



Directorate of Defense Trade Controls Renew Registration User Guide



Overview of DDTC's IT Modernization Effort:

The Directorate of Defense Trade Controls (DDTC) is undergoing a major IT Modernization effort to replace legacy systems with modern cloud technologies. The new system, the **Defense Export Control and Compliance System (DECCS)**, replaces DTRADE, EFS, and MARY, and provides industry access to several DDTC applications through a single, online portal. As part of this IT Modernization effort, DDTC developed a Registration Application that allows customers to apply for a Registration Code – the first step in applying for a DDTC License.

Introduction to the Registration Application:

The purpose of this guide is to walk users through how to successfully renew your Registration (DS-2032), including how to:

- Renew Registration
- Submit Registration to a Senior Officer
- Senior Officer submits registration to DDTC
- Pay for Registration
- Retrieve Registration letter

BEGIN RENEWAL PROCESS

1. Once logged in to the DECCS Industry Service Portal page, navigate to the Registration application.
2. Select “Renew” button on the dashboard to begin the renewal process.

Note: You will only see the ‘Renewal’ button if your registration is within 90 days of your registration expiration date, which will allow you to draft your renewal application. It will first appear 90 days before the expiration date and will remain until the application is renewed. Please note that you may only officially submit your registration to DDTC 60 days prior to your expiration date. If the registration has lapsed, you will still need to click the renewal button in order to renew.

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DECCS Industry Service Portal

Search | Chris Sampleton

Applications ▾ Learning Tools ▾ Support

- Advisory Opinions
- Commodity Jurisdiction
- User Management
- Licensing
- Registration

Registration

Welcome to the DDTC Registration Application. Use this application to apply for and manage Registrations with DDTC.

Application History

DS-2032	#1766 - New	Manufacturer/Exporter, Broker (US Person)	M30013, K-5230
Completed	Submitted: 03/05/2020	Processed: 03/05/2020	Renew



Directorate of Defense Trade Controls Renew Registration User Guide



RENEW REGISTRATION (CONTINUED)

1. Begin by reviewing Block 1. Note that all fields are editable when renewing a Registration.
2. Click "Next" to advance through the application. Clicking "Next" will save your progress – but be sure to click "Save" often while working on a block. Using the tabs at the top for navigation will not save your data.
3. For LAPSED REGISTRATIONS, on Block 2, new questions related to renewal display and must be answered. Note that additional questions may appear depending on your answers to the questions. Remember that all required fields are marked with an asterisk (*).
4. Verify content on Blocks 3, 4, and 5. Update if necessary.

U.S. DEPARTMENT OF STATE
Directorate of Defense Trade Controls

Registration Module | Logout

Home / DS2032 / Block 1

1

Application ID: 147

General Information

* Applicant is a U.S. Person ⓘ

Yes
 No

Save Next 2

DS-2032 STATEMENT OF REGISTRATION

Exit Help

1 ✓ 2 3 4 5 6 7 8 9 10 11

Application ID: 1838

Registration Information

* Registration Action ⓘ
Registration Renewal

* Registration type ⓘ

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

3

* Did you conduct any ITAR business during the lapse? ⓘ

Yes
 No

* Applicant has brokering activity to report (including successful/unsuccessful brokering activity) ⓘ

Yes
 No

Save Back Next 4



Directorate of Defense Trade Controls Renew Registration User Guide



RENEW REGISTRATION (CONTINUED)

1. On Block 6, click the “+” to expand and see all of the information. Add senior officer information. If "Other" is selected, you must attach supporting document explaining the senior officer's title and authority to sign the registration application. *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 §120.15) in order to sign and submit.
2. Verify content on Block 7. Update if necessary.
3. On Block 8, each Subsidiary/Affiliate is defaulted to “No Change” for “Select Type of Modification.” If a modification is needed, the user must select the appropriate radio button to enable the fields.
4. Verify content on Blocks 9 and 10. Update if necessary.

1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 7 8 9 10 11

Application ID: 1838

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

Potts, Pepper +

Stark, Tony +

+ Add Senior Official

DS-2032
STATEMENT OF REGISTRATION

1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 ✓ 7 ✓ 8 9 10 11

Application ID: 1838

Affiliate/Subsidiary Information ⓘ

* Does the applicant own, or otherwise control, any U.S. or foreign subsidiaries or affiliates in the business of manufacturing, exporting, and/or brokering defense articles or services? ⓘ

Yes
 No

Stark International +
Stane International +
Stark Enterprises -

* Select Type of Modification

No Change
 Update
 Remove

* Activity Type ⓘ

Manufacturer
 Exporter
 FMS Freight Forwarder (Exporter)
 Broker

* Company/Organization Name ⓘ
Stark Enterprises

Doing Business As Name ⓘ

* Address Line 1 ⓘ
219 Anderson St



Directorate of Defense Trade Controls Renew Registration User Guide



COMPLETE RENEWAL REGISTRATION

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 §120.15) in order to sign and submit.*
2. 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.*
3. You will know you've successfully uploaded a document when you see the file name hyperlinked. You may click the trashcan to remove the file.

Senior Officer Application and Certification Signature

1 * Senior Officer ⓘ

-- Select an Officer--

Pepper Potts

Tony Stark

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

Supporting Documentation

- * Organizational Chart
- 3 Stark-OrgChart.pdf 🗑️
- * Proof Applicant is Currently Authorized to do Business
- Stark-ProofApplicant.gif 🗑️

Add Document: ⓘ

* Organizational Chart

Choose File No file chosen



Directorate of Defense Trade Controls Renew Registration User Guide



COMPLETE NEW REGISTRATION (CONTINUED)

1. On the bottom of Block 11, when the drafter is done with the registration, they will submit the registration to the Senior Officer for review and submission to DDTC. Select "Yes" on the confirmation pop-up to proceed or "No" to return.

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.

Save

Back

Submit For Signature

2. The status will change to *Awaiting Senior Officer Signature*.
3. You may "View Details" to see the draft of the Registration, or "Recall" to send it back for drafting.

In Progress

Application Id: 1766

Form: DS-2032

Action: New

Registration Type: Manufacturer/Exporter, Broker (US Person)

Status: Awaiting Senior Officer Signature

View Details

Recall



Directorate of Defense Trade Controls Renew Registration User Guide



SENIOR OFFICER LOGS IN TO DECCS REGISTRATION APPLICATION

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

1. The *In Progress* section displays the current application – where they can sign, return to the drafter, or delete.
2. The *Application History* section displays any previous applications.
3. The *Notification Letters* section shows the most current registration letter for your company.

The screenshot shows the DECCS Registration application interface. At the top, there is a header with the U.S. Department of State logo, the text 'U.S. DEPARTMENT OF STATE DECCS Registration', and a user profile 'Pepper Potts'. Below the header is a navigation menu with 'Industry Portal', 'Applications', 'Learning Tools', and 'Support'. A large blue banner reads 'Registration' and 'Welcome to the DDTC Registration Application. Use this application to apply for and manage Registrations with DDTC.' The main content area is divided into three sections:

- 1 In Progress:** Shows application details: Application Id: 1838, Form: DS-2032, Action: Renew, Registration Type: Manufacturer/Exporter, Broker (US Person), Status: Awaiting Senior Officer Signature. Action buttons include 'Review And Sign', 'Return To Draft', and 'Delete'.
- 2 Application History:** A table showing a completed application:

DS-2032	#1766 - New	Manufacturer/Exporter, Broker (US Person)	M30013, K-5230
Completed		Submitted: 03/05/2020	Processed: 03/05/2020
- 3 Notification Letters:** A table showing notification letters:

Notification Letter Type	Date Uploaded
Registration Acknowledgement Letter	03/05/2020
Registration Acknowledgement Letter	03/05/2020

The footer contains links for 'Contact DDTC', 'Commercial Affiliations', 'Privacy Notice', 'Copyright Information', 'State.gov', and 'PM Bureau'.



Directorate of Defense Trade Controls Renew Registration User Guide



SIGN AND SUBMIT REGISTRATION (SENIOR OFFICER)

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. 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 §120.15) in order to sign and submit.
2. The Senior Officer will be directed to Block 11. To submit to DDTC, select "Complete Application", fill in the Senior Officer's name, and click "Submit."
3. Once the Registration has been signed, it will be forwarded to the Office of Defense Trade Control Compliance, and the status will change to Awaiting Analyst Review followed by Awaiting Officer Review. The typical review time is 30-45 days.
4. If you need to edit a registration that is under review by DDTC, you will need to request a Return Without Action (RWA) by clicking the "Request RWA" button to make the changes, and then resubmit. Note: This action is not instantaneous.

In Progress

Application Id: 1766
Form: DS-2032
Action: New
Registration Type: Manufacturer/Exporter, Broker (US Person)
Status: Awaiting Senior Officer Signature

1
Review And Sign
Return To Draft
Delete

Complete Application

Under penalty according to federal law (22 U.S.C. 2278-2780; 22 CFR 120-130; 18 U.S.C. 1001), I warrant the truth of all statements made herein, together with any and all appendices and attachments thereto.

Signing Officer's Name:

2
Submit ✓
Cancel ✕

In Progress

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

View Details
4
Request RWA



Directorate of Defense Trade Controls Renew Registration User Guide



1. After DDTC reviews your registration, the status will change to Pending Payment. Click the “Make Payment” button on your registration dashboard.
2. View the payment details and then click “Make Payment” to go to the payment interface.
3. The following payment types are accepted:
 - a. PayPal and Amazon - \$10,000.00
 - b. Credit card - \$24,999.99
 - c. Debit card – up to the bank that issued the debit card
 - d. 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

Registration Fees for Application #1838

Registration Fees

Item	Amount
Renewal fee for Manufacturer/Exporter, Broker (US Person)	\$2,250.00
Total Amount Due:	\$2,250.00

Payments

Payment Date	Payment By	Pay.gov Id	Amount Paid
Total Amount Paid:			\$0.00

2
Make Payment

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
3
Continue



Directorate of Defense Trade Controls Renew Registration User Guide



RETRIEVE REGISTRATION LETTER

After successful payment, the status will change to *Completed*.

1. You may now *Amend* your active registration (See “Amend a Registration” User Guide).
2. In the *Application History*, you can see the previously approved registration application(s) and the renewal with the most recent on top.
3. In the *Notification Letters* section, you can see the previous letter(s) and now the renewal letters.

Registration

Welcome to the DDTC Registration Application. Use this application to apply for and manage Registrations with DDTC.

Active Registration

Registration Code: M30013, K-5230 1 >> Amend

Registration Type: Manufacturer/Exporter, Broker (US Person)

Expires On: 04/30/2021

Application History

	DS-2032	#1838 - Renew	Manufacturer/Exporter, Broker (US Person)	M30013, K-5230
2	Completed		Submitted: 04/02/2020	Processed: 04/02/2020
	DS-2032	#1766 - New	Manufacturer/Exporter, Broker (US Person)	M30013, K-5230
	Completed		Submitted: 03/05/2020	Processed: 03/05/2020

Notification Letters

Notification Letter Type	Date Uploaded
Registration Renewal Notification Letter	04/02/2020
Registration Renewal Notification Letter	04/02/2020
Registration Acknowledgement Letter	03/05/2020
Registration Acknowledgement Letter	03/05/2020



Directorate of Defense Trade Controls Renew Registration User Guide



REGISTRATION STATUSES

Status	Definition
Draft	New Registration that has not been completed, is still with the company and is not signed.
Awaiting Senior Officer Signature	Ready for the Senior Officer review and signature. At this point the registration is still with the company.
Awaiting Analyst Review	The registration is currently under review by a DDTC Analyst.
Awaiting 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.

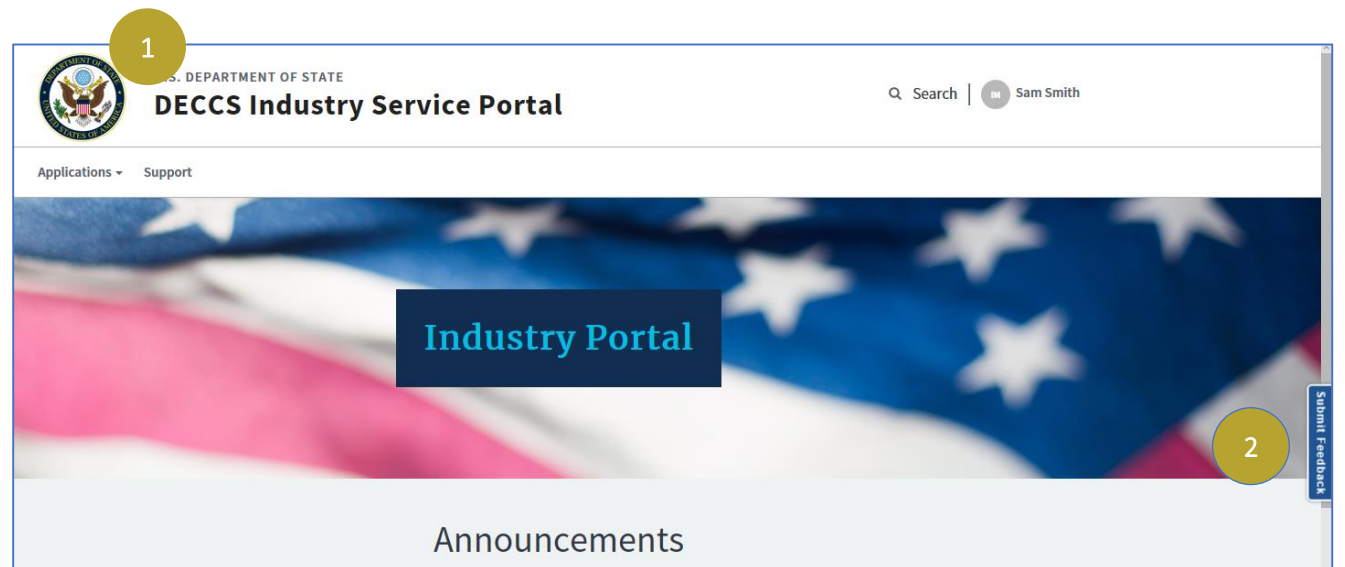


Directorate of Defense Trade Controls Renew Registration User Guide



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: