

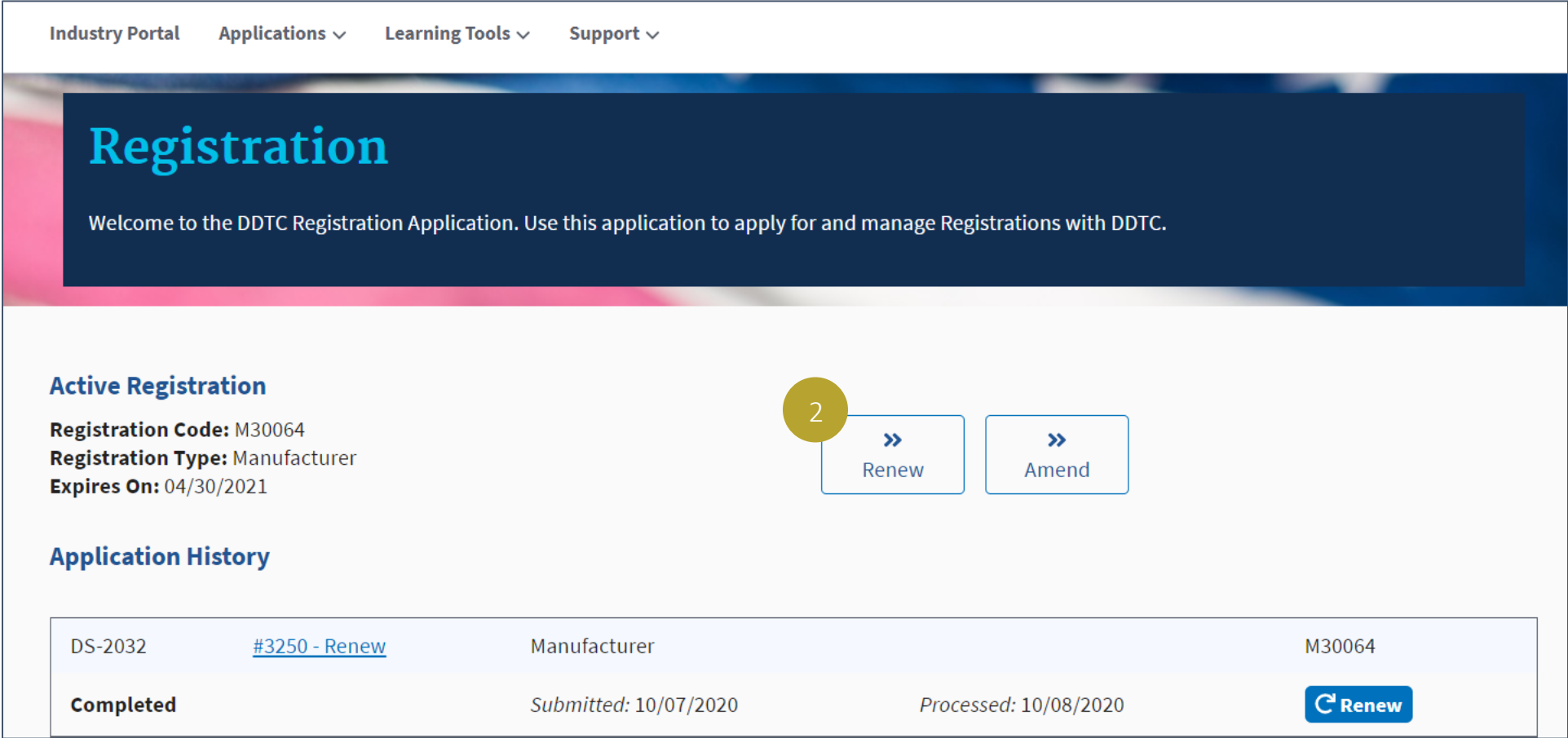
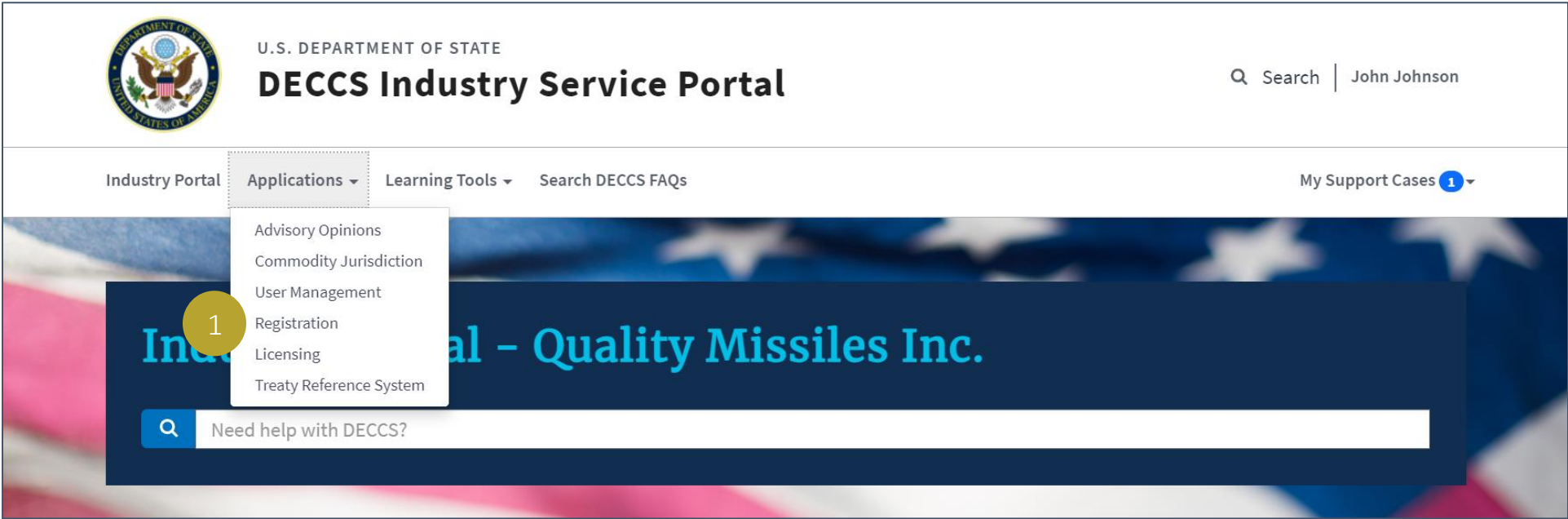


Directorate of Defense Trade Controls DECCS Registration – Renewal



RENEWING YOUR REGISTRATION

1. Log in to the DECCS Industry Portal with your credentials and then navigate to the Registration application.
2. On your registration dashboard, select the "Renew" button.
 - 90 days prior to your registration expiration, you may begin preparing your registration renewal submission.
 - 60 days prior to your registration expiration, the registration renewal becomes available to submit.
 - Review your registration and be sure to update any outdated information.





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RENEWING YOUR REGISTRATION

1. Once finished reviewing, head to Block 11 and click “Submit For Signature.”
2. Select the Applicant Senior Officer (AppSO) from the “Senior Officer” drop-down list who will sign and submit the Registration Renewal to DDTC. This list will be the Senior Officers previously entered on Block 5 and the selected name will populate in the box when selected.
3. Click “Submit.” This will send a notification email to the selected AppSO that there is a Registration awaiting their review and signature. A copy of the notification email will also be sent to you as the Drafter.

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

Submit for Applicant Senior Officer Signature

The application requires a senior official listed in Block 6 to sign and submit the registration to DDTC.
The senior official must be a U.S. Person unless the applicant is registering as a foreign broker or government and must have signature authority to bind the organization.
Please select the senior officer who will login to DECCS to sign and submit the application on behalf of the applicant.

Senior Officer

Select Senior Officer

Cancel

Submit



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SIGN AND SUBMIT REGISTRATION (SENIOR OFFICER)

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

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 §120.62) in order to sign and submit.*
2. To submit to DDTC, select "Complete Application." Now as the Senior Officer, enter your name in the “Signing 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 DDTC Analyst Review followed by Awaiting DDTC 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.*

The screenshot illustrates the DECCS Registration process. It shows a card for an 'In Progress' application (ID: 1766, Form: DS-2032, Action: New, Registration Type: Manufacturer/Exporter, Broker (US Person), Status: Awaiting Senior Officer Signature). A yellow circle '1' highlights the 'Review And Sign' button. A second card shows the 'Complete Application' dialog box with a text field for the 'Signing Officer's Name' and 'Submit'/'Cancel' buttons. A yellow circle '2' highlights the 'Complete Application' button. A third card shows the 'In Progress' application (ID: 3603, Form: DS-2032, Action: New, Registration Type: Manufacturer, Status: Awaiting DDTC Analyst Review). A yellow circle '3' highlights the 'View Details' button, and a yellow circle '4' highlights the 'Request RWA' button.



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PAY FOR REGISTRATION

- After DDTC reviews your registration, the status will change to *Pending Payment* and you will see a “Make Payment” button on your registration dashboard. Check back in DECCS to see the status of your Registration – the typical review time is 30-45 days. The following payment types are accepted:
 - PayPal and Amazon - \$10,000.00
 - Credit card - \$24,999.99
 - Debit card – up to the bank that issued the debit card
 - 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

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

amazon pay

PayPal

VISA

MasterCard

AMEX

DISCOVER

JCB

UnionPay

Discover

Cancel

Continue

IMPORTANT NOTE

Users have 21 calendar days (not counting US Govt. Holidays) to pay for their registration once the submission has moved into the “Pending Payment” status. A notification email will be sent to the Drafter as well as the POC (specified on Block 5) when the "Pending Payment" period has started and then on the 5th, 10th, and 21st days following.

After 21 days, DDTC will Return Without Action (RWA) the registration if the full payment has not been made. The application status will be "Returned Without Action" and the application will need to be resubmitted to the Senior Officer specified on Block 11 for them to re-sign and re-submit.

RETRIEVE REGISTRATION LETTER

- After successful payment, the status will change to *Completed* and you will be able to retrieve your registration letter in DECCS. On the Registration Dashboard, you will see the Notification Letters with hyperlinks to the letters.

Application History

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

1

Notification Letters

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



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REGISTRATION STATUSES

You may find your Registration Status on your Registration dashboard (beneath the Application ID, Form, Action, and Registration Type).

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