

## DD2345 Form Instructions for Individual Application

To apply for an individual form, below is what will need to be filled out on the downloadable 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)
- **2 – Your personal information:**
  - 2A – Your Full Name (Last Name, First Name & Middle Initial - if applicable)
  - 2B – Current Home Address
  - 2C – N/A
  - 2D – N/A
- **3 – Data Custodian:** Your personal information again
- **4 – Reference Eric Becker and date and location of the conference**
- **5 – You'll check United States**
- **6 – Contractor Verification:** You must sign the form here.
- **7 – Certification Accepted (For JCO Use Only):** N/A
- You will also want to include a cover letter, stating you need the form for participation at a conference. You may list the conference name, date and location in this cover letter. The letter, 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 a copy of your driver's license (which must match your current home address). If your current home address is not there, you must also include a copy of a current utility bill.**