



# Directorate of Defense Trade Controls New Registration User Guide



## Introduction to the Registration Application:

The purpose of this guide is to walk you through how to successfully create and submit a new Registration (DS-2032), including how to:

- Create New Registration (P. 1)
- Complete Registration Form (P. 2 – 11)
- Submit Registration to a Senior Officer (P. 12 – 13)
- Senior Officer submits registration to DDTC (P. 14)
- Pay for Registration and Retrieve Registration letter (P. 15)
- Understand Registration Statuses (P. 16)
- Share feedback (P.17)

## CREATE NEW REGISTRATION

1. Once logged in to the DECCS Industry Service Portal page, navigate to the Registration application.
2. Select "New Registration" on the dashboard.
3. Once open, select "Start."

The image contains three screenshots illustrating the steps to create a new registration:

- Step 1:** A screenshot of the DECCS Industry Service Portal. The 'Applications' dropdown menu is open, and 'Registration' is highlighted. A yellow circle with the number '1' is placed over the 'Registration' option.
- Step 2:** A screenshot of the 'Registration' dashboard. A blue button labeled 'New Registration' is highlighted with a yellow circle containing the number '2'.
- Step 3:** A screenshot of the 'Registration Module' page. A blue button labeled 'Start' is highlighted with a yellow circle containing the number '3'.



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## Block 1: General Information

1. On Block 1, answer whether the applicant is a U.S. Person.
  - *Note:* ITAR § 120.62 defines U.S. person as: "a person who is a lawful permanent resident as defined by 8 U.S.C. 1101(a)(20) or who is a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any corporation, business association, partnership, society, trust, or any other entity, organization, or group that is incorporated to do business in the United States. It also includes any governmental (Federal, state, or local) entity. It does not include any foreign person as defined in § 120.63.
2. Once you have finished, click "Next."

1

Application ID: 3603

**General Information**

\* Applicant is a U.S. Person

Yes

No

2

[https://deccs.pmdtdtc.state.gov/deccs?id=ddtc\\_kb\\_article\\_page&sys\\_id=27bcd259db874c10d0a370131f9619f8](https://deccs.pmdtdtc.state.gov/deccs?id=ddtc_kb_article_page&sys_id=27bcd259db874c10d0a370131f9619f8)



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## Block 2: Registration Information

1. On Block 2, select your Registration Type.
  - *Note: if you select FMS Freight Forwarder (Exporter), you will have to identify and select the authorized countries.*
2. Once you have finished, click “Next.”

1 ✓ 2 ⚠ 3 4 5 6 7 8 9 10 11

Application ID: 3603

### Registration Information

\* Registration Action  
New Registration

1 \* Registration type

- Manufacturer
- Exporter
- Broker
- FMS Freight Forwarder (Exporter)
- One Time Exemption
- U.S. Government
- Foreign Government

Save Back Next 2



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## Block 3: Foreign Ownership/Control Information

1. After identifying and selecting the appropriate registration type, you will be prompted to answer a series of questions about Foreign Ownership and Control information.
2. Once you have finished, click “Next.”

1

### Foreign Ownership/Control Information

**\* A foreign person owns, or foreign persons own, more than 50% of the outstanding voting securities or equity of the applicant.**

Yes  
 No

**\* A foreign person has, or foreign persons have, the authority and/or the ability to establish or direct the general policies or day-to-day operations of the applicant.**

Yes  
 No

**\* A foreign person owns, or foreign persons own, 25% or more of the outstanding voting securities or equity and no other person controls an equal or larger percentage.**

Yes  
 No

**\* Foreign persons (including foreign governments) from countries specified in 22 CFR 126.1 have the authority and/or ability to establish and/or direct the general policies and/or day-to-day operations of the applicant.**

Yes  
 No

**\* Foreign persons (including foreign governments) from countries specified in 22 CFR 126.1 own more than 5% of the outstanding voting securities or equity of the applicant.**

Yes  
 No

---

2



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## Block 4: Organization Type Information

1. On Block 4, select the entity's "organization type" as one of the following:
  - Corporation
  - Limited Liability Company
  - Partnership
  - Sole Proprietorship
  - Educational Institution
  - Nonprofit
  - Individual
  - Other
2. You will then be asked to fill out information regarding the entity's place of incorporation or business commencement. Also, identify if the entity has a foreign parent and/or an affiliate.
3. Once you have finished, click "Next."

1 2 3 4 5 6 7 8 9 10 11

Application ID: 4589

### Organization Type Information

**\* Organization Type**

Corporation

Limited Liability Company

Partnership

Sole Proprietorship

Educational Institution

Nonprofit

Individual

Other

**\* Date of Incorporation or Business Commencement (if applicable)**

Month Day Year

**Place of Incorporation or Business Commencement (if applicable)**

**\* Country**

**State/Province**

**\* City**

**\* The applicant has only a foreign parent (or foreign parents) and intends to list at least one affiliate**

Yes

No

1 2 3



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## Block 5: Identifying Information

1. In this section, you will select “Entity” based on the selection criteria in block 4. If you **are not** conducting business as an “Entity,” please return to block 4 and amend your responses. If you **are** registering as an Entity, continue to fill out the Applicant Legal Name and Address fields
  - *Note: please keep in mind that if the entity you are registering conducts business by another name, click “Add Doing Business As” for the opportunity to input its alternative name.*
2. Next, add the mailing address for the entity this registration applies to. If the mailing address is the same as the legal address,
3. Click “Add Point of Contact” and begin filling out all fields.
4. Once you have finished, click “Next.”

The screenshot shows the 'Identifying Information' form. Callout 1 points to the form title. Callout 2 points to the 'Mailing address' section. Callout 3 points to the '+ Add Point Of Contact' button. Callout 4 points to the 'Next' button.

**1** Identifying Information ⓘ

**\* Applicant Type** ⓘ

Natural Person

Entity

-----

**Applicant Legal Name and Address** ⓘ

**\* Company/Organization Name** ⓘ

Quality Missiles Inc.

**Add Doing Business As**

**\* Address Line 1** ⓘ

Address Line 2

**2** Mailing address

**\* Address Line 1**

Address Line 2

Address Line 3

**\* City**

**\* Country**

State/Province

ZIP/Postal Code

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**Point of Contact**

**3** + Add Point Of Contact

**4** Save Back Next



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## Block 6: Members of the board of directors, senior officers, partners and owners

1. In this section, you will be prompted to list all Board Members, Officers, Partners, or Owners of the entity you are registering. Click “Add Senior Official” and expand the dropdown menu to begin entering the Senior Official’s identifying information. Designate whether they are a Natural Person or an Entity and continue filling out required fields.
2. Once you are finished filling out all relevant contact information in the designated fields, either click “Add Senior Official” to add another person or entity.
3. Once you have finished, click “Next.”

1

**Members of the board of directors, senior officers, partners and owners** ⓘ

Board Member/Officer/Partner/Owner #1

\* **Member Type** ⓘ

Natural Person ⓘ

Entity ⓘ

\* **U.S. Person** ⓘ

Yes

No

\* **Position/Title** ⓘ

Chief Executive Officer

### Important Consideration:

Not all Senior Officers designated in block 6 are eligible to sign and submit. The Senior Officer **must** also be a U.S. Person (as defined by ITAR §120.62) in order to sign and submit.

The Signing Senior Officer’s email **must** match the email they use to log in to DECCS.

\* Has been indicted or otherwise charged (e.g., charged by criminal information in lieu of indictment) for or convicted of violating any of the U.S. criminal statuses enumerated in 22 CFR 120.6 or violating a foreign criminal law on exportation of defense articles where convicted of such violation carries a minimum term of imprisonment of greater than 1 year.

Yes

No

2

3



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## Block 7: U.S. Munitions List Categories

1. In this section, you will need to list all U.S. Munitions List categories relevant to the entity's manufacturing, exporting, and/or brokering activities. In the application, there are (21) options to choose from and list.
  - *Note: more than one option can be selected.*
  - *Note: depending on the categories selected from within the U.S. Munitions List, additional documentation/attachments may be required. Check what documentation is required by viewing the required documentation on Block 11.*
2. Once you have finished, click "Next."

1

Application ID: 4589

### U.S. Munitions List Categories

\* U.S. Munitions List categories relevant to the applicant's manufacturing, exporting, and/or brokering activities

- I - Firearms, Close Assault Weapons and Combat Shotguns
- II - Guns and Armament
- III - Ammunition/Ordnance
- IV - Launch Vehicles, Guided Missiles, Ballistic Missiles, Rockets, Torpedoes, Bombs and Mines
- V - Explosives and Energetic Materials, Propellants, Incendiary Agents, and Their Constituents
- VI - Surface Vessels of War and Special Naval Equipment
- VII - Ground Vehicles
- VIII - Aircraft and Related Articles
- IX - Military Training Equipment
- X - Personal Protective Equipment
- XI - Military Electronics
- XII - Fire Control, Laser, Imaging and Guidance Equipment
- XIII - Materials and Miscellaneous Articles
- XIV - Toxicological Agents, Including Chemical Agents, Biological Agents, and Associated Equipment
- XV - Spacecraft and Related Articles
- XVI - Nuclear Weapons Related Articles
- XVII - Classified Articles, Technical Data, and Defense Services Not Otherwise Enumerated
- XVIII - Directed Energy Weapons
- XIX - Gas Turbine Engines and Associated Equipment
- XX - Submersible Vessels and Related Articles
- XXI - Articles, Technical Data, and Defense Services Not Otherwise Enumerated

2

Save Back Next



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### Block 8: Affiliate/Subsidiary Information

1. Select whether the applicant owns or controls any U.S. or foreign subsidiaries or affiliates in the business or manufacturing, exporting, and/or brokering defense articles or services. If not, click “Next” and continue completing the registration application.
2. If you select “yes,” click “Add Affiliate/Subsidiary” and expand the gray bar titled “Affiliate/Subsidiary”
3. Begin by selecting the affiliate/subsidiary’s Activity Type. Then continue filling out all identifying/location relevant information about the affiliate/subsidiary
4. Once you have finished filling all required fields, click “Next.”



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## Block 9: Parent Information

1. Select whether the applicant has any parent entities (U.S. and foreign, intermediate and ultimate). If not, click “Next” and continue completing the application.
2. If you selected “Yes,” click “Add Parent Entity” and expand the gray “Parent Entity” bar.
3. Begin filling out all location/identifying information for the Parent Entity. Continue by noting whether the Parent Entity has a different point of contact. If so, check the box marked “Separate Point of Contact for Parent,” and begin filling out all relevant fields.
4. Once you have finished, click “Next.”



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## Block 10: ITAR Written Policies

1. Select whether the applicant has written policies and procedures for compliance with the ITAR.
2. Once you have finished, click “Next.”

1 ✓ 2 3 4 ✓ 5 6 7 8 9 10 11

Application ID: 4589

### ITAR Written Policies

\* Does applicant have written policies and procedures for compliance with the ITAR (including but not limited to §122.5)?

1  Yes  
 No

2 Save Back Next



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## Block 11: Submit to Senior Officer

Registrations cannot be submitted until all mandatory fields are completed.

1. In Block 11, in the 'Senior Officer' field, use the drop-down to select the officer that will sign this Registration for submission. These options are sourced from the parties entered in Block 6 of the form.
  - *Note: Not all Senior Officers designated in block 6 are eligible to sign and submit. The Senior Officer must also be a U.S. Person (as defined by ITAR §120.62) in order to sign and submit.*
2. To designate a Corporate Administrator, complete the available fields accurately with a valid email address. The Corporate Administrator will be the user who will manage user access to DECCS for the organization, including appointing other Corporate Administrators.
3. When uploading a supporting document, you must select the document type from the drop-down. Documents with an asterisk are required.
  - *Note: The drop-down will initially display as a single row field. You need to click inside the field (or on the up/down triangles at the end of the field) for the drop-down to expand and show all the values. The selection may be bold, but it is still selectable.*

1

Senior Officer Application and Certification Signature

\* Senior Officer ⓘ

-- Select an Officer--  
Pepper Potts  
Tony Stark

2

Designate a Corporate Administrator

\* First Name  
Sandy

\* Last Name  
Tester

\* Position/Title  
Corp Administrator

\* Telephone  
301-555-1234

\* Email  
sandytester@test.com

3

Add Document: ⓘ

\* Organizational Chart

\* Organizational Chart

\* Proof Applicant is Currently Authorized to do Business  
Applicant Organization Type "Other" Explanation  
Broker Activity Report  
Contract and License Eligibility Status Documentation  
Documentation of Individual U.S. Person Status  
Explanation of Applicant Control/Ownership  
Foreign Parent Designation  
IRS Nonprofit Authorization  
Indicted/Charged/Convicted Status Documentation  
License Application for One Time Exemption  
One Time Exemption Certification Letter  
Other Supporting Documentation  
Subsidiary/Affiliate Add/Remove Type "Other" Explanation



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## Block 11: Submit to Senior Officer (continued)

4. Once additional documentation has been uploaded, you may then submit the application for Applicant Senior Officer (AppSO) signature. Please be sure to read the Authorities, Purpose, Routine Uses and Disclosure statement before clicking the “Submit For Signature” button displayed in the picture below.
5. After clicking the “Submit For Signature” button, you will be prompted to select the AppSO from a drop-down list. This list will be the Senior Officers previously entered on Block 5 and the selected name will populate in the box when selected.
6. Click “Submit”. This will send a notification email to the selected AppSO that there is a Registration awaiting their review and signature. A copy of the notification email will also be sent to you as the Drafter.
7. Note: If you the submitter are also the Applicant Senior Officer, please continue reading as you will need to sign and submit the form to DDTC to complete the submission.

4

**Privacy Act Statement**

**AUTHORITIES:** U.S. Department of State's authorities to register persons engaged in the business of manufacturing, exporting or importing any defense article or defense service are 22 U.S.C. 2778(b)(1)(A)(i), 22 CFR Part 122, and Executive Order 13637. The authorities to register brokers are 22 U.S.C. 2778(b)(1)(A)(ii)(I), 22 CFR 129.3, and Executive Order 13637.

**PURPOSE:** The information gathered through registration is used to identify individuals and entities engaged in certain manufacturing, exporting and brokering activities. The Department of State will use this information to build and maintain records of ownership, management and transactions related to munitions manufacture, export and temporary import.

**ROUTINE USES:** The information solicited on this form is made available to appropriate agencies for law enforcement or pursuant to a court order. It may also be used to send required reports to Congress about certain defense transactions. More information on the Routine Uses for the system can be found in the System of Records Notice State-42, Munitions Control Records.

**DISCLOSURE:** Disclosure of this information is voluntary. Failure to provide the information requested will prevent completion of the registration process.

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Save
Back
Submit For Signature

**Submit for Applicant Senior Officer Signature**

The application requires a senior official listed in Block 6 to sign and submit the registration to DDTC. The senior official must be a U.S. Person unless the applicant is registering as a foreign broker or government and must have signature authority to bind the organization. Please select the senior officer who will login to DECCS to sign and submit the application on behalf of the applicant.

5 **Senior Officer**

Select Senior Officer ⌵

Cancel
Submit

6



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### SIGN AND SUBMIT REGISTRATION (SENIOR OFFICER)

When the company representative selected in the 'Senior Officer' drop-down accesses the Registration application, the submitted Registration will be available.

1. The Senior Officer clicks "Review and Sign" to review the registration. If the Senior Officer has concerns about the submission, the Registration can be sent back to the submitter using the 'Return To Draft' action. The Drafter also can recall the registration application by using the 'Return To Draft' action.
  - *Note: Not all Senior Officers designated in block 6 are eligible to sign and submit. The Senior Officer must also be a U.S. Person (as defined by ITAR §120.62) in order to sign and submit.*
2. To submit to DDTC, select "Complete Application." Now as the Senior Officer, enter your name in the "Signing Officer's Name," and click "Submit."
3. Once the Registration has been signed and submitted by the Senior Officer, it will be forwarded to the Office of Defense Trade Control Compliance, and the status will change to Awaiting DDTC Analyst Review followed by Awaiting DDTC Officer Review. The typical review time is 30-45 days.
4. If you need to edit or recall a registration that is under review by DDTC, you will need to request a Return Without Action (RWA) by clicking the "Request RWA" button – you will then be able to enter the draft registration application to make the changes, and then resubmit.
  - *Note: This action is not instantaneous.*

The screenshot displays the registration application interface. At the top, a box labeled 'In Progress' shows application details for ID 1766, Form DS-2032, Action New, and Status Awaiting Senior Officer Signature. To the right are three buttons: 'Review And Sign' (marked with a yellow circle 1), 'Return To Draft', and 'Delete'. Below this, a 'Complete Application' form is shown, containing a legal disclaimer, a 'Signing Officer's Name' input field (marked with a yellow circle 2), and 'Submit' and 'Cancel X' buttons. At the bottom, another 'In Progress' box shows details for ID 3603, Form DS-2032, Action New, and Status Awaiting DDTC Analyst Review (marked with a yellow circle 3). To the right of this box are 'View Details' and 'Request RWA' buttons (marked with a yellow circle 4).



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### PAY FOR REGISTRATION

- After DDTC reviews your registration, the status will change to *Pending Payment* and you will see a “Make Payment” button on your registration dashboard. Check back in DECCS to see the status of your Registration – the typical review time is 30-45 days. The following payment types are accepted:
  - PayPal and Amazon - \$10,000.00
  - Credit card - \$24,999.99
  - Debit card – up to the bank that issued the debit card
  - ACH - \$99,999,999.99

**In Progress**

Application Id: 1766  
 Form: DS-2032  
 Action: New  
 Registration Type: Manufacturer/Exporter, Broker (US Person)  
 Status: Pending Payment

1 **Make Payment** **View Details**

**DECCS: DDTC Registration Fees**

Please select a payment method:

- I want to pay with a withdrawal from a checking or savings account (ACH)
- I want to pay with my Amazon account
- I want to pay with my PayPal account
- I want to pay with a debit or credit card

[Cancel](#) [Continue](#)

### IMPORTANT NOTE

Users have 21 calendar days (not counting US Govt. Holidays) to pay for their registration once the submission has moved into the “Pending Payment” status. A notification email will be sent to the Drafter as well as the POC (specified on Block 5) when the "Pending Payment" period has started and then on the 5th, 10th, and 21st days following.

After 21 days, DDTC will Return Without Action (RWA) the registration if the full payment has not been made. The application status will be "Returned Without Action" and the application will need to be resubmitted to the Senior Officer specified on Block 11 for them to re-sign and re-submit.

### RETRIEVE REGISTRATION LETTER

- After successful payment, the status will change to *Completed* and you will be able to retrieve your registration letter in DECCS. On the Registration Dashboard, you will see the Notification Letters with hyperlinks to the letters.

**Application History**

DS-2032	<a href="#">#1766 - New</a>	Manufacturer/Exporter, Broker (US Person)	M30013, K-5230
<b>Completed</b>		Submitted: 03/05/2020	Processed: 03/05/2020

**Notification Letters**

1

Notification Letter Type	Date Uploaded
<a href="#">Registration Acknowledgement Letter</a>	03/05/2020
<a href="#">Registration Acknowledgement Letter</a>	03/05/2020



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### REGISTRATION STATUSES

You may find your Registration Status on your Registration dashboard (beneath the Application ID, Form, Action, and Registration Type).

Status	Definition
Draft	New Registration that has not been completed, is still with the company and is not signed.
Awaiting Applicant Senior Officer Signature	Ready for the Senior Officer review and signature. At this point the registration is still with the company.
Awaiting DDTC Analyst Review	The registration is currently under review by a DDTC Analyst.
Awaiting DDTC Officer Review	The registration application is currently under second level review by a DDTC Officer.
Pending Payment	Application is waiting for payment. Only occurs for new and renewed registrations.
Completed	The registration has been paid for and approved. Licenses can now be submitted against the registration.
Cancelled	Active registration has been cancelled by the Registration Office.
Payment Cancelled	Senior Officer cancels the payment.
Payment Transaction Error	Payment was rejected. Please work with pay.gov to determine the issue.
Returned Without Action	The registration has been returned to the company due to issues with the application. The application is marked as an RWA'd submission and added to the Application History section of the Registration home page.

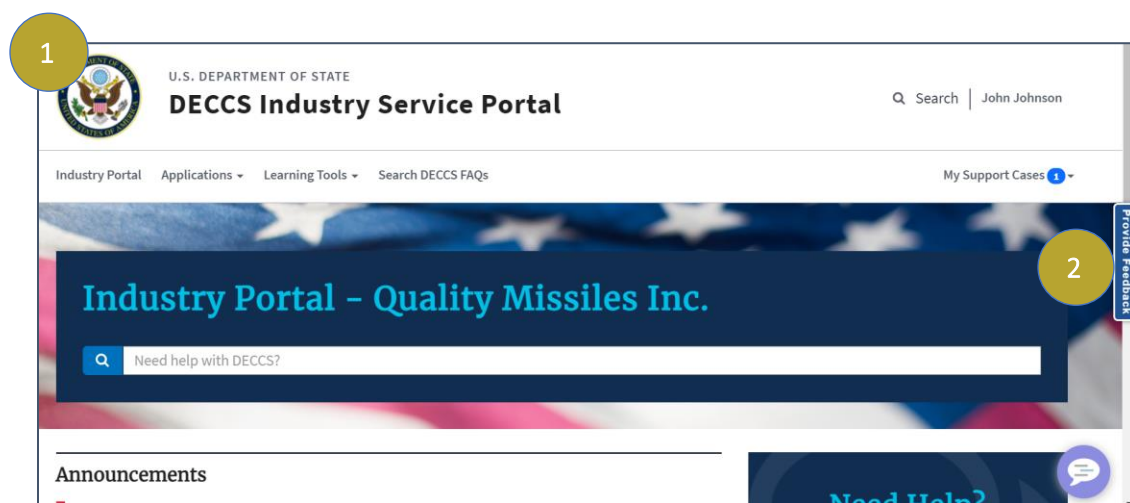


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## SHARE YOUR FEEDBACK

1. Return to the DECCS Industry Service Portal by clicking “DECCS Industry Service Portal” at the top of the screen.
2. Click on the “Submit Feedback” tab on the right side of the screen to open the feedback survey.
3. Select the applications and account features on which you’d like to share feedback by selecting the associated checkboxes. You may select more than one. Enter your feedback, select a rating and click “Submit.” Thank you!



**DECCS INDUSTRY FEEDBACK**

**Application:**

- Registration
- Licensing
- DECCS Account
- Commodity Jurisdiction
- Advisory Opinion
- User Management

**Overall Experience Using DECCS:**

Very Pleasant    Somewhat Pleasant    Neutral    Somewhat Unpleasant    Very Unpleasant

**Comments:**

**Submit**   **Close**

## QUESTIONS OR ISSUES?

- Visit DDTC’s [Frequently Asked Questions](#) page
- Need additional support? Create a Support Case from your Industry Portal
- [Contact Us](#).

