Subject: Embassy Registration

The Directorate of Defense Trade Controls is updating its records of the freight forwarders authorized by Embassies to transfer defense articles sold, leased or loaned by the Department of Defense under the Foreign Military Sales (FMS) Program. Letters requesting this information have been sent to those Embassies identified on recent DSP 94 forms provided to the Directorate. This notice is being posted on our website to ensure that all Embassies receive notification.

By regulation, all Embassies must identify freight forwarders authorized to handle any FMS shipments pursuant to a signed and current Letter of Offer and Acceptance (LOA). We request that you specify your authorized freight forwarder(s) to include the company name, address, telephone and fax number and a point of contact at the freight forwarder (who may also serve as the empowered official). A sample authorization letter is attached. In your authorization letter, please reference your registration code.

Please provide this information, following the format provided in the attached sample authorization letter, no later than January 31, 2009 to:

U.S. Department of State
PM/DDTC, Compliance and Registration Division
2401 E Street NW Room 1304, SA-1
Washington, DC 20522-0112

Should you have any questions on the above, please contact Paula Harris at (202) 663-2816 or Deborah Carroll at (202) 663-2809.
SAMPLE AUTHORIZATION LETTER

EMBASSY LETTERHEAD

Deborah Carroll
Chief
Compliance and Registration Division
2401 E Street NW Room 1304
Washington DC 20522-0112

Embassy Registration Code [Enter Number]

Reference:   Letter dated [enter date of our letter]

Dear Ms. Carroll:

 The Embassy of [enter country] officially designates [enter name of freight forwarder, full address, phone and fax number] to support the export of defense articles under signed and current Foreign Military Sales cases. The freight forwarder has advised that the following U.S. person, a full-time employee, is the point of contact [enter name, title, phone and fax]. We will keep you informed of any changes in their official designation. For further information, please contact [enter name and phone number of POC at Embassy],

Sincerely,

Name
Official Title