

## **DTC REGISTRATION CHECKLIST**

Registration with Defense Trade Controls (DTC) is a fairly painless process with the majority of the time spent gathering documentation. Excelerate will guide you through the process of registration so that your application is submitted correctly for prompt approval. Registrations are updated annually and the fee depends on the number of times you submitted licenses or agreements for approval.

Processing of the registration packet usually takes about a month after submission but we have seen it go to two if they are busy or it is a holiday period. Once registered you will be asked to identify and notify DTC who in your company is the “Empowered Official”. Although a powerful sounding term it simply means the person that is responsible for your company’s ITAR Compliance Program and is the point of contact if DTC requires correspondence. We can help you establish an ITAR Compliance Program if you do not have one in place already.

What follows is a description of the information we will need to process your registration application.

### **Required Information**

The following is a checklist of information that we will need to complete your application for registration with the Directorate of Defense Trade Controls (DDTC).

1. Name and address information:
  - a. Company Legal Name:
  - b. Doing Business as Name:
  - c. Company Address (physical):
  - d. Phone:
  - e. Fax:
2. Current DTC Registration Code (if applicable):
3. Business is: Individual, Corporation, Partnership, Company, or Other
4. Date, city, county and state of incorporation or when business commenced operation.

5. Please provide the following information for each Board of Director, Officer, Partner, Owner and Empowered Official:
  - a. Full legal name
  - b. Citizenship(s)
  - c. Social Security Number
  - d. Position in Company
  - e. Place of Birth: City, State, Country
  - f. Date of Birth
  - g. Home Address

Note 1: All information provided for this registration will be destroyed once the registration package is submitted. Excelerate will safeguard this information as confidential.

Note 2: The Empowered Official will be the individual signing the registration application, certifying that the information is correct and will be the person responsible for updates to the registration and following the requirements in the ITAR.

6. Name and address of any U.S. or foreign subsidiaries wholly or partially owned by the applicant that may manufacture or export defense material or services in the future.
7. Name, address, and phone of registrants parent company, if applicable.
8. Does the registrant submit tax forms separately from the parent company, if applicable?
9. Full name, address, telephone, fax of foreign person/company and percent breakdown of any foreign ownership if applicable.
10. Will any foreign persons have the authority to establish or direct the general policies or day to day operations?

### **Completing Registration**

Excelerate will prepare your registration based on the information above and provide it back to you for review and signature. Once completed, we will provide you with instructions on how and where to submit the package to DTC. The following information will be included in your package.

- A copy of your State Incorporation Certificate or State Certificate of Good Standing or State, County, or City Business License or State Articles of Incorporation, sole proprietorship, partnerships, limited liability partnership/company, and corporations.
- A signed copy of the Registration Transmittal Letter on your company letter head.
- The original signed DS-2032 registration form.

Your registration letter will come to the empowered official at your company. Please ensure that your work with foreign parties is done in compliance with the ITAR. Just give us a call if you have questions.