SAMPLE CHECKLIST FOR COMPLETING A DSP-5 APPLICATION
FOR THE EMPLOYMENT OF FOREIGN PERSONS

_______ The country/countries identified in Block 3 must reflect the nationality of the subject foreign person

_______ Block 10 must describe the USML technical data that will be provided by the applicant to the foreign person

_______ Block 14 must identify the name of the foreign person and the complete address of residence where the individual maintains a residence or intends to return. NOTE: post office boxes are not acceptable. A precise street address must be used.

_______ If the place of birth differs from the place in which the foreign person now resides in and holds citizenship, Block 18 must identify the city and country for the place of birth for that foreign person.

_______ Block 20 must state “for employment of a foreign person who will require access to technical data related to the [specific program and commodity]”.

_______ Block 21 must identify the address of U.S. residence if the foreign person has already entered the country. NOTE: post office boxes are not acceptable. A precise street address must be used.

_______ Ensure block 22(a) is signed by a responsible empowered official authorized by the applicant.

_______ Ensure the appropriate box under block 22(c) is checked.

SUPPORTING DOCUMENTATION:

Cover Letter
_______ Does the application contain the required cover letter?
_______ Does the required cover letter explain the requirement and scope of employment?

Passport
_______ Has a copy of the passport been submitted with the license application?
_______ Is the passport current?

Work Authorization
_______ Has a copy of the Visa or other form of authorization from the Department of Homeland Security, U.S. Citizenship and Immigration Service been submitted with the application?
_______ Does the Visa or other form of authorization have a current date?
Resume
□ Has a copy of the resume been submitted with the license application?

Job Description
□ Has a copy of the job description been submitted with the license application?

Detailed description of the technical data to be released
□ Is the application supported with a detailed description of the technical data to be released?

Non-Disclosure Agreement (NDA)
□ Has a copy of the NDA been submitted with the license application?
□ Has the NDA been signed by the foreign party (employee)?
□ Has the NDA been signed by the U.S. person (employer)?

Technology Control Plan (TCP)
□ Has a copy of the TCP been submitted with the license application?
□ Has the TCP been signed?

DSP-83 for submission of a DSP-85 Form and Manufacturing Know-How of SME
□ Does your license application contain manufacturing know-how of Significant Military Equipment (SME)? If so, a DSP-83 MUST be submitted with your license application:
□ Is the DSP-83 the one-page version? If not, download the most recent version of the form from “http://pmddtc.state.gov/licensing/documents/dsp_83.pdf”
□ Does the DSP-83 contain the following information:
  □ Technical data description (does this match what is listed on the license application)
  □ Value
□ Is the DSP-83 signed by the:
  □ Foreign end-user
  □ Applicant