

DD2345 Form Instructions for an Organizational Application

To apply for your company location, below is what will need to be filled out on the downloadable PDF form:

- **1 – Please check one box:** Check box A. Initial Submission (for new application); Check box B. Revision (if you need to correct an error on a previously submitted form); Check box C. 5-Year Renewal (if your form has expired, and you need to renew it).
- **2 – Your company information:**
 - 2A – Company Name
 - 2B – Address (include both physical address & PO Box (if applicable))
 - 2C – Name of Subsidiary, Division or Department (if applicable)
 - 2D – Cage Code (this is the number you'll receive from SAM.gov)
- **3 – Data Custodian:** This is the person who will be responsible for the form and is usually a security person, export control person, etc.
 - 3A-D all the information for this person
- **4 – Include relevant business activity:** This should be a description about relevant company business areas, i.e. research/development areas – not why you need the form.
- **5 – You'll check United States**
- **6 – Contractor Verification:** This is usually signed off by someone in security, export control, the President, etc. – someone that can legally sign and take ownership of the form.
- **7 – Certification Accepted (For JCO Use Only):** This is only applicable if you have checked Box 1C – 5-Year Renewal. You will need to fill in your current DD2345 number in Box 7B.
- The completed form and supporting documentation** will be mailed to the address at the top of the application form. That address is:
**U.S./CANADA JOINT CERTIFICATION OFFICE
DLA LOGISTICS INFORMATION SERVICE
FEDERAL CENTER, 74 WASHINGTON AVE., NORTH
BATTLE CREEK, MI USA 49037-3084**

****You must include some type of documentation that verifies your company, such as a copy of its state business license, or Articles of Incorporation, or Incorporation Certification, or a copy of an IRS Document verifying the tax ID number. Only one form of documentation is required. If this is not included with the DD2345 application, it will be returned unprocessed. Processing time is approximately one month.**

Additional information can be found online:

DD2345 Checklist: <https://public.logisticsinformationservice.dla.mil/jcp/forms/Checklist.pdf>

FAQ: <https://public.logisticsinformationservice.dla.mil/jcp/faq.aspx>

Contact the JCO: 1-800-352-3572 or jcp-admin@dla.mil.