



Directorate of Defense Trade Controls DSP-73 License User Guide



INTRODUCTION TO THE DSP-73 LICENSING FORM

The purpose of this guide is to walk you through how to successfully create and submit a DSP-73 Licensing Form, including how to:

- Find the DSP-73 Licensing Form within DECCS portal (P. 1)
- Create a new DSP-73 Licensing Form and Complete all Sections (P. 2 – 27)
- Submit DSP-73 Licensing Form to an Empowered Official (P. 28)
- Empowered Official Submit to DDTC (P. 29)

DRAFTER: CREATE NEW DSP-73 LICENSING FORM

1. Once logged in to the DECCS Industry Service Portal, navigate to the Licensing application.
2. Here you will be able to view all in-progress forms. To create a new one, click on “New Licensing Form”

The screenshot shows the DECCS Industry Service Portal header with the U.S. Department of State logo. Below the header, there are navigation tabs: 'Industry Portal', 'Applications', 'Learning Tools', and 'Support'. The 'Applications' dropdown menu is open, showing options: 'Advisory Opinions', 'Commodity Jurisdiction', 'User Management', 'Registration', 'Licensing', and 'Treaty Reference System'. A yellow circle with the number '1' is placed over the 'Licensing' option. Below the menu is a search bar with the text 'Need help with DECCS?'.

The screenshot shows the 'In-Progress Applications' section of the portal. A blue button labeled 'New Licensing Form' is highlighted with a yellow circle containing the number '2'. Below the button is a table with the following data:

ID	Form	Case Number	Transaction Number	Status	Created On	Updated On	
1765	DSP-5			Draft	08/31/2020	10/22/2020 12:57 PM	
1815	DSP-85			Draft	09/14/2020	09/23/2020 11:28 AM	



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CREATE NEW DSP-73 LICENSING FORM (CONTINUED)

3. Select “DSP-73: Application/License for Temporary Export of Unclassified Defense Articles”
4. Click “Create” to generate a new DSP-73 form, or “Cancel” to return to the previous screen.
5. Throughout the DSP-73 Licensing Form, utilize the buttons at the top of the page located in the right section of the navy-blue bar.
 - To save the form at any time, press “Save.”
 - To verify that all information is completed on the entire form, press “Validate.”
 - To print the current page of the application, press “Print.”
 - To exit the application at any time, press “Exit.”
 - Please note that exiting an unsaved application will cause all current unsaved progress to be lost. Click “Save before exiting an application to ensure your progress will be secured.

New Licensing Form

- DSP-5: Application for Permanent Export of Unclassified Defense Articles, Related Technical Data, and Defense Services.
- DSP-6: Application for Amendment to a DSP-5 License
- DSP-61: Application/License for Temporary Import of Unclassified Defense Articles
- DSP-62: Application for Amendment to a DSP-61 License
- DSP-73: Application/License for Temporary Export of Unclassified Defense Articles
- DSP-74: Application for Amendment to a DSP-73 License
- DSP-85: Application for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data
- DS-4294: Brokering License - ITAR Part 129.6
- DS-6004: Reexport/Retransfer Application - ITAR Part 123.9

4 Create Cancel

Industry Portal Applications Learning Tools Support

DSP-73
Application/License for Temporary Export of
Unclassified Defense Articles

5 Save Validate Print Exit



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Block 1: Application/License for Temporary Export of Unclassified Defense Articles

1. Enter a Transaction Number to identify your license application at any point.
 - *Note: the Transaction Number is for you to track the application; it has no bearing on DDTC's internal processing of the DSP-73 License.*
2. Read the information highlighted in blue and click the box if “Classified information is being sent under separate cover.”
3. Upload all documentation relevant to submitting your DSP-73 license application. Begin by selecting which document you are uploading and then click "Choose File." Click "Upload" when you have attached the appropriate file.
 - *Note: As you complete the form, documents may become required based on your answers.*
4. When finished, click “Continue.”

1

Transaction Number ? *

i

Classified Information must NOT be included, or referred to, in the form.

Classified information must be sent separately to PM/DDTC in accordance with Defense Security Service guidelines. For issues that may pertain to classified information, contact the [DDTC Response Team](#).

2

Classified information is being sent under separate cover ?

Document Type	File Name
No documents found	

Upload Document

Document Type:

3
- Select -
▾

Document to upload:

Choose File

No file chosen

Upload

4

Continue



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Block 2: DDTC Registration Code

1. Utilize the dropdown menu to select your DDTC Registration Code.
 - *Note: be sure to confirm you have an active registration code prior to submitting your licensing application if no code is displayed.*
2. When finished, click “Continue.”

BLOCK 2
DDTC Registration Code

Select your registration code. If no codes are displayed, confirm you have an active registration code prior to submitting a license application.

1

2



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Block 3: Departure and Return

1. In this block, you must identify if the commodity(ies) will have a single departure and then immediately return, or if the commodity(ies) have a series of departures and returns.
2. After selecting one of the two choices listed below, click “Continue.”

BLOCK 3

Departure and Return

1 Single departure and return

Series of departures and returns

Back **2** **Continue**



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Block 4: Specific countries of Sojourn

1. As indicated in Block 3, the commodity(ies) will be exported to one or more countries. Select the country(ies) to which the item(s) will be temporarily exported.
 - *Note: at least **one** country is required with a corresponding Foreign End User, entered in Block 22 later in the application.*
2. Once a country is selected in the “Add Country of Sojourn” drop-down menu, click “Add” to confirm the selection.
 - *Note: more than one country can be added. To add another country of sojourn, repeat steps #1 and #2.*
3. When finished, click “Continue.”

BLOCK 4

Specific countries of Sojourn

Select the country to which the item(s) will be temporarily exported. At least one country is required with a corresponding Foreign End User entered in Block 22. To enter one or more countries of sojourn, click on the "Add" button.

Add Country of Sojourn:

1 -- Select Country -- 2 + Add

Selected Countries

No Countries Selected

Back 3 Continue



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Block 5: Applicant Information

1. Identify if the applicant is an exporter, government, or a manufacturer.
2. If your application is related to a Subsidiary, select the Subsidiary checkbox to provide the detailed subsidiary information
 - *Note: the “subsidiary” box is grayed out based on the information entered in your Registration associated to the registration code in Block 2.*
3. Applicant information is auto-populated based on your registration information. Fill out any remaining required fields.
4. When finished, click “Continue.”

BLOCK 5
Applicant Information

Provide all applicant information. If you are a subsidiary provide your parent company's information in the Applicant information and check the Subsidiary checkbox to provide your information.

1 Applicant is: ? *

Exporter

Government

Manufacturer

2 Subsidiary ?

3

Name *

City *

Attention ? *

State *

- Select State -

Address *

ZIP Code *

Ex: 00000 or 00000-0000

Telephone # *

Ext.

[Back](#) 4 [Continue](#)



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Block 6: Probable Port of Exit from U.S.

1. In this block, you must enter the expected U.S. Customs port from which the defense article(s) will be exported.
 - *Note: up to two ports can be entered; the fields are listed below for your convenience.*
2. When finished, click “Continue.”

BLOCK 6

Probable Port of Exit from U.S.

Enter the known or expected U.S. Customs port from which the defense article(s) will be exported. Up to two ports can be entered, each in a separate field.

1 Exit Port 1 *

Exit Port 2

2 [Back](#) [Continue](#)



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Block 7: Probable Port of Entry into U.S.

1. In this block, you must enter the expected U.S. Customs port from which the defense article(s) will enter the U.S.
 - *Note: up to two ports can be entered; the fields are listed below for your convenience.*
2. When finished, click “Continue.”

BLOCK 7

Probable Port of Entry into U.S.

Enter the known or expected U.S. Customs port in which the defense article(s) will enter the US. Up to two ports can be entered, each in a separate field.

1 Entry Port 1 *

Entry Port 2

Back 2 Continue



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Block 8: Probable Date of First Exit from U.S.

1. Enter the date the defense article(s) will first exit from the U.S.
 - *Note: the date entered in the field below must be **greater** than today's date.*
2. Click on the field below to select a date for the first exit.
3. When finished, click "Continue."

BLOCK 8
Probable Date of First Exit from U.S.

Enter the known or expected date the defense article(s) will first exit the U.S. This date must be greater than today's date.

1

2

3

Sep						
2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



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Block 9: Probable Date of Final Entry into U.S.

1. Enter the date the defense article(s) will make their final entry into the U.S.
 - *Note: the date entered in the field below must be **greater than or equal to** the date listed in Block 8.*
2. Click on the field below to select a date for final entry into the U.S.
3. When finished, click “Continue.”

BLOCK 9

Probable Date of Final Entry into U.S.

Enter the known or expected date the defense article(s) will make their final entry into the U.S. This date must be greater than or equal to Block 8, Probable Date of First Exit from U.S.

1

2

Sep						
2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3



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Block 10A: Applicant Contact for Additional Information

1. This block allows you to enter an Applicant Contact for Additional Information. Click the “Add” button to the right of the screen to add an applicant contact.
2. Once you’ve clicked “Add,” you’ll want to then expand the gray box titled “Applicant Contact.”
 - *Note: provide the individual’s contact information (i.e., name, telephone number).*
3. When finished, click “Continue.”

BLOCK 10A

Applicant Contact for Additional Information

Provide all information for individuals who are familiar with the transaction and who can respond to questions from PM/DDTC or other government agencies. The individual(s) should be prepared to answer procedural and/or technical questions. At least one applicant contact must be identified. To enter contacts, click the "Add" button.

1

2 **(1) - Applicant Contact**

Name *

Telephone # *

Ext

3



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Block 10B: U.S. Government Personnel (not PM/DDTC) Familiar with Commodity

1. This block allows you to enter a U.S. Government contact if applicable. To do so, click the “Add” button to the right of the screen. Otherwise, click “Continue” to move on.
2. Once you’ve clicked “Add,” you’ll want to then expand the gray box titled “U.S. Government Personnel.”
 - *Note: provide the individual’s contact information, as well as their agency (i.e., Air Force, Army, Energy, NASA, Navy, NSA, and Other).*
3. When finished, click “Continue.”

BLOCK 10B

U.S. Government Personnel (not PM/DDTC) Familiar with Commodity

Enter a U.S. Government contact if applicable. If a contact is identified, the Name, Telephone Number, and Agency fields become required. To enter U.S. Government contacts, click the "Add" button.

1 [+ Add](#)

[Back](#) 2

(1) - Government Personnel

Name ? *

Telephone # *

Ext

Agency ? *

3 [Continue](#)



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Block 11: Description of Transaction

1. In section A, identify whether this application represents a completely new shipment, or if this shipment is a renewal of a previously issued license number that has already expired or is about to expire.
2. In section B, check the box if this application has any related licenses/cases.
3. In Section C, identify whether this application is related to a disclosure filed with the Defense Trade Controls compliance.
4. When finished, click “Continue.”

BLOCK 11

Description of Transaction

1 A. This application represents: ? *

ONLY a completely new shipment ?

ONLY renewal of previously issued license number

2 B. This Application has related license # ?

3 C. This application is related to a disclosure filed with Defense Trade Controls ? *

No

Yes

4



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Block 12-16: Commodities

1. At least one commodity must be identified - click the "+ Add" button to the right of the screen.
2. Next, expand the gray box titled "Commodity." This will allow you to fill in the form fields for the commodity.
3. Begin by filling out the quantity of the commodity.
4. Select the Unit Type (this refers to the appropriate unit of measurement for the quantity of the commodity).
5. Next, give a description of the commodity. Be sure to include information like the model number, part number, military designation, etc.

BLOCKS 12 - 16

Commodities

Provide all required commodity information. At least one commodity must be identified. To enter commodities, click the "Add" button.

1 **+Add**

Total Value *

\$0

2

(1) - Commodity

Quantity

Quantity ? *

3

Unit Type ? *

4

Commodity Description

5

Commodity ? *

Back **Continue**



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Block 12-16: Commodities (continued)

- Next, select the appropriate USML Category which best describes your commodity.
 - Note: additional fields may display if the USML Category information is considered Significant Military Equipment (SME)*
- You will then be prompted to give the unit price of each commodity, as “Line Item Total” will be auto calculated.
- After completing those sections, either click “Add Commodity” or “Continue” to move on with the application if no other commodities exist.

USML Category

USML Category ? *

6 - Select -

- Select -

U.S. Dollar Value

Provide all required dollar value information in U.S. dollars only. Line item total is auto calculated based on the quantity multiplied by the unit price. The total value cannot exceed \$999,999,999,999.

Unit Price ? *

7

Line Item Total ?

Total Value *

\$10

8

Remove

+ Add Commodity

Back

Continue



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Block 17: Manufacturer of Commodity


1. If the manufacturer(s) of the commodity(ies) is the same as the applicant listed in Block 5, select “Same as Block 5” – if the manufacturer(s) of the commodity(ies) is unknown, select “Unknown.”
 - *Note: if either the “Same as Block 5” or “Unknown” boxes are checked, the other box and the “Add” button will become unavailable.*
2. If neither boxes are selected, add a manufacturer by clicking “Add” – then, expand the Manufacturer box and enter all identifying/location relevant information.
3. When finished, click “Continue.”


BLOCK 17
Manufacturer of Commodity

At least one manufacturers of the commodity(ies) must be identified. More than one manufacturer of the commodity(ies) can be listed. To enter manufacturers of the commodity(ies), click the "Add" button.

Same as Block 5 


Unknown 






(1) - Manufacturer

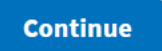
Name *

Address  *

City *

Country *

- Select Country - 





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Block 18: Foreign Intermediate Consignee

1. This block gives you the option of listing foreign intermediate consignees. These consignees receive the commodity(ies) for onward movement to the next foreign consignee, or eventual foreign end-user. If there are no foreign consignees, check the box titled “None.”
 - *Note: if the “None” box is selected, the “Add” button will become unavailable.*
2. To add a foreign consignee, click the “Add” button – then, expand the “Foreign Intermediate Consignee” box and enter all identifying/location relevant information.
 - *Note: you may add more than one foreign consignee.*
3. When finished, click “Continue.”

BLOCK 18
Foreign Intermediate Consignee

If applicable, list all foreign intermediate consignees that may receive the goods for onward movement to the foreign consignee or foreign end user. Otherwise select the "None" checkbox. More than one foreign intermediate consignee can be listed. To enter foreign intermediate consignees, click the "Add" button.

1 None ?

2

3

(1) - Foreign Intermediate Consignee

Name ? *

Address ? *

City *

Country *

- Select Country -

Role ? *



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Block 19: Source of Commodity

1. If the source of the commodity(ies) is the same as the applicant listed in Block 5, select “Same as Block 5” – if the source of the commodity(ies) is the same as the manufacturer(s) listed in Block 17, select “Same as Block 17.”
 - *Note: if either the “Same as Block 5” or “Same as Block 17” boxes are checked, the other respective box and the “Add” button will become unavailable.*
2. If neither boxes are selected, add a source by clicking “Add” – then, expand the “Source of Commodity” box and enter all identifying/location relevant information.
 - *Note: you may add more than one source of the commodity.*
3. When finished, click “Continue.”

BLOCK 19
Source of Commodity

At least one source of the commodity(ies) must be identified. More than one source of the commodity(ies) can be listed. To enter sources of the commodity(ies), click the "Add" button.

1 Same as Block 5 ⓘ
 Same as Block 17 ⓘ

2

3

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(1) - Source

Name *

Address ⓘ *

City *

Country *

- Select Country -

+ Add

Continue



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Block 20: Temporary Foreign Consignee

1. This block allows you to list all temporary foreign consignees that receive the shipment for storage, modification, incorporation into another end-item, and subsequent forwarding to the temporary foreign end-user. Select “None” if there is no temporary foreign consignee.
 - *Note: if the “None” box is checked, the “Add” button will become unavailable.*
2. If the “None” box is not selected, add a temporary foreign consignee by clicking “Add” – then, expand the “Temporary Foreign Consignee” box and enter all identifying/location relevant information.
 - *Note: you may add more than one temporary foreign consignee.*
3. When finished, click “Continue.”

BLOCK 20
Temporary Foreign Consignee

If applicable, list all temporary foreign consignees that may receive the shipment for storage, modification, or for incorporation into another end-item, and for subsequent forwarding to the temporary foreign end-user. Otherwise select the "None" checkbox. More than one temporary foreign consignee can be listed. To enter temporary foreign consignees, click the "Add" button.

1 None ?

2

3

(1) - Temporary Foreign Consignee

Name ? *

Address ? *

City *

Country *

- Select Country -



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Block 21: U.S. Consignor/Freight Forwarder

1. If the U.S. consignor/freight forwarder is the same as the applicant listed in Block 5, select “Same as Block 5.”
 - *Note: if the “Same as Block 5” box is selected, the “Add” button will become unavailable.*
2. If the “Same as Block 5” box is not selected, add a U.S. consignor/freight forwarder by clicking “Add” – then, expand the “U.S. Consignor/Freight Forwarder” box and enter all identifying/location relevant information.
 - *Note: you may add more than one U.S. consignor/freight forwarder.*
3. When finished, click “Continue.”

BLOCK 21
U.S. Consignor/Freight Forwarder

At least one U.S. consignor/U.S. freight forwarder has to be identified. More than one U.S. consignor and/or U.S. freight forwarder can be listed. To enter U.S. consignors and/or U.S. freight forwarders, click the "Add" button.

1 Same as Block 5 ?

2 **(1) - U.S. Consignor/Freight Forwarder** 2 **+Add**

3 **Continue**

Name ? *

Address ? *

City *

State *

- Select State -

ZIP Code *

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Block 22: Temporary Foreign End-User

1. If the temporary foreign end-user is the same as the temporary foreign consignee listed in Block 20, select “Same as Block 20.”
 - *Note: if the “Same as Block 20” box is selected, the “Add” button will become unavailable.*
2. If the “Same as Block 20” box is not selected, add a temporary foreign end-user by clicking “Add” – then, expand the “Temporary Foreign End-User” box and enter all identifying/location relevant information.
 - *Note: you may add more than one temporary foreign end-user.*
3. When finished, click “Continue.”

BLOCK 22
Temporary Foreign End-User

At least one temporary foreign end-user has to be identified. More than one temporary foreign end-user can be listed. To enter temporary foreign end-users, click the "Add" button

1 Same as Block 20 ?

2 **+ Add**

3 **Continue**

(1) - Temporary Foreign End-User

Name ? *

Address ? *

City *

Country ? *

- Select Country -



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Block 23: Specific Purpose

1. Select “Request for Prior Approval (22 CFR 126.8)” if you believe this application needs approval regarding 22 CFR 126.8.
2. Continue filling out this block by providing the details regarding the purpose of the proposed transaction. Please include system and platform for intended integration, if known.
3. When finished, click “Continue.”

BLOCK 23

Specific Purpose

1 Request for Prior Approval (22 CFR § 126.8)

2 Specific purpose for which the material is required, including specific program/end item ⓘ

3



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Block 24: Is the Article an Aircraft or Vessel?

Choose the answer which best applies to the commodity(ies) this application is referencing.

1. If the answer you selected is “Yes,” you will then be prompted to fill out blocks 25-29.
2. If the answer you selected is “No,” click “Continue” and you will be routed to the final block, “Applicant’s Statement.”
 - *Note: if you selected “No,” navigate to Block 30 to continue with this guide.*

BLOCK 24

Is the Article an Aircraft or Vessel? (Required)

Yes ?

No ?

i Note: Blocks 25 - 29 are on another page and are only displayed if there is a "Yes" response to Block 24.

[Back](#) [Continue](#)



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Block 25-29: Aircraft or Vessel Information

1. Click “Add Aircraft or Vessel Information” to begin.
 - *Note: more than one aircraft or vessel can be listed.*
2. Click on the “Aircraft or Vessel Information” gray box to expand the section.

BLOCKS 25 - 29

Aircraft or Vessel Information

If the response to block 24 is yes, at least one aircraft or vessel has to be identified. More than one aircraft or vessel can be listed. To enter aircrafts or vessels, click the "Add" button.

1 [+ Add Aircraft or Vessel Information](#)

[Back](#) [Continue](#)

(1) - Aircraft or Vessel Information 2 +

[+ Add Aircraft or Vessel Information](#)



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Block 25-29: Aircraft or Vessel Information

1. Begin by entering the FAA Registration number or the Vessel Document number, as well as the Vessel name.
2. Next, enter the date of the FAA Registration number or Vessel Document number.
3. Continue by adding the Make, Model, and Serial Number of the aircraft or vessel.
4. Finally, enter the physical location of the aircraft or vessel (i.e., address, city and country).

(1) - Aircraft or Vessel Information

1 FAA Reg. # or Vessel Document #, and Vessel name

FAA Reg. # or Vessel Document # *

Vessel name

2 Date of FAA. Reg. # or Vessel Document # *

mm/dd/yyyy

3 Make, Model, and Serial #

Make *

Model *

Serial no. *

4 Physical Location

Address *

City *

Country *

- Select Country -



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Block 25-29: Aircraft or Vessel Information

1. To add a commander and operator or certification license number, click “Add Commander” and click the gray bar titled “Commander.”
2. Next, enter the name of the commander.
3. Continue by listing the operator or certification license number.
4. Finally, enter the address and contact information for the commander.
 - When finished, click “Continue.”

Commander and Operator or Certification License #

(1) - Commander 1 +

[+ Add Commander](#)

(1) - Commander

2 Commander name *

3 Operator or Cert license no. *

4 Address *

City *

Country *

- Select Country -

Telephone # *



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Block 30: Applicant's Statement – Submit to Empowered Official

1. Choose the answer choices which best represent and reflect this DSP-73 license.
2. When ready, click “Submit to Empowered Official.”
3. Utilize the dropdown menu to select the Empowered Official who will login to DECCS to sign and submit the application.
 - *Note: DECCS does not send email notifications. You should notify your Empowered Official directly that there is a form awaiting their review and signature. It will appear in their Licensing application as “Awaiting Signature.”*

Applicant's Statement

I, _____, an empowered official (22 CFR 120.25) or an official of a foreign government entity in the U.S., hereby apply for a license to complete the transaction described above; warrant the truth of all statements made herein; and acknowledge, understand and will comply with the provisions of 22 CFR 120-130, and any conditions and limitations imposed. If the commodity is a firearm or ammunition of U.S. manufacture, I certify that, based on corroborative evidence, the commodity was not furnished on a grant basis to, or acquired without full payment by, a foreign government under a foreign assistance program of the U.S. as set forth in 27 CFR 447.57.

I am authorized by the applicant to certify the following in compliance with 22 CFR 126.13:

1. Neither the applicant, its chief executive officer, president, vice presidents, other senior officers or officials (e.g., comptroller, treasurer, general counsel) nor any member of its board of directors is:
 - a. the subject of an indictment for or has been convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 since the effective date of the Arms Export Control Act, Public Law 94-329, 90 Stat. 729 (June 30, 1976); or
 - b. ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from any agency of the U.S. Government;
2. To the best of the applicant's knowledge, no party to the export as defined in 22 CFR 126.7(e) has been convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 since the effective date of the Arms Export Control Act, Public Law 94-329, 90 Stat. 729 (June 30, 1976); or is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from any agency of the U.S. Government; and

22 CFR 126.13 Certification *

- a. I am authorized by the applicant to certify that the applicant and all the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above.
- b. I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, is attached.
- c. I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in Section 127.11 of the ITAR.
- d. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant and all of the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.
- e. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, and a letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13 are attached.
- f. I am not authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in 22 CFR 127.11 of the ITAR. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.

Select Empowered Official

Please select the empowered official who will login to DECCS to sign and submit the application.

- Select Empowered Official -



Directorate of Defense Trade Controls DSP-73 License User Guide



EMPOWERED OFFICIAL: SIGN & SUBMIT TO DDTC

Block 30: Empowered Official: Applicant's Statement

To sign and submit this document to DDTC, ensure the Empowered Official is logged in, the EO's digital certificate is active, and the EO's name appears in the applicant statement field below. If you do not see the name, verify the EO has a valid digital certificate. Follow [these steps](#) to check.

1. Ensure that the Empowered Official's name appears in the Applicant's Statement field.
2. Review the Statement, then click "Sign and Submit" to send to DDTC.

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Applicant's Statement [Ⓢ]

I, , an empowered official (22 CFR 120.25) or an official of a foreign government entity in the U.S., hereby apply for a license to complete the transaction described above; warrant the truth of all statements made herein; and acknowledge, understand and will comply with the provisions of 22 CFR 120-130, and any conditions and limitations imposed. If the commodity is a firearm or ammunition of U.S. manufacture, I certify that, based on corroborative evidence, the commodity was not furnished on a grant basis to, or acquired without full payment by, a foreign government under a foreign assistance program of the U.S. as set forth in 27 CFR 447.57.

I am authorized by the applicant to certify the following in compliance with 22 CFR 126.13:

1. Neither the applicant, its chief executive officer, president, vice presidents, other senior officers or officials (e.g., comptroller, treasurer, general counsel) nor any member of its board of directors is:
 - a. the subject of an indictment for or has been convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 since the effective date of the Arms Export Control Act, Public Law 94-329, 90 Stat. 729 (June 30, 1976); or
 - b. ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from any agency of the U.S. Government;
2. To the best of the applicant's knowledge, no party to the export as defined in 22 CFR 126.7(e) has been convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 since the effective date of the Arms Export Control Act, Public Law 94-329, 90 Stat. 729 (June 30, 1976); or is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from any agency of the U.S. Government; and

22 CFR 126.13 Certification *

- I am authorized by the applicant to certify that the applicant and all the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above.
- I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, is attached.
- I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in Section 127.11 of the ITAR.
- I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant and all of the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.
- I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, and a letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13 are attached.
- I am not authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in 22 CFR 127.11 of the ITAR. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.

[Back](#)

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[Sign and Submit](#)



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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!

The image shows two screenshots from the DECCS Industry Service Portal. The left screenshot, labeled with a '1' in a yellow circle, shows the 'DECCS Industry Service Portal' header with a search bar and a user profile for 'Sam Smith'. Below the header is a navigation menu with 'Applications' and 'Support'. The main content area features a large banner with an American flag and the text 'Industry Portal'. Below the banner is an 'Announcements' section. A yellow circle with the number '2' is positioned over a 'Submit Feedback' button on the right side of the page. The right screenshot, labeled with a '3' in a yellow circle, shows the 'DECCS INDUSTRY FEEDBACK' form. It includes a section for 'Application' with checkboxes for 'Registration', 'Licensing', 'DECCS Account', 'Commodity Jurisdiction', 'Advisory Opinion', and 'User Management'. Below this is a section for 'Overall Experience Using DECCS' with radio buttons for 'Very Pleasant', 'Somewhat Pleasant', 'Neutral', 'Somewhat Unpleasant', and 'Very Unpleasant'. There is also a 'Comments' text area and 'Submit' and 'Close' buttons at the bottom right.

QUESTIONS OR ISSUES?

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

