PM/DDTC

U.S. DEPARTMENT *of* STATE

New Registration User Guide

Guide Last Updated: June 16th, 2026

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1. Introduction to the Registration Application

The Defense Export Control and Compliance System (DECCS) is designed, in part, to streamline and manage the registration and export of defense articles and services.

Before enrolling in DECCS, confirm that your organization does not have an existing registration code.

If you have not yet enrolled in DECCS, visit the **DECCS Portal** to start the enrollment process and follow the steps listed below to create a new registration. For security reasons, you'll need to set up Multi-Factor Authentication (MFA).

Purpose of the Guide:

The Arms Export Control Act requires that any person who engages in the United States in the business of manufacturing, exporting, temporarily importing, or furnishing defense services, and any person who engages in brokering activities involving defense articles and services, is required to register with the Directorate of Defense Trade Controls (DDTC) as described in parts 122 and 129 of the International Traffic in Arms Regulations (ITAR). Defense articles, which include technical data, are described on the United States Munitions List (ITAR section 121.1).

Registration provides the U.S. Government with necessary information on who is involved in certain manufacturing and exporting activities and does not grant any export or temporary import rights or privileges. Registration is generally a precondition to the issuance of any license or other approval and use of certain exemptions.

The first step in the registration process is to enroll in DECCS. The purpose of this guide is to walk you through how to successfully create and submit a new Registration (DS-2032).

Target Audience:

Industry users who need to create a new Registration in DECCS.

Scope of the Guide:

This user guide will walk through how to:

- Create a New Registration
- Complete all blocks of the Registration Form

- Submit Registration to a Senior Officer
- Senior Officer submits Registration to DDTC
- Pay for Registration and Retrieve Registration Acknowledgment Letter
- Understand Registration Statuses
- Share feedback

Expected Outcomes:

After reviewing this user guide, you should be able to:

- **Create a new Registration** Understand how to fill out all of the blocks of the DS-2032 application.
- **Submit a Registration to your Senior Officer** Submit your DS-2032 application to your Applicant Senior Officer for review and signature.
- **Pay for your Registration** Follow the steps to pay for your registration once it is issued by DDTC.

2. Accessing Registration

Log In Instructions:

- Make sure that you are enrolled in DECCS
- Log in to your DECCS account here: https://deccs.pmddtc.state.gov/deccs
- Select "Registration" from the application drop down menu

DECCS Registration User Roles:

After you create a DECCS account and set up MFA, you can log in and create a new registration application. Part of the application includes identifying at least one corporate administrator (CA) and applicant senior officer (AppSO) for your organization. CAs are responsible for maintaining users and their permissions. AppSOs can provide the required signature for the organization's DECCS Registration submissions.

You can create a new DECCS account on the Industry Service Portal page. Both the CA and AppSO must activate their account by enrolling in DECCS with their same email addresses used to create their DECCS accounts, which is then tied to the new registration application.

Role	Permissions Within System
Drafter	• Can draft a DS-2032 new application • Can draft a DS-2032 renewal application • Can draft a DS-2032 amendment application • Can submit a draft DS-2032 application for Senior Officer signature • Can resume a 'Returned without Action' DS-2032 application • Can delete a 'Draft' DS-2032 application • Can view the status of all DS-2032 applications • Can view the details of all DS-2032 applications • Can view the Feedback provided by DDTC for all DS-2032 applications • Can view/download all non-internal documents uploaded for the user's company • Can request that a "Pending Analyst Review" or "Pending Officer Review" DS-2032 application be returned without action
Applicant Senior Officer (AppSO)	• Can sign and submit an "Awaiting Senior Officer Signature" application to DDTC for review. • Can return an "Awaiting Senior Officer Signature" application to "Draft." • Can delete an "Awaiting Senior Officer Signature" application
Corporate Administrator (CA)	• A Corporate Administrator (CA) is a designated individual within your organization responsible for managing user accounts and access to Registration and Licensing applications in DECCS. CAs also have visibility into all submissions made by your organization across all applications. • CAs can invite other users to join the company and assign roles to ensure they have appropriate access. This can be done by logging into DECCS, navigating to the User

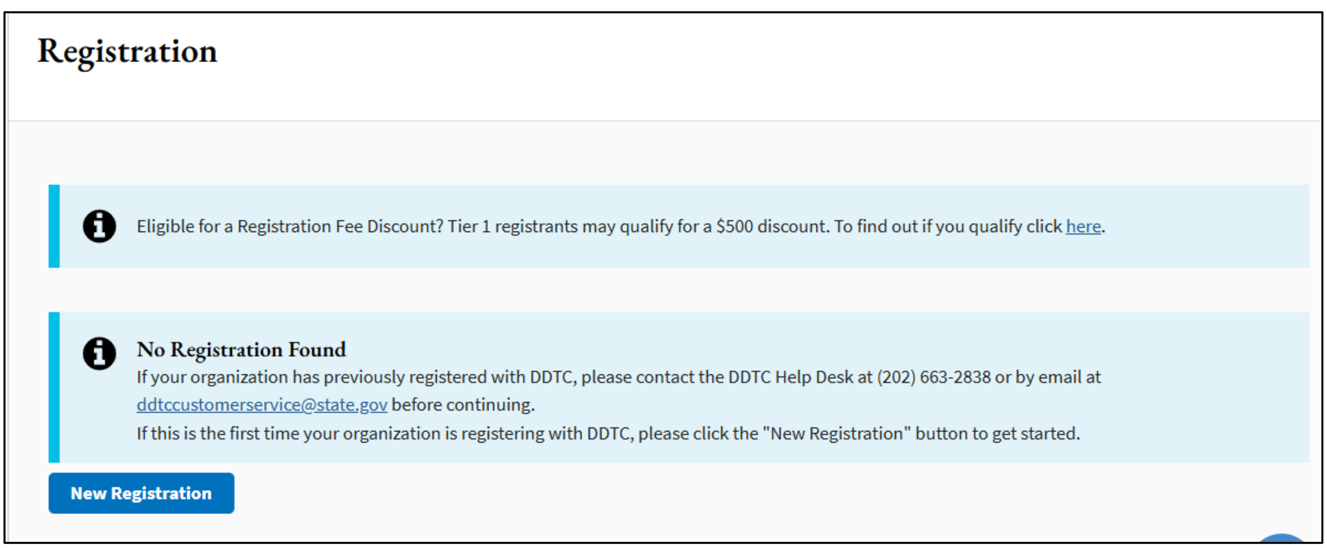
	Management application, and using the Add User feature to send invitations.

3. Performing Tasks/Key Processes in Registration

Starting a New Registration

- Once logged in to the DECCS Industry Service Portal, navigate to the registration page.

- Select "**New Registration**" on the dashboard.



- Once open, select **Start.**

U.S. Department of State

OMB APPROVAL NO. 1405-0002
EXPIRATION DATE: 01/31/2029
* ESTIMATED BURDEN: 2 HOU

DS-2032 STATEMENT OF REGISTRATION

(See Instructions Page)

* PAPER WORK REDUCTION ACT STATEMENT: Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: Department of State (A/GIS/DIR) Washington, D.C. 20520.

Start

Block 1: General Information

- On **Block 1**, answer whether the applicant is a U.S. Person. Once you have finished, select **Next**.
  - *Note:* ITAR § 120.62 defines U.S. person as: "a person who is a lawful permanent resident as defined by 8 U.S.C. 1101(a (20) or who is a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any corporation, business association, partnership, society, trust, or any other entity, organization, or group that is inco rporated to do business in the United States. It also includes any governmental (Federal, state, or local) entity. It does not include any foreign person as defined in § 120.63.

General Information

* Applicant is a U.S. Person

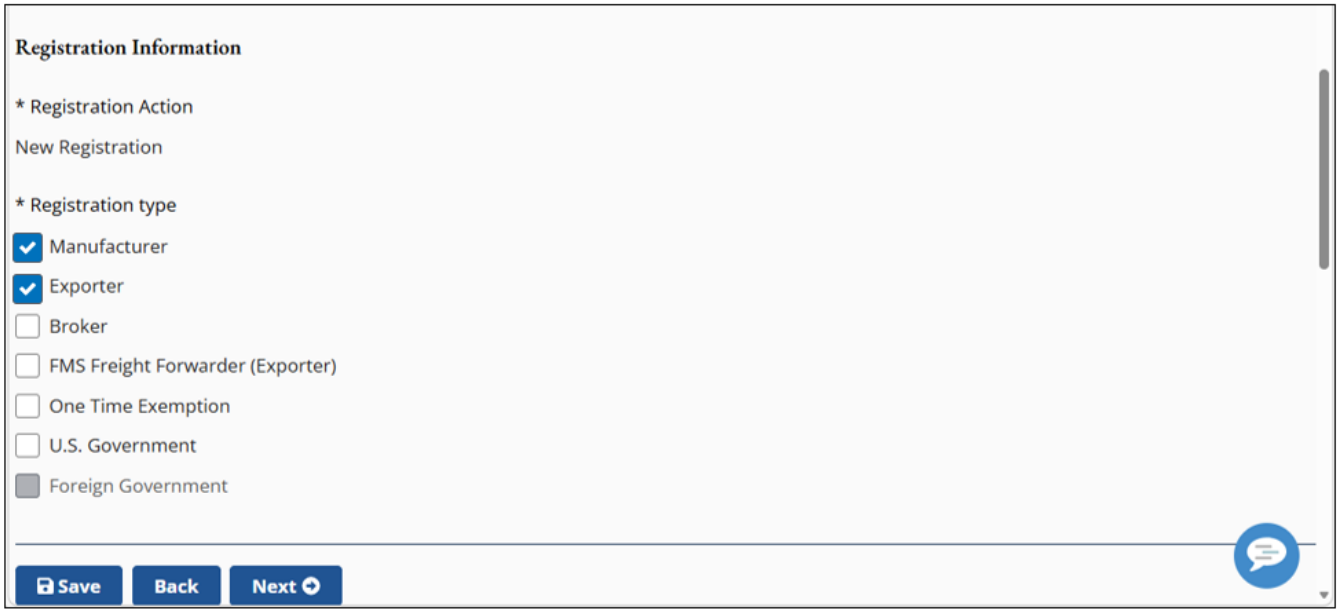
Yes

No

Save Next

Block 2: Registration Information

- On **Block 2**, select your **Registration Type**. Once you have finished, select **Next**.



Registration Information

* Registration Action

New Registration

* Registration type

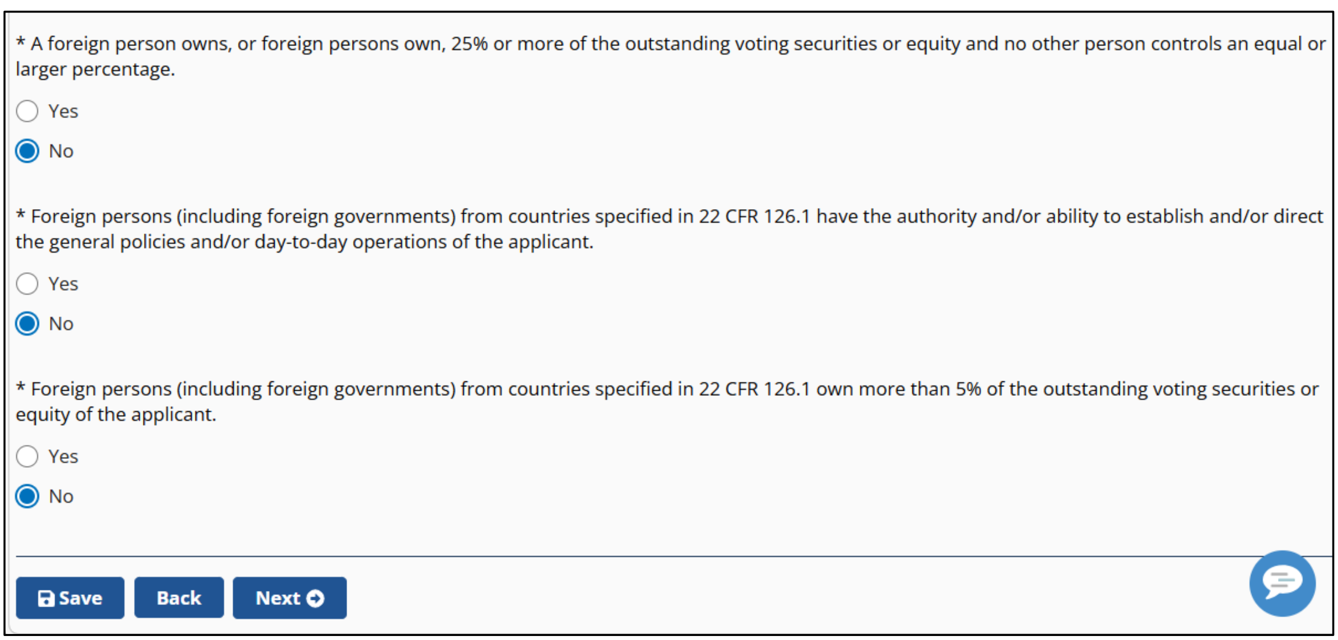
- [x] Manufacturer
- [x] Exporter
- [ ] Broker
- [ ] FMS Freight Forwarder (Exporter)
- [ ] One Time Exemption
- [ ] U.S. Government
- [ ] Foreign Government

Save | Back | Next

Block 3: Foreign Ownership/Control Information

- On **Block 3**, after identifying and selecting the appropriate registration type, you will be prompted to answer a series of questions about Foreign ownership and Control information. Once you have finished, select **Next**.

Note: This guide is using example data and not selections that you have to follow. Please input data relevant to your submission.



* A foreign person owns, or foreign persons own, 25% or more of the outstanding voting securities or equity and no other person controls an equal or larger percentage.

( ) Yes
(•) No

* Foreign persons (including foreign governments) from countries specified in 22 CFR 126.1 have the authority and/or ability to establish and/or direct the general policies and/or day-to-day operations of the applicant.

( ) Yes
(•) No

* Foreign persons (including foreign governments) from countries specified in 22 CFR 126.1 own more than 5% of the outstanding voting securities or equity of the applicant.

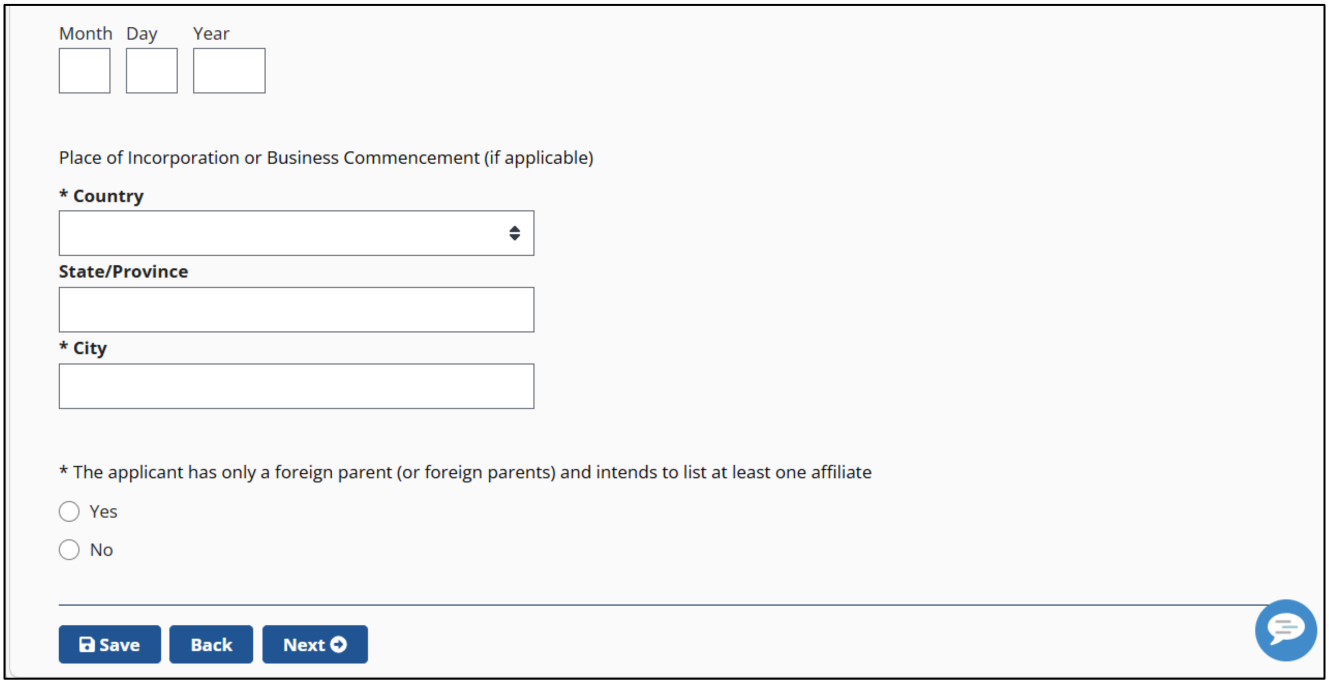
( ) Yes
(•) No

Save | Back | Next

Block 4: Organization Type Information

- On **Block 4,** select the entity's **Organization Type** as one of the following:
  - Corporation
  - Limited Liability Company
  - Partnership
  - Sole Proprietorship
  - Educational Institution
  - Nonprofit
  - Individual
  - Other

- You will then fill out information regarding the entity's place of incorporation or business commencement. Also, to identify if the entity has a foreign parent and/or affiliate. Once you have finished, select **Next**.



Month Day Year

Place of Incorporation or Business Commencement (if applicable)

* Country

State/Province

* City

* The applicant has only a foreign parent (or foreign parents) and intends to list at least one affiliate

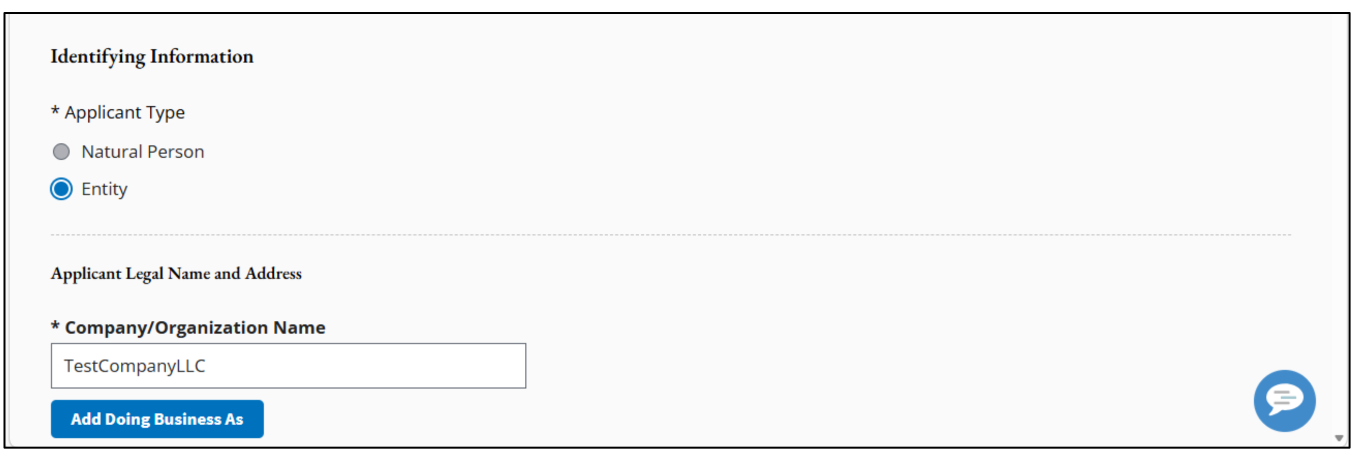
Yes

No

Save Back Next

Block 5: Identifying Information

- **Step 1:** In this section, you will select **Entity** based on the selection criteria in block 4. If you are not conducting business as an “Entity,” please return to block 4 and amend your responses. If you are registering as an entity, continue to fill out the Applicant Legal Name and Address fields.
  - *Note: You must enter your entity's legal name. Additionally, please keep in mind that if the entity you are registering conducts business by another name, click “Add Doing Business As” for the opportunity to input its alternative name.*



Identifying Information

* Applicant Type

Natural Person

Entity

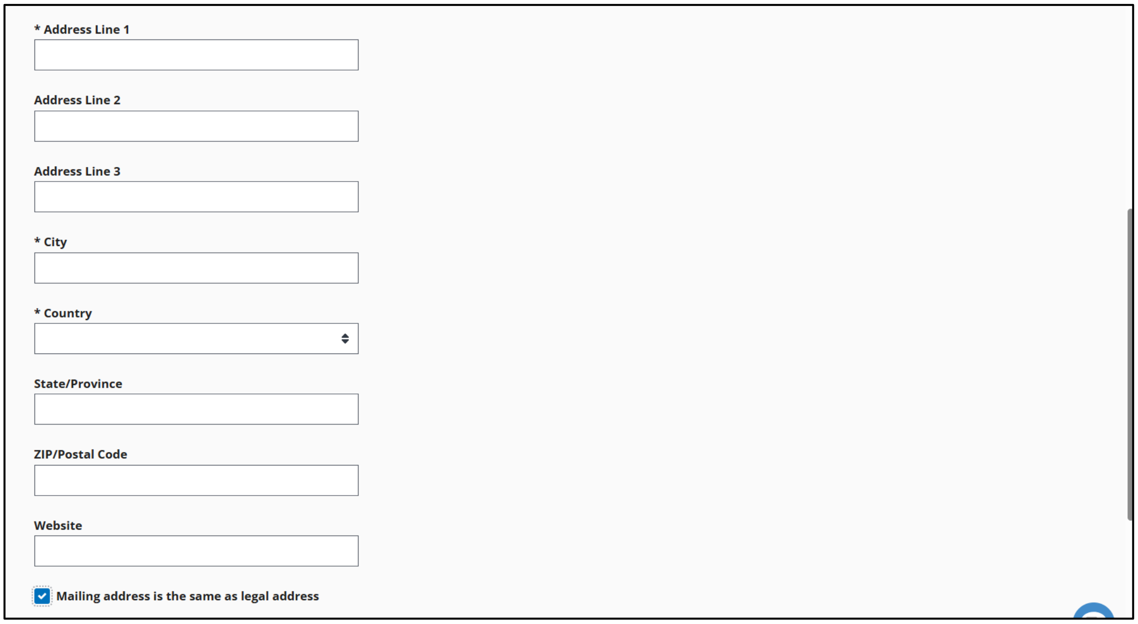
Applicant Legal Name and Address

* Company/Organization Name

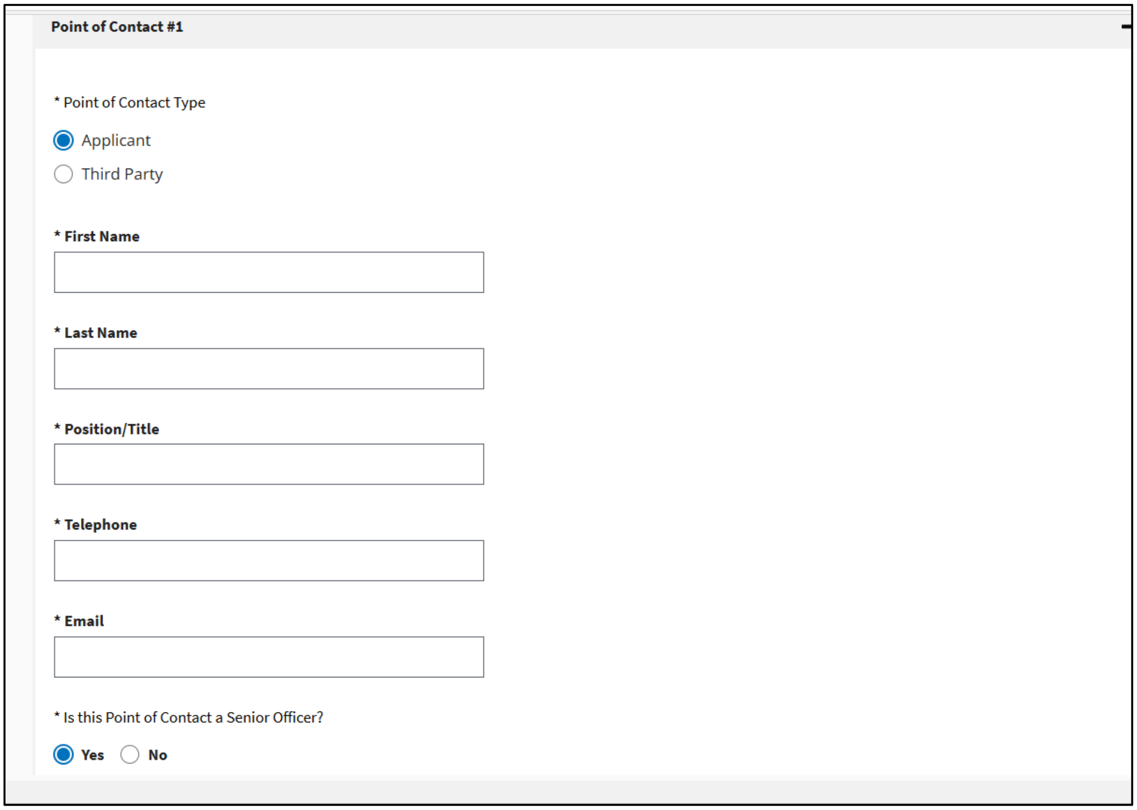
TestCompanyLLC

Add Doing Business As

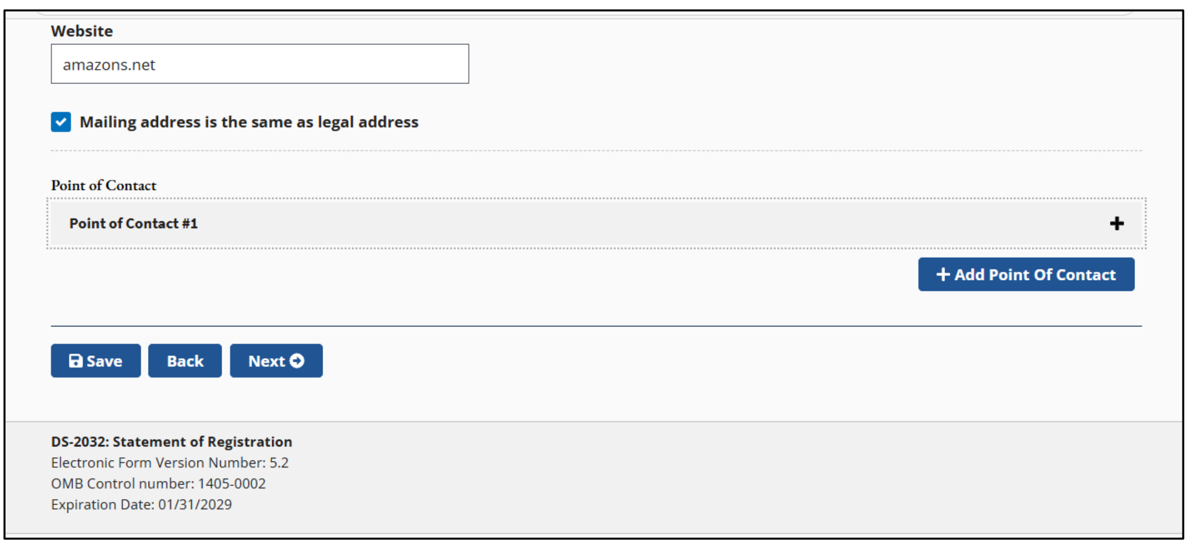
- **Step 2:** Next, add the mailing address for the entity this Registration applies to. If the mailing address is the same as the legal address, select the checkbox. If not, fill in the unique legal address.



- **Step 3:** Click **Add Point of Contact** and fill out all fields. If a Point of Contact is a Senior Officer, click **Yes** for "Is this Point of Contact a Senior Officer." Note: Some Senior Officer information in Block 5 will be auto-populated into Block 6, please complete the rest of the required information.



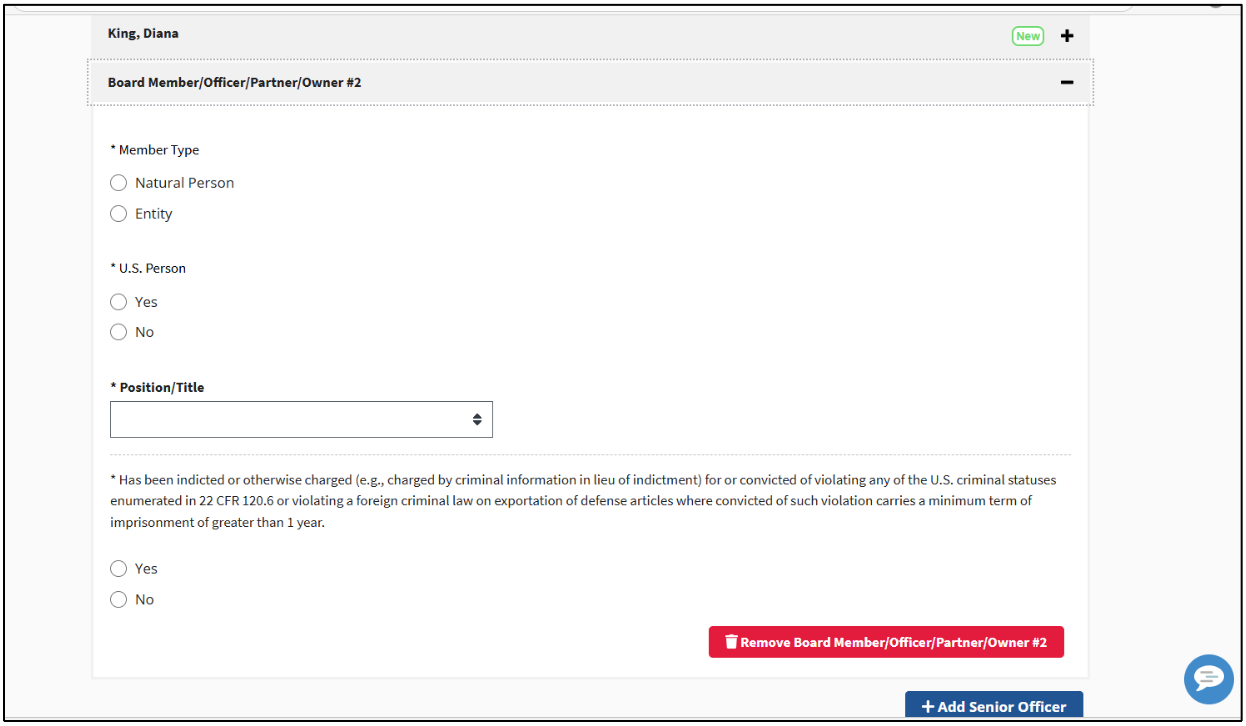
- **Step 4:** Once you have finished, select **Next**.



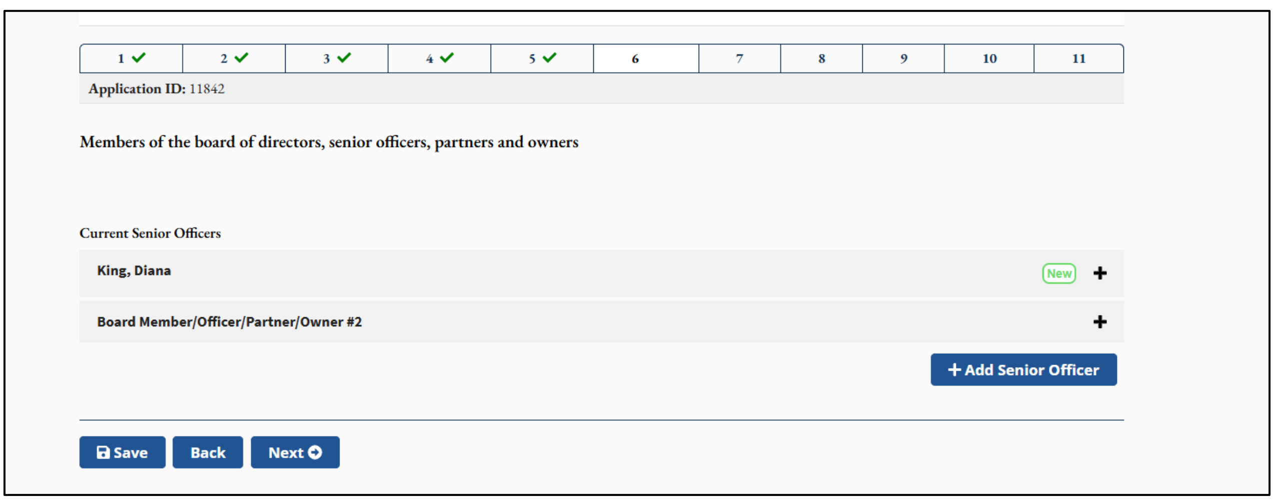
Block 6: Members of the Board of Directors, Senior Officers, Partners, and Owners

- **Step 1:** In this section, you will be prompted to list all Board Members, Officers, Partners, or Owners of the entity you are registering. Click **Add**

Senior Officer and expand the dropdown menu to begin entering the Senior Officer's identifying information. Designate whether they are a "Natural Person" or an "Entity" and continue filling out required fields.

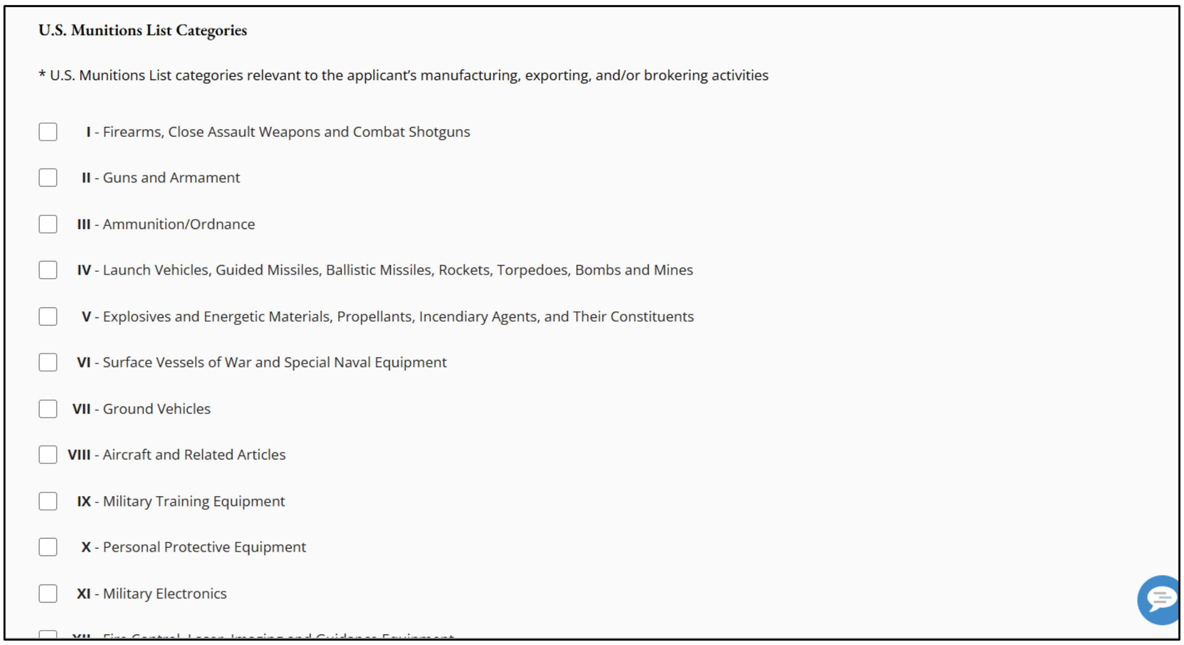


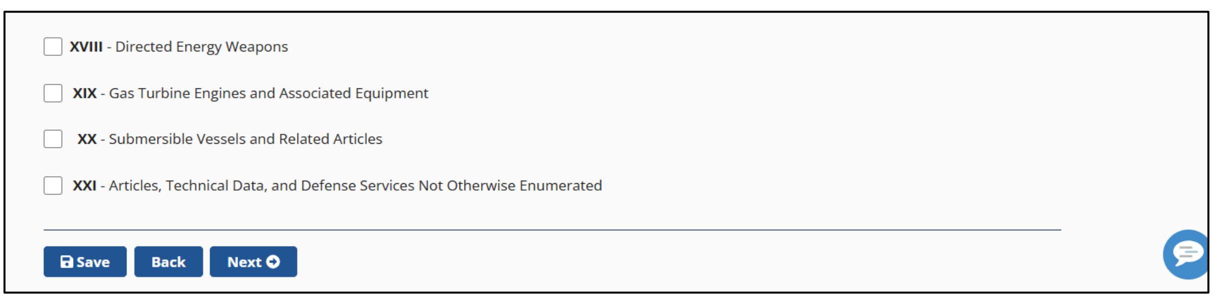
- **Step 2:** Once you are finished filling out all relevant contact information in the designated fields, click **Add Senior Officer** to add another person or entity. Once you have finished, select **Next**.



Block 7: U.S. Munitions List Categories

- On **Block 7**, you will need to list all U.S. Munitions List categories relevant to the entity's manufacturing, exporting, and/or brokering activities. In the application, there are (20) options to choose from and select that require no additional information. For Cat XXI you must provide the determination number.
    - *Note: more than one option can be selected.*



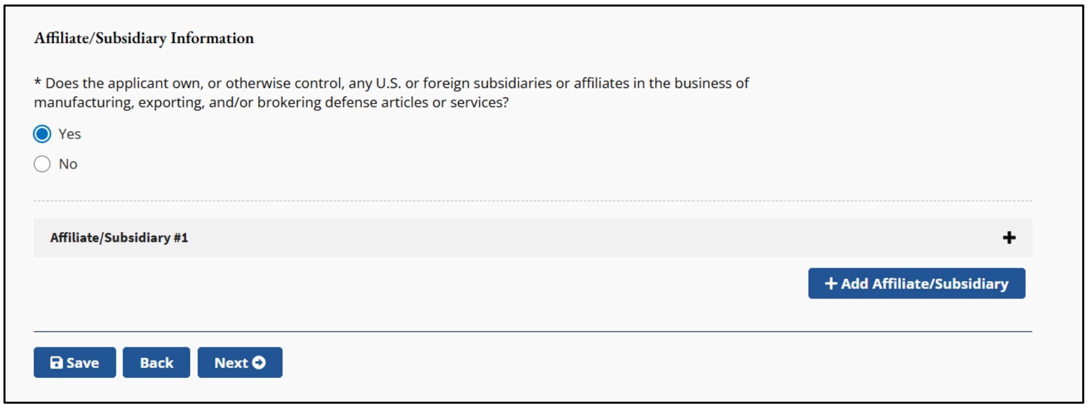


- Once you have finished, select **Next**.

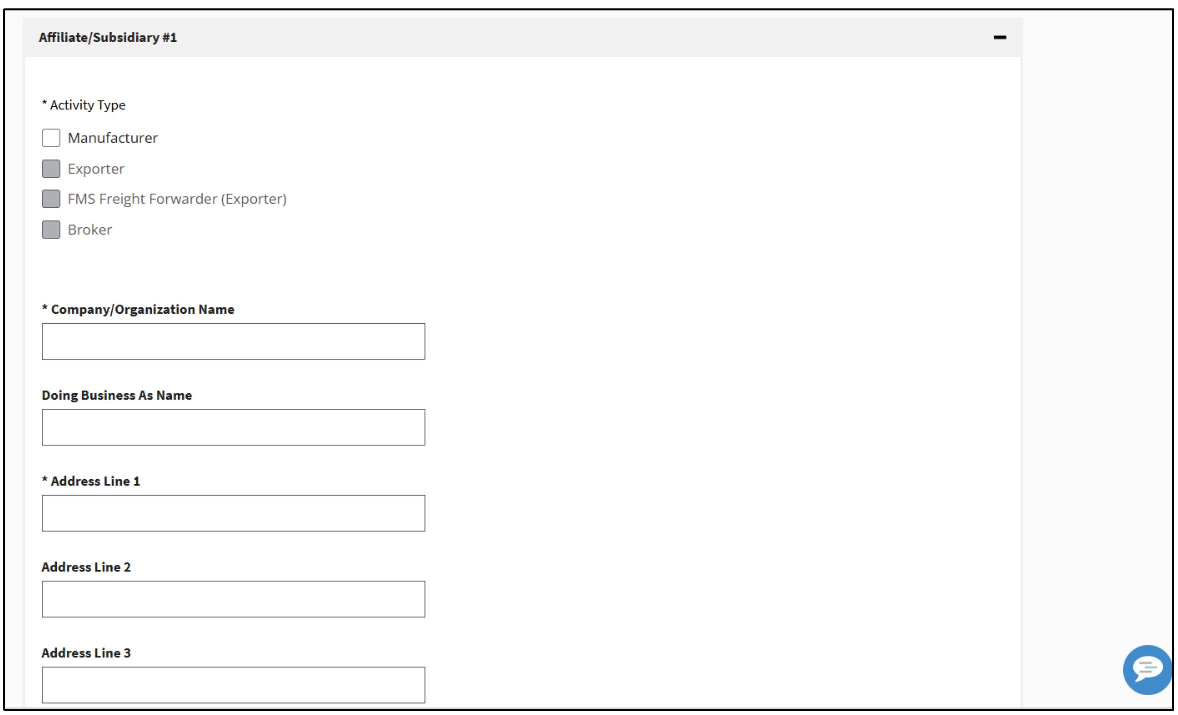
Block 8: Affiliate/Subsidiary Information

- On **Block 8**, Select whether the applicant owns or controls any U.S. or foreign subsidiaries or affiliates in the business of manufacturing, exporting, and/or brokering defense articles or services. If not, click **Next** and continue completing the Registration application.

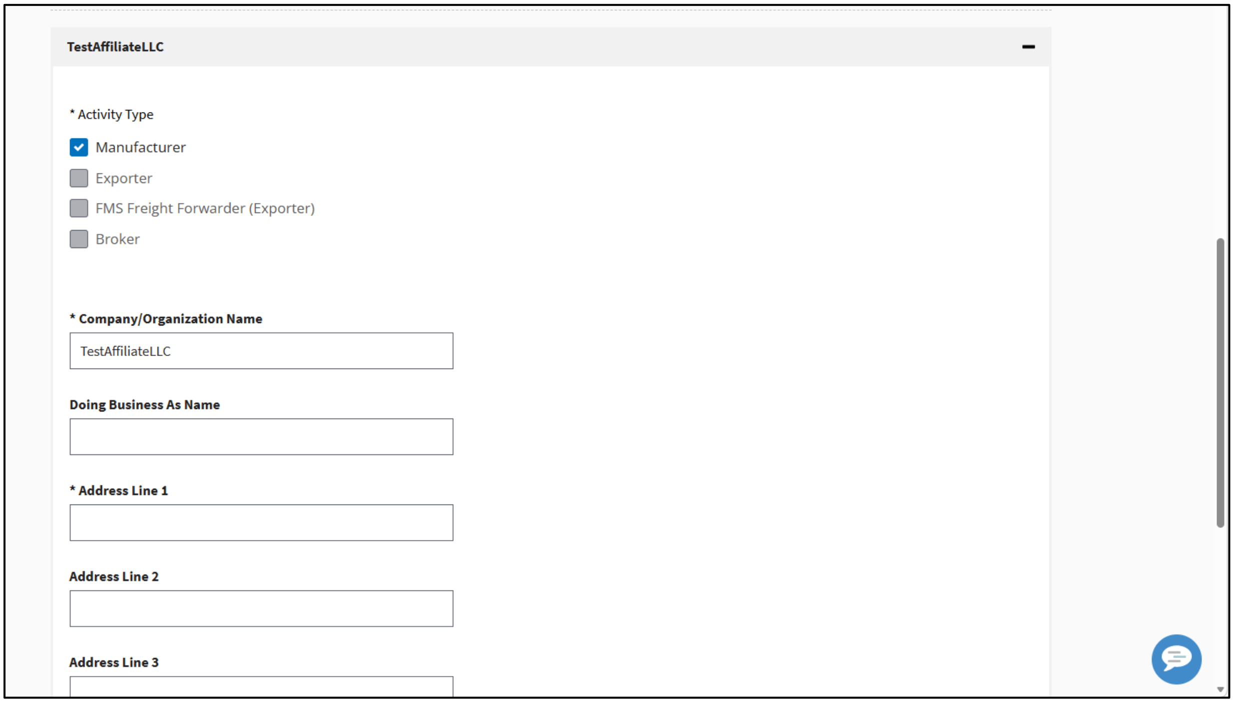
- *Note: Businesses that do not conduct ITAR-related business do not need to be listed.*

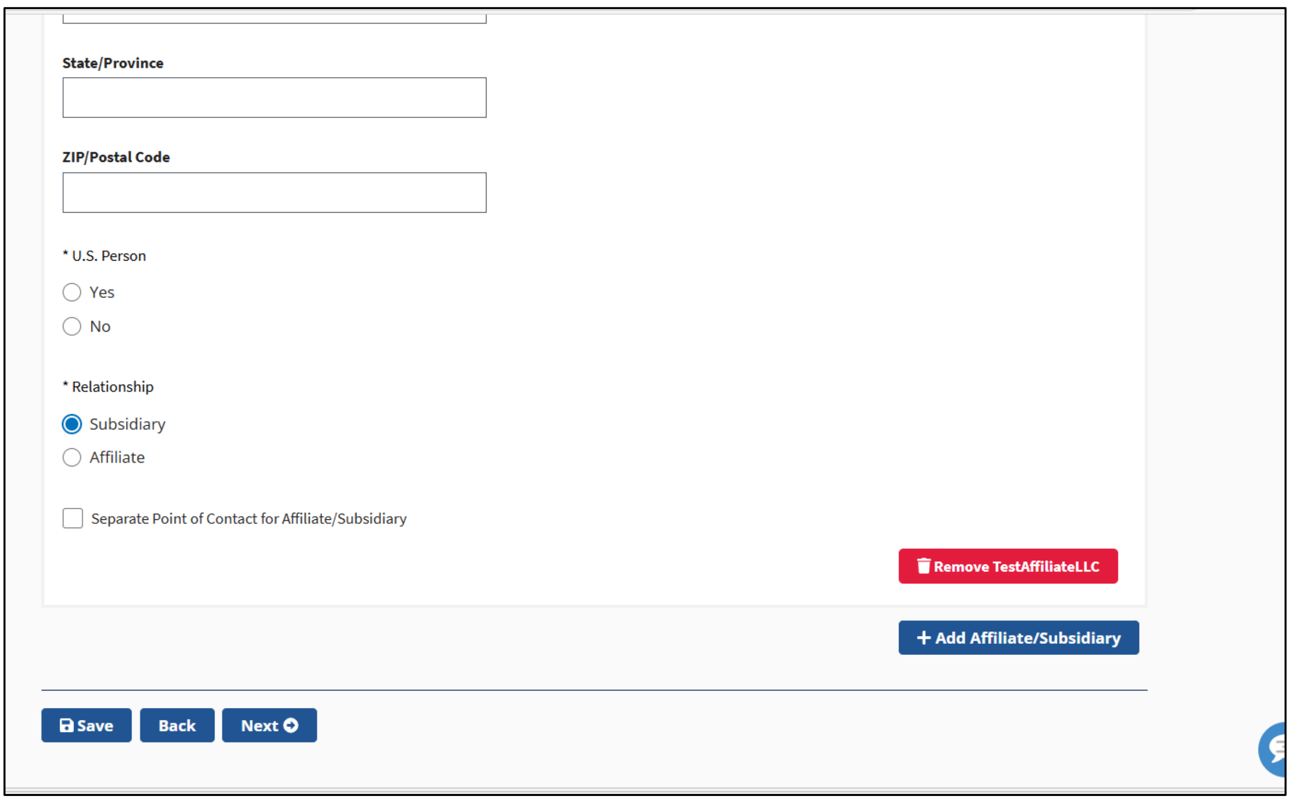


- If you select "yes", click **Add Affiliate/Subsidiary** and expand the gray bar titled "Affiliate/Subsidiary".



- Begin by selecting the affiliate/subsidiary's Activity Type. Then continue filling out all identifying/location relevant information about the affiliate/subsidiary.

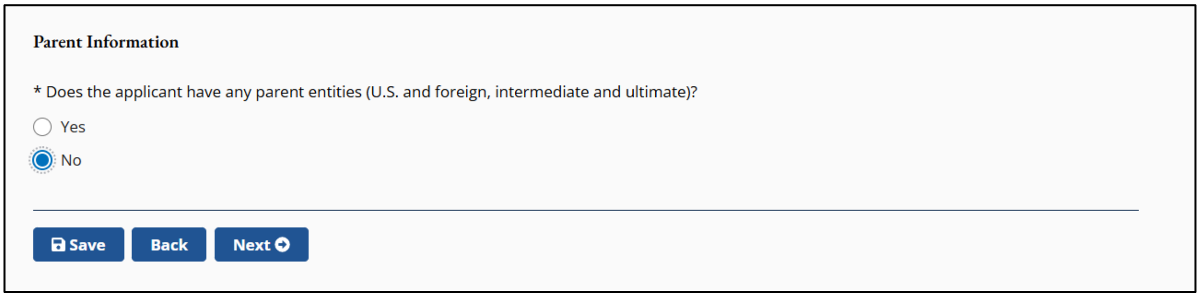




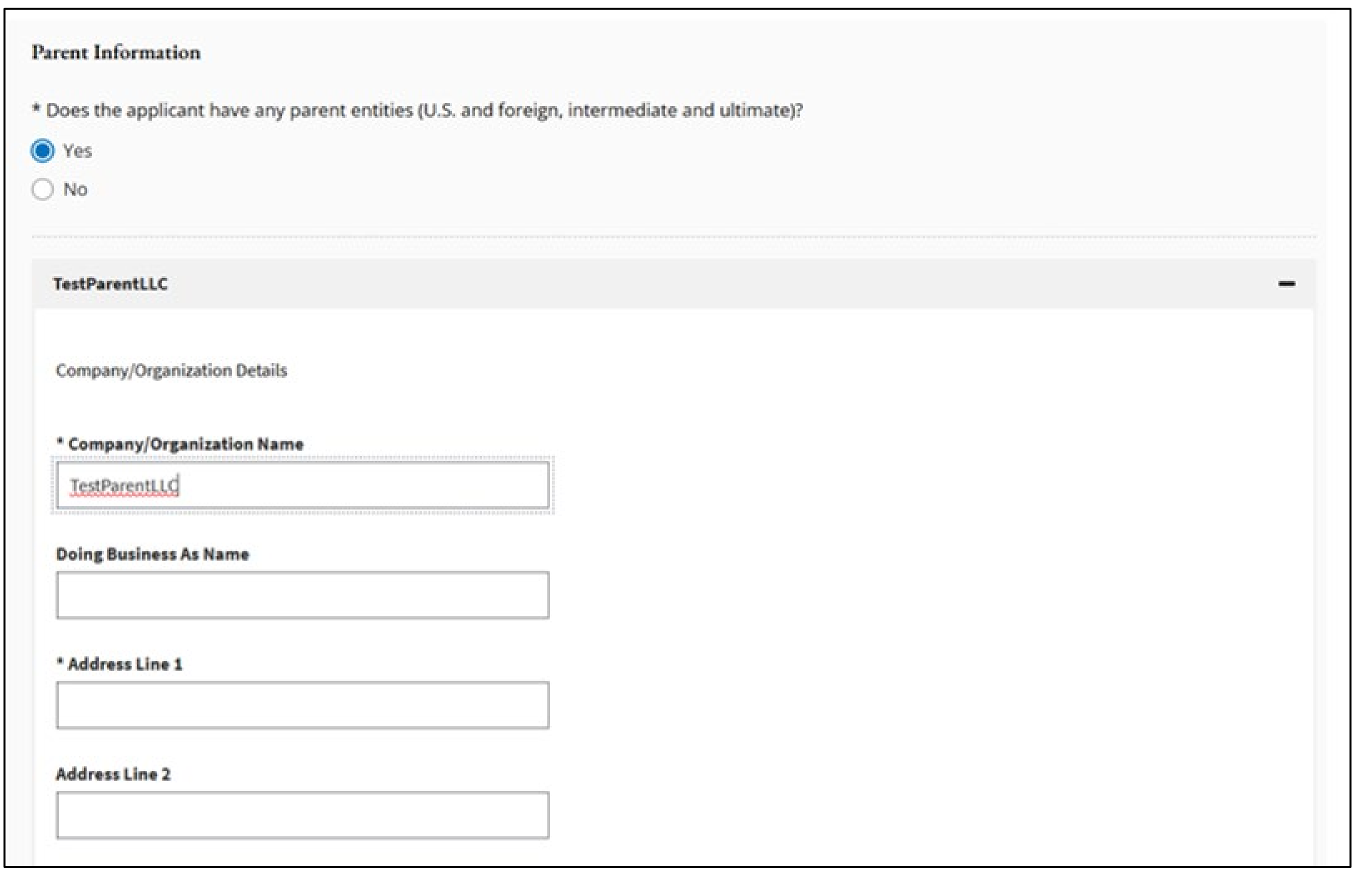
- Once you have finished, select **Next**.

Block 9: Parent Information

- Select whether the applicant has any parent entities (U.S. and foreign, intermediate and ultimate). If not, click **Next** and continue completing the application.

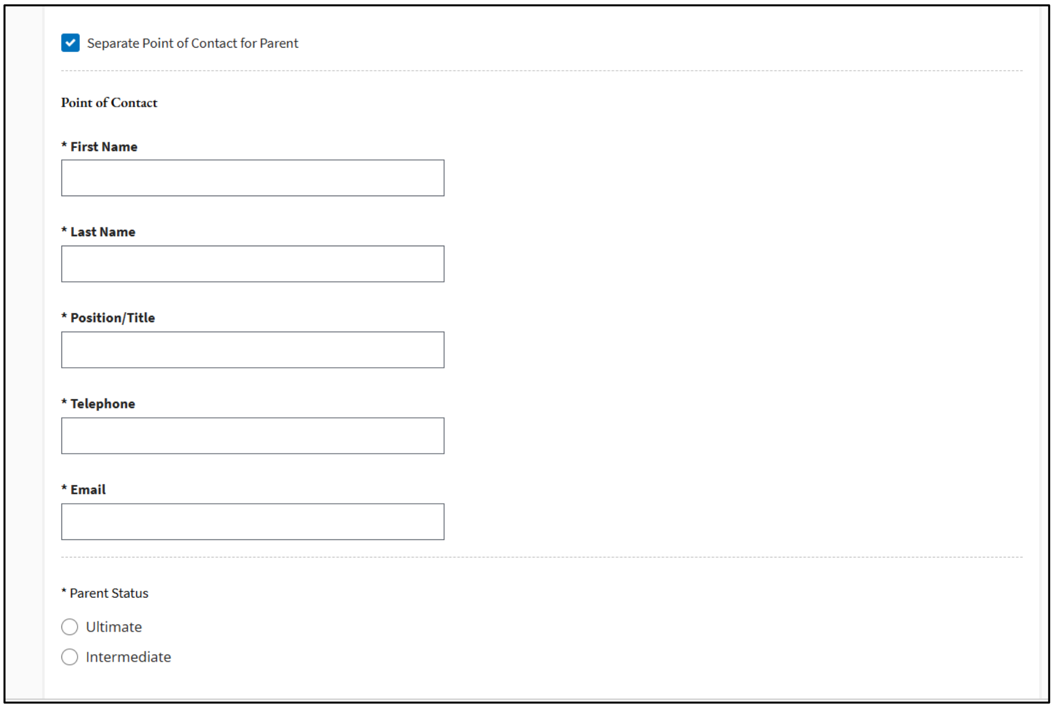


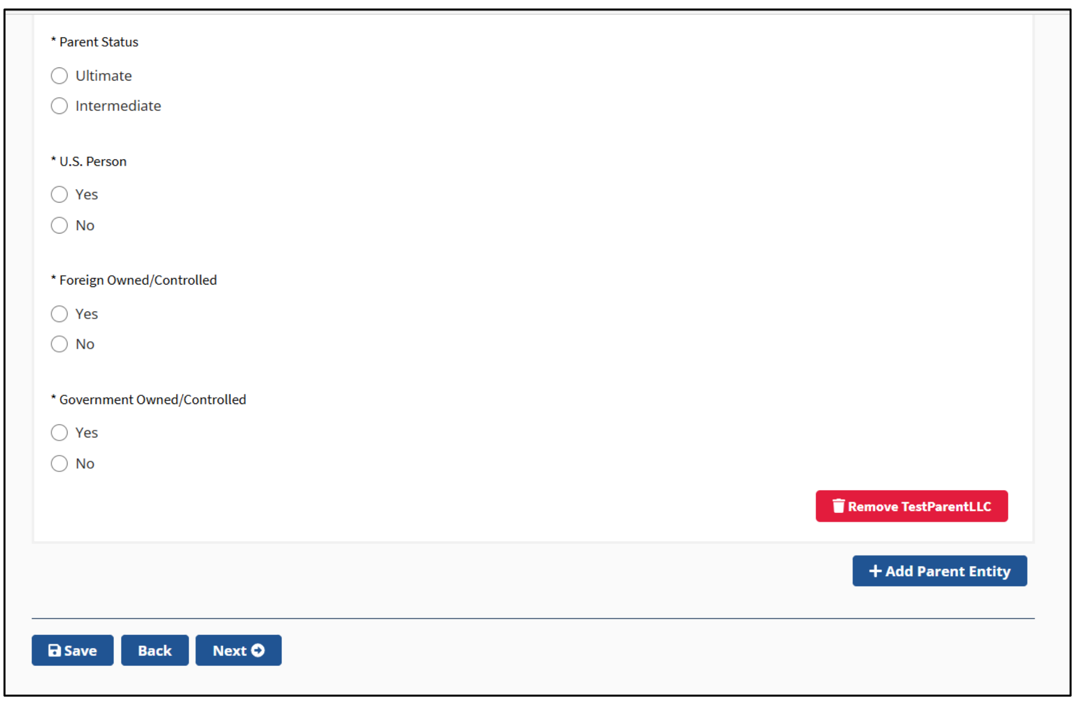
- If you selected "Yes," click **Add Parent Entity** and expand the gray "Parent Entity" bar.



- Begin filling out all location/identifying information for the Parent Entity. Continu e by noting whether the Parent Entity has a different point of contact.

If so, check the box marked **Separate Point of Contact for Parent**, and fill out all relevant fields.





- Once you have finished, select **Next**.

Block 10: ITAR Written Policies

- Select whether the applicant has written policies and procedures for compliance with the ITAR. Once you have finished, select **Next**.

ITAR Written Policies

* Does applicant have written policies and procedures for compliance with the ITAR (including but not limited to §122.5)?

○ Yes

○ No

Save | Back | Next

Block 11: Statement of Registration

- Read the Statement of Registration, then select whether the applicant has been Indicted/Charged/or has a Convicted Status.

Statement of Registration

Under penalty according to federal law (22 U.S.C. 2278-2780; 22 CFR 120-130; 18 U.S.C. 1001), I warrant the truth of all statements made herein, together with any and all appendices and attachments thereto. I further warrant that:

> In compliance with 22 CFR 122 with reference to 22 CFR 122.2(b)(1)(i) and (b)(1)(ii) and 22 CFR 129 with reference to 22 CFR 129.8(c)(1) (i) and c(1)(ii),
> I hereby state that I am an authorized senior officer of the applicant and furthermore, I hereby certify that, with respect to the applicant or its parent, subsidiary, or other affiliate listed herein, or any of its chief executive officers, presidents, vice presidents, secretaries, partners, members, other senior officers or officials (e.g., comptroller, treasurer, general counsel), or any member of the board of directors of the applicant, or of any parent, subsidiary, or affiliate listed herein:

* Indicted/Charged/Convicted status

◉ No person has been indicted or otherwise charged (e.g., charged by criminal information in lieu of indictment) for or convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.6 or violating a foreign criminal law on exportation of defense articles where conviction of such law carries a minimum term of imprisonment of greater than 1 year.

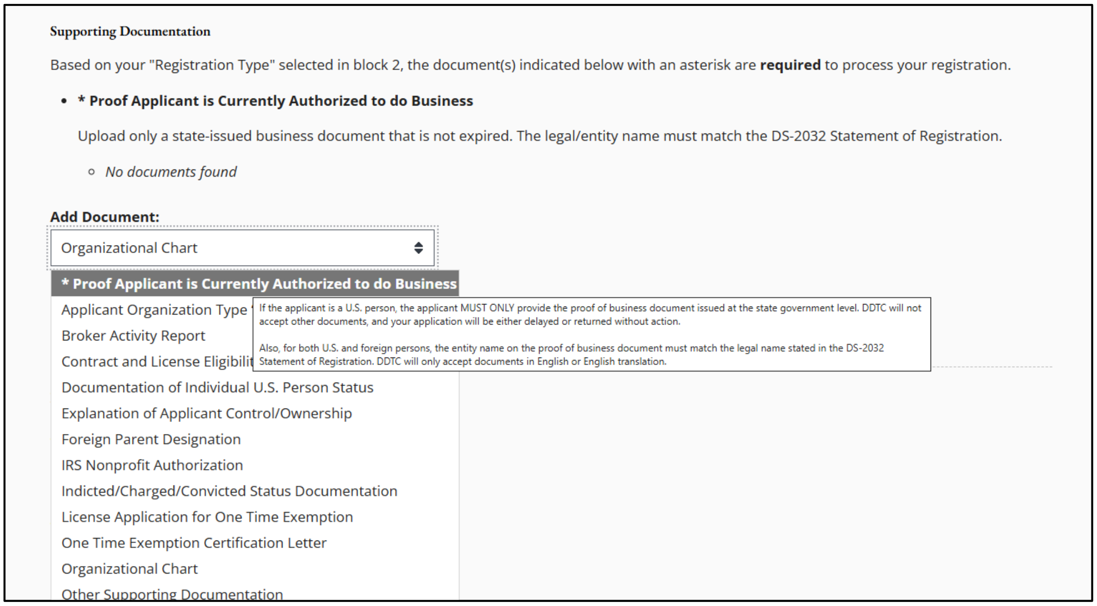
○ One or more persons has been indicted or otherwise charged (e.g., charged by criminal information in lieu of indictment) for or convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.6 or violating a foreign criminal law on exportation of defense articles where conviction of such law carries a minimum term of imprisonment of greater than 1 year. A copy of the relevant documentation is attached.

* Contract and license eligibility

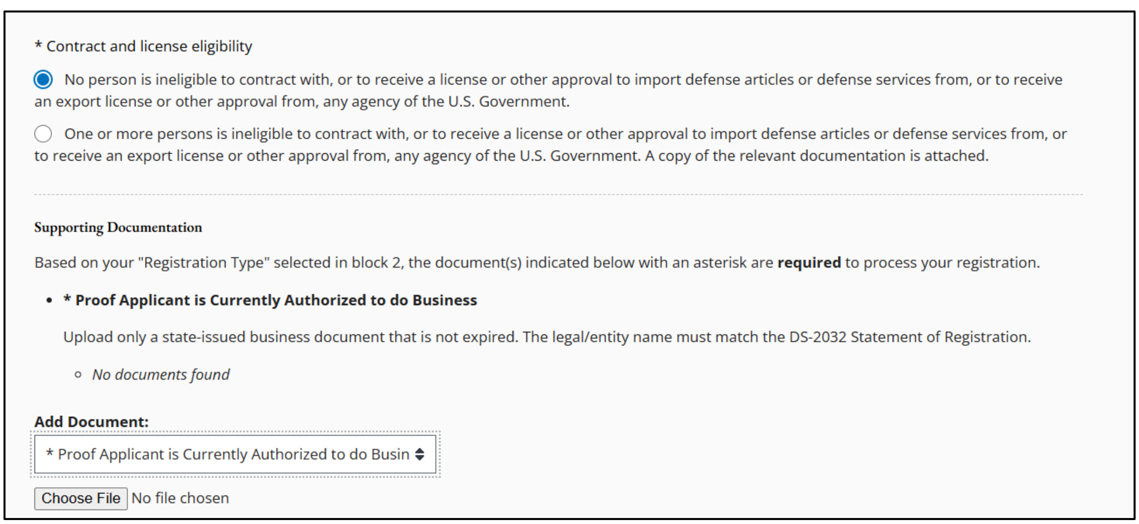
◉ No person is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from, any agency of the U.S. Government.

○ One or more persons is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from, any agency of the U.S. Government. A copy of the relevant documentation is attached.

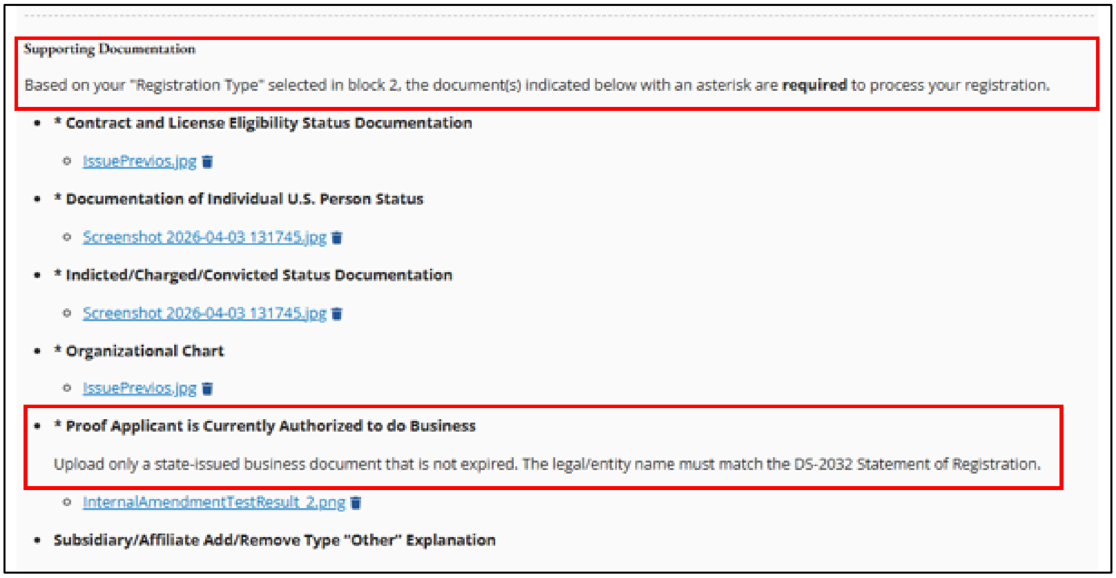
- When uploading a supporting document, you must select the document type from the drop-down. Documents with an asterisk are required.



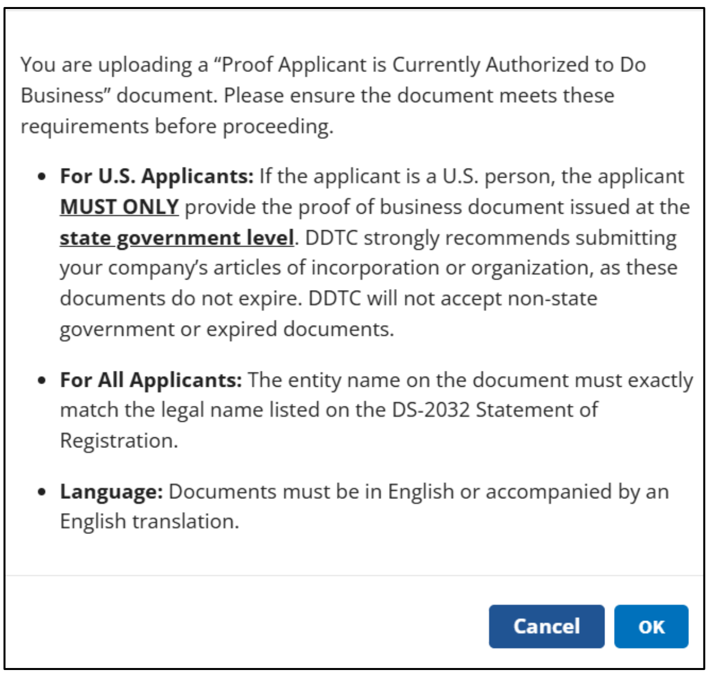
- Select **Choose File** to navigate the file explorer and select the file you would like to upload.
    - *Note: The drop-down will initially display as a single row field. You need to click inside the field (or on the up/down triangles at the end of the field) for the drop-down to expand and show all the values. The selection may be bold, but it is still selectable.*



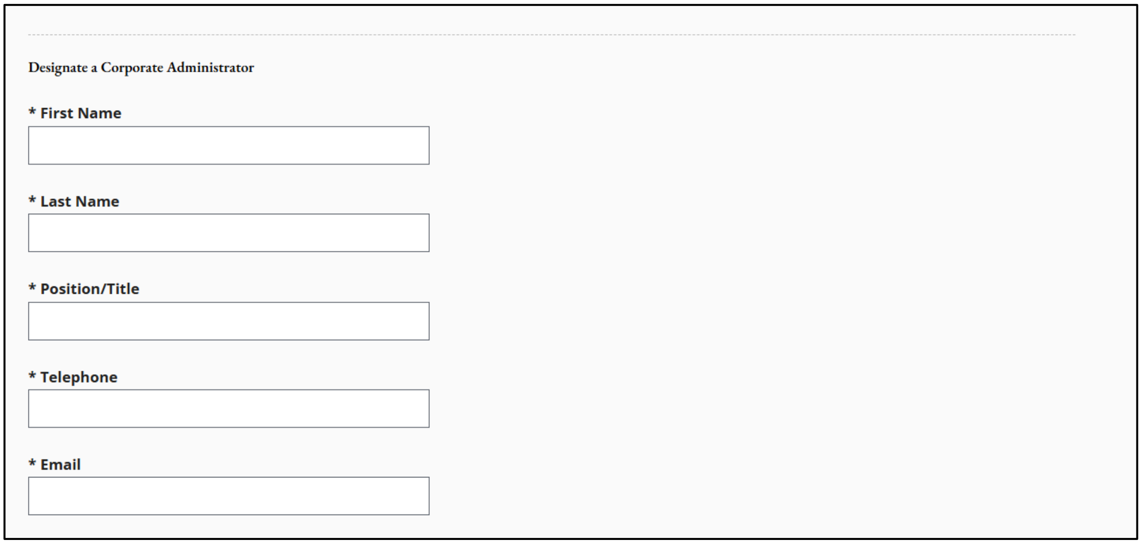
- DECCS will prompt you to make sure that you've uploaded all of the applicable documentation.



- You will acknowledge and validate that accurate documents (e.g., articles) are provided within the application. Review and select **OK** to continue.



- To designate a Corporate Administrator, complete the available fields accurately with a valid email address. The Corporate Administrator will be the user who will manage user access to DECCS for the organization, including appointing other Corporate Administrators.



Designate a Corporate Administrator

* First Name

* Last Name

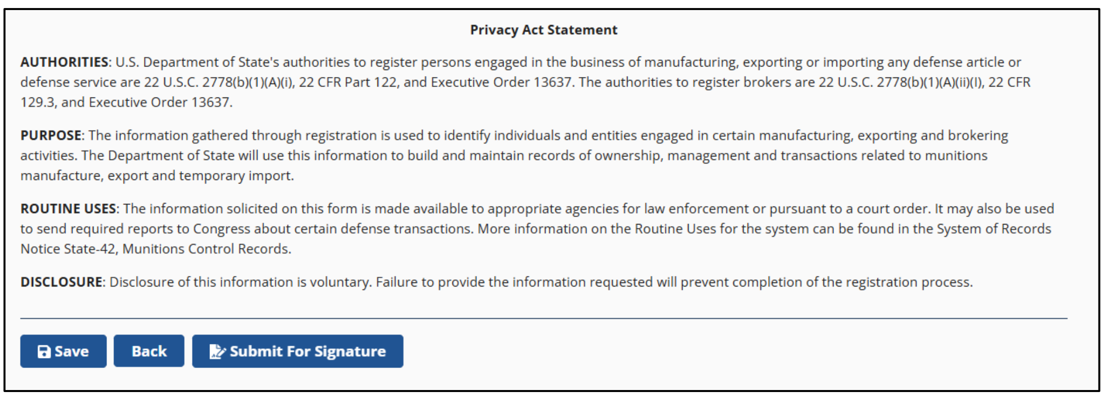
* Position/Title

* Telephone

* Email

Sign & Submit Registration (AppSO)

- Once additional documentation has been uploaded, you may then submit the application for Applicant Senior Officer (AppSO) signature. Please be sure to read the Authorities, Purpose, Routine Uses and Disclosure statement before clicking the **Submit for Signature** button displayed in the image below.



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.

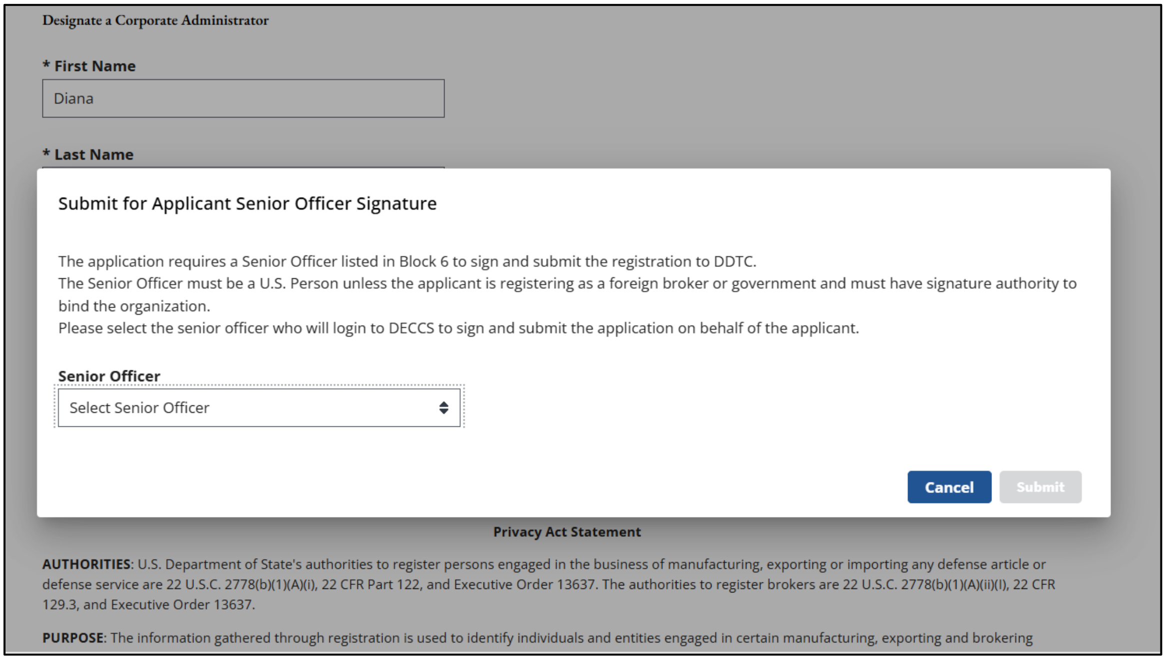
PURPOSE: The information gathered through registration is used to identify individuals and entities engaged in certain manufacturing, exporting and brokering activities. The Department of State will use this information to build and maintain records of ownership, management and transactions related to 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.

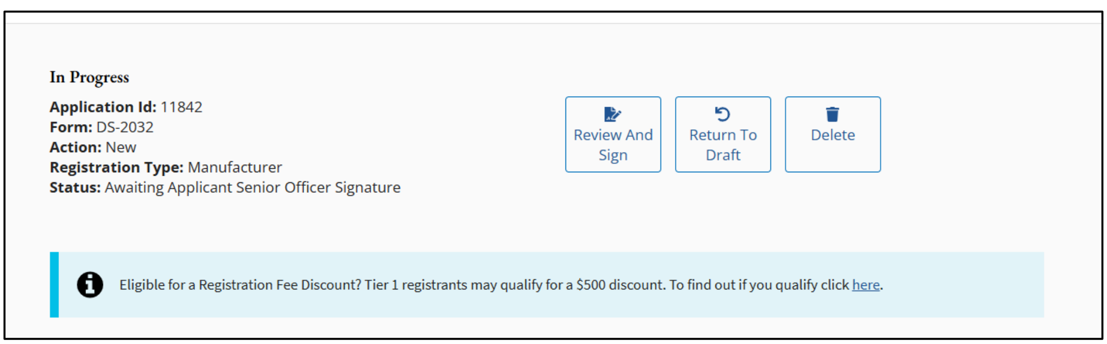
DISCLOSURE: Disclosure of this information is voluntary. Failure to provide the information requested will prevent completion of the registration process.

Save | Back | Submit For Signature

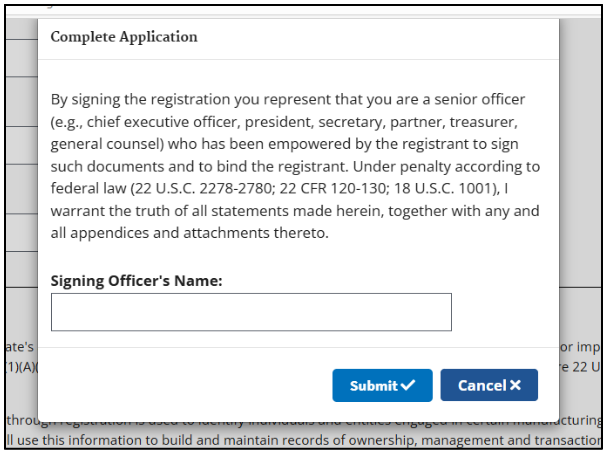
- After clicking **Submit for Signature**, you will be prompted to select the AppSO from a drop-down list. This list will be the Senior Officers previously entered on Block 6 and the selected name will populate in the box when selected.
  - *Note: If you the submitter are also the Applicant Senior Officer, please continue reading as you will need to sign and submit the form to DDTC to complete the submission.*



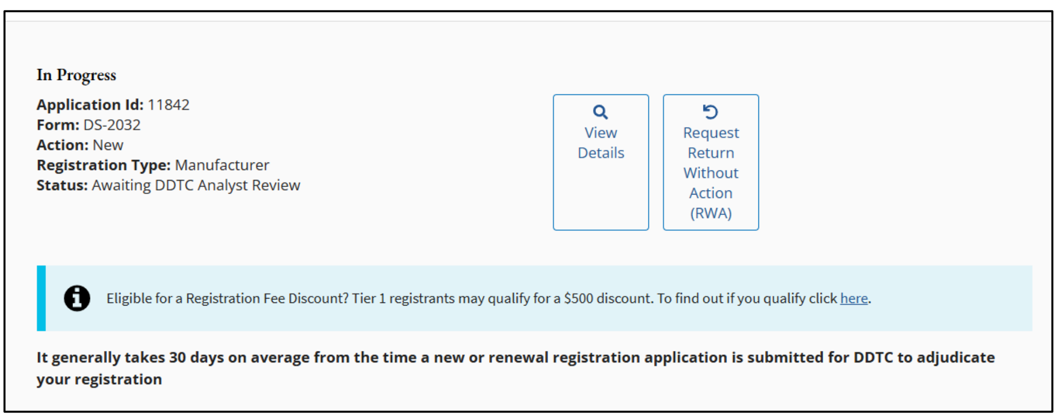
- The Senior Officer clicks **Review and Sign** to review the Registration. If the Senior Officer has concerns about the submission, the Registration can be sent back to the submitter using the 'Return to Draft' action. The Drafter also can recall the Registration application by using the 'Return to 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.*



- To submit to DDTC, select "Complete Application". As the Senior Officer, enter your name in the "Signing Officer's Name," and click **Submit**.



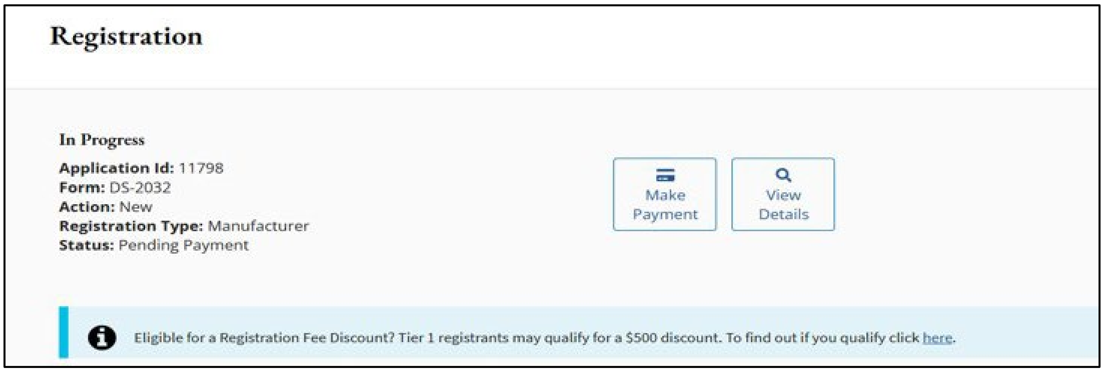
- Once the Registration has been signed and submitted by the Senior Officer, it will be forwarded to the Office of Defense Trade Control Compliance, and the status will change to Awaiting DDTC Analyst Review followed by Awaiting DDTC Officer Review. The typical review time is 30 days. If you need to edit or recall a Registration that is under review by DDTC, you will need to request a Return Without Action (RWA) by clicking **Request RWA**– you will then be able to enter the draft Registration application to make the changes and then resubmit.
  - *Note: This action is not instantaneous.*

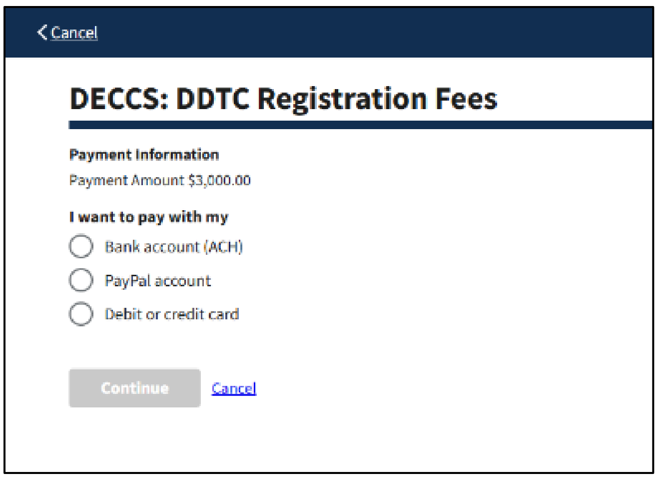


Pay for Registration

- After DDTC reviews and issues 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 days. The following payment types are accepted, with the dollar limits listed below:
  - PayPal – $10,000.00

- Debit or credit card – limit will vary based upon the institution
- ACH - $99,999,999.99





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 wi ll be sent to the Drafter as well as the POC (specified on Block 5) when the "Pending Paym ent" 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 m ade. 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.

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

4. Registration Statuses

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 Applicant's Senior Officer review and signature. At this point the Registration is still with the company and has not been submitted to DDTC.
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 issued and paid for. Licenses can now be submitted against the Registration.
Cancelled	Active Registration has been cancelled by DDTC/RCA.
Payment Cancelled	Applicant 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.

5. Appendix

Additional Resources

Resources
Visit the DDTC Public Website for the latest news and information: https://www.pmddtc.state.gov/
Search DECCS FAQs here: https://www.pmddtc.state.gov/ddtc_public?id=ddtc_public_portal_faq_landing
Registration: https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&kb_number=KB0010092
Create a New Registration: https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&kb_number=KB0010100
Completing a DS-2032 Statement of Registration: https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&kb_number=KB0010101
Registration Payment: https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&kb_number=KB0010098

Need Help?

Area to Troubleshoot	Point of Contact
Do you have a technical question? Contact the DDTC Help Desk.	• Phone: (202) 663-2838 • Email: DDTCCustomerService@state.gov • Submit a ticket via the DECCS Industry Portal homepage.
Do you need non-authoritative guidance on basic regulatory and process questions? Contact the DDTC Response Team.	• Phone: (202) 663-1282 • Email: DDTCCustomerService@state.gov • Submit a ticket via the DECCS Industry Portal homepage.