary” to indicate what type of export the application is.
- Select the appropriate application category.
- Select “a completely new shipment” or “the unshipped balance” to indicate if this is a new shipment or you have an existing license and not all the articles on the license have been shipped.

If application represents the unshipped balance

- Provide previous license number.
- Quantities, commodities, and values for unshipped balance applications must reflect only the actual unshipped balance from the previous license.

If application is permanent:

- Provide all applicable information including probable port of exit and probable date of exit.

If application is temporary:

- Provide all applicable information including probable port of exit and port of entry, probable date of exit and probable date of entry, and the foreign country from which shipped.

If application is temporary AND export:

- Select “Single” or “Series” to indicate if the transaction is a single departure and return or a series of departures and returns.
- Select “Yes” or “No” if the item being exported is an aircraft or a vessel.

If article being exported is aircraft or vessel is yes:

- Provide all aircraft or vessel fields including FAA Registry or Vessel Document Number and Date. Aircraft and vessel information and location.
- To add additional aircraft or vessel information click the add button

Block 4: Commodity Information

- Provide all relevant commodity(ies) for the application.
- Complete all required commodity fields.
- To add additional commodity information click the add button.

If application type is agreement:

If manufacturing know-how is yes

- Provide the USML information.
- To add additional USML information click the add button

If SME abroad is yes

- Provide the USML information.
- To add additional USML information click the add button
- Provide all applicable details related to technical data/defense services including USML information and related hardware USML category.
- Provide all applicable details relate to hardware including USML information and SME information.
- Total licensed hardware will be auto calculated based on the sum of permanent export non-MDE, permanent export MDE, permanent export by 123.16, permanent export kits, permanent export kits by 123.16, temporary export and temporary import.
- Hardware value for Congressional Notification (CN) sum of permanent export non-MDE, permanent export MDE and permanent export by 123.16.
- Total agreement value sum of total licensed hardware, hardware manufactured abroad and technical data and/or defense services value.
- Congressional Notification (CN) value sum of hardware value for CN, hardware manufactured abroad and technical data and/or defense services value.

If application type is export, import, or re-export /re-transfer:

If this article type is technical data

- Complete all required technical data fields.

If a DSP-83 attached in no

- Explain why DSP-83 is not attached.

If the item is classified is yes

- Complete all required item is classified data fields.
- Line item total will be auto calculated based on quantity and unit price.
- Total license value will be auto calculated based on the sum of line item totals.

Block 5: Entity Information

- Provide all relevant entities for the application.
- Complete all required Entity fields.
- Select all entity types that apply for the company or organization.
 - *Consignee* – the entity that will accept or forward the commodity on behalf of the end-user.
 - *End User* – the entity that will take final possession of the commodity, regardless of foreign purchaser(s) and foreign intermediate consignee(s).
 - *Manufacturer* – the entity that is manufacturing the commodity.
 - *Source* – the entity is the source of the commodity.
 - *Subsidiary* – an entity that is owned or controlled by the applicant.

If application type is agreement:

- Signatory

If application type is brokering:

- Brokering Participant

If the transaction involves classified:

- Cognizant DSS Security Office
- Classification Source

- Provide all company or organization name and address information including website and automated export system (AES) identification code.

If entity type is consignee:

- Select the appropriate consignee type from the following options: Broker, Commander (Aircraft or Vessel), Distributor, Freight Forwarder, Integrator/Intermediator, Launch Service Provider, Marketing Recipient, Sublicensee.

If is the consignee type is Launch Service Provider:

- Complete all required launch service provider fields.

If is the consignee type is Commander (Aircraft or Vessel)

- Complete all required Commander (aircraft or vessel) fields.

If is the transaction involves classified is yes:

- Complete all required brokering participant fields.

If is the transaction involves classified is yes:

- Complete all required involves classified fields.

- The Security Level selected must be the highest form of security that relates to the application.
- To add additional Entities click the add button.

Block 6: Certification Information

- Complete all applicable fields.
- Confirm all 22 CFR 124.12 certifications.
- Confirm all 22 CFR 124.14 certifications.
- Complete all applicable 22 CFR 126.13 certification questions.
- Complete all applicable 22 CFR 130 requirements questions.

Block 7: Empowered Official application and certification signature

- Complete all applicable fields.
- The empowered official certifies as to the accuracy and completeness of the information provided and has not knowingly omitted information that could have an impact on the final decision of the license.

Block 8: Supporting Documentation

- Check the applicable blocks to indicate you are submitting the associated supporting document(s) with your application.
- Supporting documents that are not in English should be accompanied by a complete translation.
- Paper documents should be scanned and uploaded electronically. Digital copies of supporting documentation are preferred.
- Each supporting document must be scanned as a separate file.