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Directorate of Defense Trade Controls

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Preparing a Complete Registration Package

Last Updated: September 25, 2006

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All manufacturers, exporters, and brokers of defense articles, defense services, or related technical data, as defined on the [United States Munitions List](#), are required to register with DDTC. **Registration** is primarily a means to provide the U.S. Government with necessary information on who is involved in certain manufacturing and exporting activities.

Registration does not confer any export rights or privileges, but is a precondition for the issuance of any license or other approval for export.

Download [Helpful Hints](#) on submitting a complete **registration** package and material changes to **registration**. A complete package consists of a DS-2032, Transmittal Letter, Legal Documentation and **other** attachments as needed.

Download a [Form DS-2032, Registration as Exporter, Manufacturer, or Broker](#). (**Note:** Until the DS-2032 form is updated, the mailing address in the instructions is superseded by the address information provided in Helpful Hints).

Download [Transmittal Letter](#). (**Note:** The transmittal letter suggested format must be modified, as applicable, regarding a conviction, indictment, ineligibility or foreign ownership and control.)

Registration Fees

# Years	Price
1	\$1750

2

\$3500

Additional Information:

The **registration** code includes a letter prefix M (designating a manufacturer and/or exporter) or K (designating a broker) before the registrant's four- or five-digit **registration** number (e.g., K-1234 or M12345). The code no longer includes a four-digit prefix containing the month and day on which the **registration** expires.







Registration Review Times

New and renewal registrations that are determined to be complete submissions are generally reviewed and action taken in 3-4 weeks. Incomplete submissions may take longer to review as the registrant must be contacted to provide additional information and registrant must respond by supplying the additional information. Alternatively, we may return your incomplete submission and fee.

Renewal **registration** packages (pursuant to ITAR Section 122.3), must be submitted and received by this Office at least 30 days prior to expiration date. We would recommend, however, that packages be submitted and received by this office at least 60 days prior to expiration date. **Registration** must be current to apply for **export** licenses or **other** approvals, or to use **export** exemptions. A current **registration** also means notifying DDTC of **any** changes to your transmittal letters or material change in the information contained in your **Registration** Statement (ITAR Section 122.4).

*Lapse in **Registration**.* A registrant who fails to renew a **registration** and, after an intervening period, seeks to register again must pay **registration** fees for **any** part of such intervening period that the registrant has been in the business. Please contact the **Registration** and Compliance Division prior to submitting your **registration** package to determine the exact amount owed.

General Questions on Registration?

Please call the **Registration** Team at  (202) 663-2815 ,  (202) 663-2813 , Or  (202) 663-2986 .