



Obtaining a DD Form 2345

In order to obtain a **DD Form 2345**, an organization is required to have a cage code. An organization must register in the **System for Award Management (SAM)** in order to obtain a cage code. Lastly, in order to register in SAM, an organization will first need to receive a **Dun and Bradstreet number (DUNS)**. Your business Tax ID number, bank account, bank routing number and business address are also necessary.

The below provides the necessary links and instruction in order to complete the above process. Should you have any questions on this process please contact contractforms@ati.org.

Military Critical Technical Data Agreement (DD Form 2345)

If your company is required to maintain an active DD Form 2345, United States (U.S.)/Canada Joint Certification Program (JCP) certification establishes the eligibility of a U.S. or Canadian contractor to receive technical data governed, in the U.S., by Department of Defense (DOD) Directive 5230.25 and, in Canada, by the Technical Data Control Regulations (TDCR). Certification is required for U.S. or Canadian contractors who wish to obtain access to unclassified technical data disclosing militarily critical technology with military or space application that is under the control of, or in the possession of, the U.S. Department of Defense (DOD) or the Canadian Department of National Defense (DND). In order to obtain a certification, contractors must submit a DD Form 2345 to the U.S./Canada Joint Certification Office, along with supporting company documentation.

Please visit the DLA website at: <http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/JCP> for more information regarding the DD Form 2345 process, including a link to the form itself as well as instructions and FAQs.

According to the JCP's website, the processing time for the DD Form 2345 application fluctuates depending on delivery method to their office and the volume of applications received. If there are problems with the application, e.g. incomplete or incorrect content, delays will occur. The website includes tips for avoiding these mistakes. Recent experience indicates a range of a few days to a few weeks.

The below information is taken from <http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/JCP>.

What is the purpose of U.S./Canada Joint Certification Program (JCP) certification?

JCP certification establishes the eligibility of a U.S. or Canadian contractor to receive technical data governed, in the U.S., by [Department of Defense \(DOD\) Directive 5230.25](#) and, in Canada, by the [Technical Data Control Regulations](#) (TDCR).

Why is certification required?

Certification is required for U.S. or Canadian contractors who wish to obtain access to unclassified technical data disclosing militarily critical technology with military or space application that is under the control of, or in the possession of the U.S. Department of Defense (DOD) or the Canadian Department of National Defence (DND).]

The above listed resources are for informational purposes only. ATI bears no risk, responsibility or liability for the use of the information presented herein.



Obtaining a DD Form 2345

Who assigns and maintains certification numbers?

The U.S./Canada Joint Certification Program (JCP) located at the DLA Logistics Information Service in Battle Creek, MI is the only authorized source of certification numbers.

Is there a fee for certification?

No. At this time, there are no associated fees related to the assignment and/or maintenance of certification numbers.

How do I get a certification number?

Contractors must submit a [DD Form 2345](#) to the U.S./Canada Joint Certification Office, along with a copy of:

- The company's State/Provincial License
- Incorporation Certificate
- Sales Tax Identification Form
- Any other documentation that verifies the legitimacy of the company.

Where do I send my completed [DD Form 2345](#)?

Send your completed form, by mail or courier, to the address indicated at the top of the DD Form 2345:

U.S./Canada Joint Certification Office
DLA Logistics Information Service - VBA
Federal Center, 74 Washington Ave., North
Battle Creek, MI USA 49037-3084

Can I fax or email my completed [DD Form 2345](#)?

You may submit, via e-mail, your completed, signed and dated DD Form 2345 request along with your company's supporting documentation to JCP-Admin@dla.mil. Please allow at least five business days for processing prior to following up for status. The Data Custodian will be notified within this timeframe if further information/clarification is required.

How long does it take to process my [DD Form 2345](#)?

Times for processing DD Form 2345 applications fluctuate depending on delivery method to the office and the volume of applications received. Processing applications may take longer during peak periods. The complexity of routine verifications and checks may lead to delays especially if there are problems with the application, e.g. incomplete or incorrect content. Such times can vary depending on workload and occasional unforeseen circumstances. Their objective is to review the application as quickly as possible and return it to you in the shortest time possible.

Note: Forms with incomplete or incorrect information result in further processing delays for all applications.

The above listed resources are for informational purposes only. ATI bears no risk, responsibility or liability for the use of the information presented herein.



Obtaining a DD Form 2345

How can an enterprise determine if it already has a Commercial and Government Entity (CAGE) Code?

By searching for the company name using the [System for Award Management \(SAM\) Records Search feature](#).

How does a United States (U.S.) company obtain a Commercial and Government Entity (CAGE) Code?

By registering in the [System for Award Management \(SAM\)](#), U.S. companies will automatically be assigned a CAGE Code for the physical address recorded in the SAM.

How does a Canadian company obtain a Canadian-assigned North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) Code?

By completing and submitting the [Canadian NATO CAGE Code request form](#).

How do I update or correct the information in my existing certification?

Complete, sign and forward a revised [DD Form 2345](#) to:

U.S./Canada Joint Certification Office
DLA Logistics Information Service - VBA
Federal Center, 74 Washington Ave., North
Battle Creek, MI USA 49037-3084

Note: In Block 1, Type of Submission, check box "b" for Revision. For company name or address changes, include supporting documentation.

What is a Directly Arranged Visit (DAV)?

The U.S. and Canada have agreed that the Joint Certification Program (JCP) certification process can be used to facilitate visits to U.S. or Canadian military installations that involve access to unclassified technical data.

Activities intended to be covered through the DAV process include:

- Procurement activities such as pre-solicitation conferences
- Discussions related to unclassified solicitations
- Collection of procurement unclassified documents (RFQ's, RFP's, bid sets, etc.)
 - Performance of an unclassified contract
 - Scientific research, in a professional capacity, in support of unclassified U.S. or Canadian defense initiatives

The above listed resources are for informational purposes only. ATI bears no risk, responsibility or liability for the use of the information presented herein.



Obtaining a DD Form 2345

- Attendance at restricted meetings, conferences, symposia, or program briefings where technical data governed by [Department of Defense \(DoD\) Directive 5230.25](#) or Canadian [Technical Data Control Regulations](#) (TDCR) will be presented.

How do I obtain assistance if my question is not addressed above?

By contacting the Joint Certification Office at 1-800-352-3572 or JCP-Admin@dla.mil.

The above listed resources are for informational purposes only. ATI bears no risk, responsibility or liability for the use of the information presented herein.