Obtaining a Military Critical Technical Data Agreement (DD Form 2345)

In order to obtain a **DD Form 2345**, an organization is required to have a cage code and a Unique Entity ID (UEI). An organization must register in the **System for Award Management (SAM)** in order to obtain a cage code and a UEI.

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 https://www.dla.mil/HQ/LogisticsOperations/Services/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 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 several weeks and as long as 2-3 months if the form contains errors.

The below information is taken from https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/

What is the purpose of United States (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 United States (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).

Who assigns and maintains certification numbers?

The United States (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/maintenance of certification numbers.

How do I get a certification number?

Contractors must upload a DD Form 2345 to the United States (U.S.)/Canada Joint Certification Office (JCO) Portal, along with a copy of supporting documentation.

What is required for supporting documentation?
Supporting Documentation must have the same name as DD Form 2345 block 2.a., and be one of the following:
- The company's State/Provincial License
- Incorporation Certificate or Articles of Incorporation
- Any other documentation from a government agency that verifies the legitimacy of the company

Where do I send my completed DD Form 2345?

You may upload your completed sign/dated form with supporting documentation to the Joint Certification Program (JCP) Portal.

Can I fax or email my completed DD Form 2345?

No, faxes and emails are no longer accepted. Please upload to the JCP Portal.

How long does it take to process my DD Form 2345?

Please send your renewal in at least 60 days prior to expiration. Processing times fluctuate depending on delivery method and the volume of applications received. Our objective is to review your application as quickly as possible and return it to you if further information is required.

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

By searching for the company name using the CAGE Search and Inquiry (CSI).

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

Companies are required to notify our office of any changes during the certification period.
When changes are required, please submit a revision by completing/sign/date the form and uploading to the JCP Portal.

What is a Directly Arranged Visit (DAV)?

A Directly Arranged Visit (DAV) is used for purposes of procurement activities, related to pre-solicitation conferences, discussions related to unclassified solicitations, performance of an unclassified contract, research, attendance at restricted meetings, etc. Your registration in the Joint Certification Program (JCP) allows you to make arrangements directly with your point of contact at the industry or military facility you wish to visit. To do so, send an email or letter to your point of contact, and they will forward the request for the visit to the security official at the facility for review and approval.

Your request must include:

- The purpose of the visit
- Date and time
- Location and point of contact at the facility
- List of personnel
- Citizenship information; and
- A copy of the JCP Certificate

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

You may contact the Joint Certification Office directly at:
JCP-Helpdesk@dla.mil for all questions, concerns, or issues you have concerning JCP.
JCP-Admin@dla.mil for all questions, concerns, or issues you have concerning DD
Form 2345 new submissions/revisions/renewals.
Phone (800) 352-3572

Do I need to register in the System for Award Management (SAM) before applying for Joint Certification Program (JCP) Certification?
Yes, any defense contractor that wishes to do business with the Department of Defense (DOD), must register in SAM. The SAM expiration date must also be current before applying for JCP Certification.