

FREQUENTLY ASKED QUESTIONS

1. WHAT IS THE PURPOSE OF CERTIFICATION UNDER THE U.S./CANADA JOINT CERTIFICATION PROGRAM?

Certification under the Joint Certification Program establishes the eligibility of a U.S. or Canadian contractor to technical data governed, in the U.S., by DoD Directive 5230.25 and, in Canada, by the Technical Data Control Regulations (TDCR).

2. WHY IS A CERTIFICATION REQUIRED?

A certification is required by U.S. or Canadian contractors that wish to obtain access to unclassified technical data disclosing militarily critical technology with military or space application that is under the control of, or in the possession of the U.S. Department of Defense (DoD) or the Canadian Department of National Defense (DND).

3. HOW DO I GET A CERTIFICATION NUMBER?

Contractors must submit a DD Form 2345 to the U.S./Canada Joint Certification Office, along with a copy of the company's State/Provincial License, Incorporation Certificate, Sales Tax Identification Form or other documentation which verifies the legitimacy of the company.

4. WHO ASSIGNS AND MAINTAINS CERTIFICATION NUMBERS?

The Defense Logistics Information Services (DLIS) in Battle Creek, MI is the only authorized source of Certification Numbers.

5. IS THERE A FEE FOR CERTIFICATION?

There is no fee at this time, and there are no associated subscription charges related to the assignment/maintenance of Certification Numbers.

6. HOW LONG DOES MY CERTIFICATION LAST?

Your company's certification is active for 5 years. Once your certification reaches its expiration date, you can renew with the current information on file or update your company information.

7. HOW DO I KNOW IF MY COMPANY ALREADY HAS A CERTIFICATION?

Typically, your company's security officer, librarian or contracting officer keeps this form on file. If you do not know or have a security officer, the DLIS website provides an easily navigated search engine for all certifications within its library. There you can find your company's certification status and the Data Custodian's name and contact information.

8. DO I NEED TO SUBMIT A COPY OF THE SIGNED, ORIGINAL FORM DD2345 IF I HAVE SUBMITTED A COPY FOR PREVIOUS MEETINGS?

Yes, you will need to submit a copy of your company's signed, original Form DD2345 even if it is the same form as used for previous meetings as regulated by DoD standards.

9. DO I NEED TO SUBMIT A COPY OF THE SIGNED, ORIGINAL FORM DD2345 IF OTHER CO-WORKERS HAVE SUBMITTED THE FORM?

Yes, each individual that registers for a DD2345 required meeting will be asked to send the certification form to complete the attendee requirement. Once your registration is processed, for your convenience you will be sent a cover sheet to submit your company's DD2345. You may also receive automated reminders until your DD2345 is processed.