ADDITIONAL INSTRUCTIONS
APPLYING FOR A
MILITARILY CRITICAL TECHNICAL DATA AGREEMENT
(DD2345) NUMBER

BEFORE MAILING DD2345 APPLICATION
PLEASE FAX COPY OF APPLICATION WITH ATTACHMENT TO
VBR PROGRAM MANAGER (717) 605-2186

!PLEASE ENSURE YOU FOLLOW ALL DIRECTIONS ON THE SECOND SHEET OF THE APPLICATION!

- **You will need to include some type of documentation that proves and verifies the legitimacy of your company such as a copy of one of the following: state/provincial business license; Incorporation Certification or Articles of Incorporation; copy of the document showing your Tax Identification Number; or a Sellers Permit.**

  Please send your application to:
  United States/Canada Joint Certification Office
  Defense Logistics Information Services
  Federal Center
  Battle Creek, MI 49017-3084

- **The Certification Number is valid for a five-(5) year period and *MUST* be updated after this time frame, when you change addresses or have a name change.**

- **QUESTIONS MAY BE DIRECTED TO VBR PROGRAM MANAGER AT (717) 605-1841**

!Please ensure you follow all direction on the second sheet of the application!
!Fax a copy of your application and attached documentation to VBR Program Manager, (717) 605-2186 BEFORE mailing application!

MILITARILY CRITICAL TECHNICAL DATA AGREEMENT

(Please read Privacy Act Statement and Instructions on back before completing this form.)

Form Approved
OMB No. 0704-0207
Expires October 31, 2004

The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0207), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO:
UNITED STATES/CANADA JOINT CERTIFICATION OFFICE, DEFENSE LOGISTICS INFORMATION SERVICE, FEDERAL CENTER, 74 WASHINGTON AVE., NORTH, BATTLE CREEK, MI USA 49017-3084

1. TYPE OF SUBMISSION *(X one)* | a. INITIAL SUBMISSION | b. RESUBMISSION | c. REVISION | d. 5-YEAR RENEWAL

2. INDIVIDUAL OR ENTERPRISE DATA *(Referred to as a "certified contractor" upon acceptance of certification by the U.S./Canada - JCO)*

a. NAME	b. ADDRESS *(Include Province and/or 9-digit ZIP Code)*
c. NAME OF SUBSIDIARY/DIVISION	
d. FSCM/FSCNM/CAGE/DSS VENDOR CODE	e. TELEPHONE NUMBER *(Include Area Code)*

3. DATA CUSTODIAN

a. NAME OR POSITION DESIGNATION *(See Instructions)*	b. BUSINESS MAILING ADDRESS *(Include Province and/or 9-digit ZIP Code)*
c. TELEPHONE NUMBER *(Include Area Code)*	
d. TITLE	

4. DESCRIPTION OF RELEVANT BUSINESS ACTIVITY *(Print or type)*

5. AS A CONDITION OF RECEIVING MILITARILY CRITICAL TECHNICAL DATA, THE INDIVIDUAL OR ENTERPRISE CERTIFIES THAT:

a.(1) CITIZENSHIP/RESIDENCY STATUS.
The individual designated either by name or position designation in Item 3, who will act as custodian of the militarily critical technical data on behalf of the contractor, is: (X (a), (b), (c), or (d))

	(a) A U.S. CITIZEN		(b) A CANADIAN CITIZEN

or a person admitted lawfully for permanent residence into:

	(c) THE UNITED STATES		(d) CANADA

(2) BUSINESS LOCATION. Business of individual listed in Item 3 is located in: *X (a) or (b)*

	(a) THE UNITED STATES		(b) CANADA

b. The data are needed to bid or perform on a contract with any agency of the U.S. Government or the Canadian Government or for other legitimate business activities in which the contractor is engaged, or plans to engage.

c. They (1) acknowledge all responsibilities under applicable U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of militarily critical technical data within the United States) or applicable Canadian export control laws and regulations, and

c.(2) agree not to disseminate militarily critical technical data in a manner that would violate applicable U.S. or Canadian export control laws and regulations.

d. They will not provide access to militarily critical technical data to persons other than their employees or eligible persons designated by the registrant to act on their behalf unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR, or by the U.S. or Canadian Government agency that provided the technical data.

e. No person employed by the enterprise or eligible persons designated by the registrant to act on their behalf, who will have access to militarily critical technical data, is disbarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts or has violated U.S. or contravened Canadian export control laws or has had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.

f. They are not themself debarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts, and have not violated U.S. or contravened Canadian export control laws, and have not had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.

6. CONTRACTOR CERTIFICATION

I certify that the information and certifications made by me are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. *(For U.S. contractors see U.S. Code, Title 18, Section 1001 and for Canadian contractors see Section 26 of the Defense Production Act.)*

a. TYPED NAME *(LAST, First, Middle Initial)*	b. TITLE	c. SIGNATURE	d. DATE SIGNED

7. CERTIFICATION ACTION *(X one)*

	a. **CERTIFICATION ACCEPTED.** This certification number, along with a statement of intended data use, must be included with each request for militarily critical technical data.	NUMBER
	b. **RETURNED. Insufficient information:**	
	c. **REJECTED.** Does not meet eligibility requirements of DoDD 5230.25 or of Canada's TDCR.	

8. DOD OFFICIAL		9. CANADIAN OFFICIAL	
a. TYPED NAME *(LAST, First, Middle Initial)*		a. TYPED NAME *(LAST, First, Middle Initial)*	
b. TITLE		b. TITLE	
c. SIGNATURE	d. DATE SIGNED	c. SIGNATURE	d. DATE SIGNED

Reset

INSTRUCTIONS FOR COMPLETING DD FORM 2345

PRIVACY ACT STATEMENT

AUTHORITY: U.S. INDIVIDUALS AND ENTERPRISES: 10 USC, Section 140c, as added by PL 98-94, Section 1217, September 24, 1983; and implemented by DoDD 5230.25, "Withholding of Unclassified Technical Data From Public Disclosure," November 6, 1984 (32 CFR Part 250).

FOR CANADIAN INDIVIDUALS AND ENTERPRISES: Defense Production Act.

PRINCIPAL PURPOSE(S): To identify individuals and enterprises eligible to receive militarily critical technical data.

ROUTINE USE(S): To support decisions regarding dissemination or withholding of militarily critical technical data. Information provided on this form describing your business may be published from time to time for the benefit of the "certified contractors."

DISCLOSURE: Voluntary; however, failure to provide the information may result in a denial of access to militarily critical technical data.

MAIL THE ORIGINAL, COMPLETED COPY OF THIS FORM AND ANY ATTACHMENTS TO:

United States/Canada Joint Certification Office
Defense Logistics Information Service
Federal Center, 74 Washington Ave., North
Battle Creek, MI, USA 49017-3084

SPECIFIC INSTRUCTIONS

1. Mark only one box. Mark "RESUBMISSION" only if your previous submission was returned or rejected. Mark "REVISION" (of a previously accepted submission) to show revised information, such as addresses or business description. Mark "5-YEAR RENEWAL" in response to a renewal notice from U.S./Canada - JCO. When either the "REVISION" OR "5-YEAR RENEWAL" box is marked, enter your current Certification Number in Item 7.a.

2.a. For an individual, show full name (LAST, First, Middle initial). For an enterprise, show full name of corporate parent; or institution.

b. Enter the mailing address of the individual or enterprise making the certification. If a P.O. Box is used for mailing purposes, include street address as well.

c. Each corporate subsidiary or division that is to receive militarily critical technical data must be certified separately. If not applicable, so state.

d. For U.S. individual or enterprise, enter the Federal Supply Code for Manufacturers (FSCM) or Non-Manufacturers (FSNCM) or Commercial and Government Entity (CAGE) code assigned to the individual or enterprise making the certification. For a Canadian individual or enterprise, enter the Department of Supply and Services (DSS) Vendor Code assigned to the individual or enterprise making the certification. If none, so state. If a subsidiary or division is certified, enter the organization's code.

e. Show telephone number of the certifying official identified in Item 6. Include the area code.

3. Show the name, address, telephone number (including area code) and title of the individual who will receive militarily critical technical data and be responsible for its further dissemination. **A position designation may be used only when conditions described in Item 5.a.(1) and (2) are prerequisites for holding that position.**

4. Describe the business activity of the entity identified in Item 2 in sufficient detail for the U.S. or Canadian Government agency controlling the data to determine whether the militarily critical technical data that you may request from time to time are reasonably related to your stated business activity. For example, state that you design and construct high-pressure, high volume hydraulic pumps for use in connection with aircraft control surfaces; do not state simply "hydraulic pumps." Provide concise statements within the space provided.

5. If certifications 5.e. and 5.f. cannot be made, provide (on a separate sheet) a description of any extenuating circumstances that may give sufficient reason to accept your certification.

6. If Item 2 identifies an individual, that individual must sign. If Item 2 identifies an institution or a corporate entity, a person who can legally obligate the enterprise to a contract must sign.

7. Explanation of Certification Action.

a. ACCEPTED. The U.S./Canada - JCO has assigned the individual or enterprise identified in Item 2.a., a Certification Number which will identify the individual or enterprise as a "certified contractor" as defined in U.S. DoDD 5230.25 or Canada's TDCR. The acceptance is valid for a period of five years from the acceptance date unless sooner revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR. If at any time a certified contractor is unable to adhere to the conditions under which a certification was accepted, the contractor's certification is considered void, and the contractor will either submit a revised certification or surrender all militarily critical technical data obtained under this agreement to the data controlling offices specified on the documents.

b. RETURNED. Your submission did not contain all the information required to process your certification. Please review any comments provided with the returned submission and resubmit in accordance with the applicable instructions.

c. REJECTED. Reasons for rejection include, for example, debarment, a business activity that does not fall within the scope of U.S. DoDD 5230.25 or Canada's TDCR, or failure to make all of the required certifications.

LEGEND:

DoD = Department of Defense
DoDD = Department of Defense Directive
U.S./Canada - JCO = United States/Canada Joint Certification Office
DSS = Department of Supply and Services
TDCR = Technical Data Control Regulations
Militarily Critical Technical Data = Unclassified technical data as governed by U.S. DoDD 5230.25 or Canada's TDCR.