



DECCS

Consolidated Licensing Guide



Directorate of Defense Trade Controls DECCS Consolidated Licensing Guide



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What is the DECCS Licensing Application?

DDTC uses a web-based online system known as the **Defense Export Control and Compliance System (DECCS)** to support all DDTC registration and licensing activities. The **DECCS Licensing Application** is used to draft, edit, track and submit licensing forms. Currently DECCS supports the following license forms:

- DSP-5 – Application for Permanent Export of Unclassified Defense Articles, Related Technical Data, and Defense Services.
- DSP-6 – Application for Amendment to a DSP-5 License
- DSP-61 – Application/License for Temporary Import of Unclassified Defense Articles
- DSP-62 – Application for Amendment to a DSP-61 License
- DSP-73 – Application/License for Temporary Export of Unclassified Defense Articles
- DSP-74 – Application for Amendment to a DSP-73 License
- DSP-85 – Application for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data
- DS-4294 – Brokering Agreement - ITAR Part 129.6
- DS-6004 – Re-Export/Re-Transfer - ITAR Part 123.9 (***DDTC Registration Code is not required***)

A valid DDTC Registration Code is required to complete and submit most license application forms. The exception is the DS-6004 which can be completed and submitted without a DDTC Registration Code.

Specific form-based instructions are covered by individual Form Guides and can be accessed by clicking [HERE](#).



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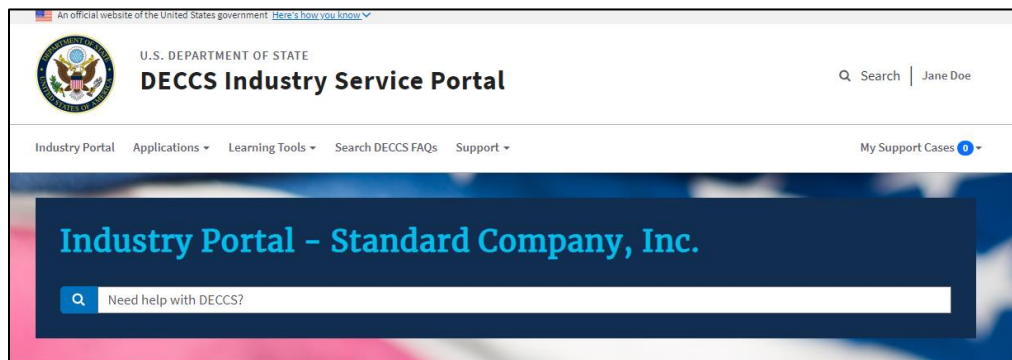


Accessing the DECCS Licensing Application

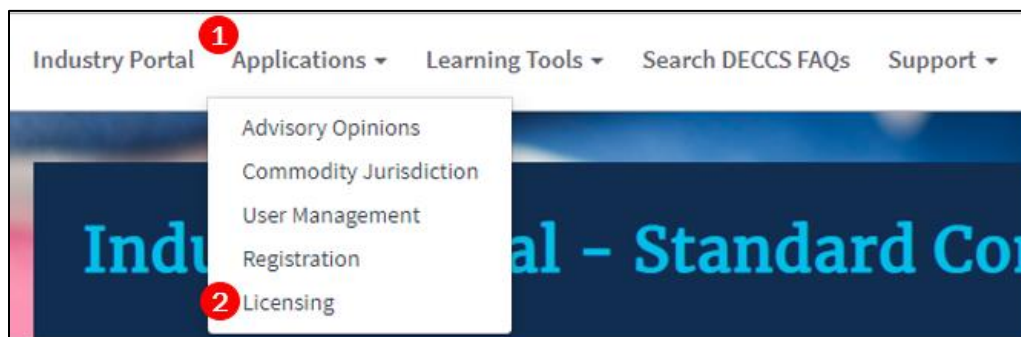
To access and use the **DECCS Licensing Application**, you will need to enroll in DECCS and then be linked to your company's DECCS profile. Please refer to [How do I enroll in DECCS? \(KB0011641\)](#) for information on DECCS enrollment and company profile linking.

Once enrolled, follow these how to enroll in DECCS and get linked to your company's DECCS profile.

- 1) Log into DECCS using your DECCS Username and Password and confirm your identity using the multi-factor authentication tool.
- 2) Once you have logged into DECCS, you will be brought to the **DECCS Industry Service Portal**:



- 3) Next, click **Applications (1)** and then **Licensing (2)**:



- 4) You will then be brought to the **Licensing Application Dashboard**.



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Parts of the DECCS Licensing Application

The **Licensing Application Dashboard** contains several tools that provide information and access to all available license information:

DECCS Licensing
Welcome to the DECCS Licensing Application. Use this module to manage your license applications.

1 Track Status Batch Submissions Access Groups ELISA

2 **In-Progress Applications** 3 New Licensing Form

4 ID	Form	Case Number	Transaction Number	Status	Created On	Updated On ▼	5
4766	DSP-85		31242	Draft	05/24/2022	05/24/2022	🗑️ 📄
4765	DS-6004		23123	Draft	05/24/2022	05/24/2022	🗑️ 📄
4764	DSP-62		24122	Draft	05/24/2022	05/24/2022	🗑️ 📄
4763	DSP-5		21324	Draft	05/24/2022	05/24/2022	🗑️ 📄

Items per page: 10 1 - 4 of 4 << < > >> Refresh

1) **Licensing Application Menu** – Access other parts of the **DECCS Licensing Application**:

- a) Track Status
- b) Batch Submissions
- c) Access Groups
- d) ELISA

2) **In-Progress Applications Section/List** – Displays a list of license forms not yet submitted to DDTC. Clicking on the row of a specific license form will open the selected form for editing and or submission.

3) **New Licensing Form Button** – Create a new license form to be submitted to DDTC.

4) **Column Sorting** – Controls how the list of applications is presented. The column with the blue triangle (▼) identifies which column the list is sorted by and if the list is in ascending (▲) or descending (▼) order. To select a different column to sort by, click on that column’s title name (bolded). To change the sort order of the current



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sorting column, click on the currently selected sorting column (denoted by the blue triangle, ▼). This will flip the sorting of the list from ascending to descending or vice versa.

- 5) **Form Action Buttons** – Perform operations on a specific license form without needing to select and open the form (refer to the [In-Progress Application Functions](#) section for details).



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User Roles

Within the **DECCS Licensing Application**, users can have specific roles that govern what the user can access and/or do. Licensing Roles are independent of other User Roles. Information on assigning and managing User Roles is covered in the **DECCS User Management (UM) Guide** and can be accessed [HERE](#).

To access the Licensing Application, a user **must** meet at least one of the following requirements:

- Have either the **Drafter (D)** or [Empowered Official \(EO\)](#) role within DECCS.
- Be an enrolled user within DECCS.

NOTE: If a user is not registered with DDTC, the only form within the Licensing Application that can be accessed is the DS-6004.

Users can have one of the following Licensing Roles:

None

A user that is associated with a registered company/entity with the “None” Licensing Role will not have access to the Licensing Application.

Drafter (D)

A user with the Drafter (D) role can create, edit, and modify any license type. In addition, they can send the license form (also known as a “case”) to the [Empowered Official \(EO\)](#) for signature and submission.

A user with the Drafter (D) role can do the following:

- Can see license forms in “Draft”, “Awaiting Signature”, and “Submitted” status on the [Licensing Application Dashboard](#) that they have been granted access to by the [Corporate Administrator \(CA\)](#) (refer to the [Access Groups](#) section for details).
- Can search and view “Submitted”, “In Review”, and “Final” status cases within [Track Status](#) that they have been granted access to by the [Corporate Administrator \(CA\)](#) (refer to the [Access Groups](#) section for details).
- Can send license forms to [Empowered Official \(EO\)](#) for signature and submission.
- Can create, sign and submit a DS-6004.
- Can upload supporting documentation.
- Can download signed license forms.

Empowered Official (EO)

A user with the [Empowered Official \(EO\)](#) role can create and edit all license form types. In addition, they can digitally sign (Digital Certificate is required) license forms and then submit them to DDTC for review.

A user with the [Empowered Official \(EO\)](#) role can do everything that a Drafter (D) does and additionally:



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- Can return license forms from “Awaiting Signature” to “Draft” status.
- Can sign (Digital Certificate is required) and submit license forms to DDTC for review/approval.

IMPORTANT NOTE: Any user assigned the [Empowered Official \(EO\)](#) role **must** have a Digital Certificate properly installed on the computer that they are using to access DECCS. Otherwise the [Empowered Official \(EO\)](#) role will prevent the user from accessing the **DECCS Licensing Application**.



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Digital Certificates

Users with the [Empowered Official \(EO\)](#) role will need to have a digital certificate properly installed on their computer or they will not be able to access the **DECCS Licensing Application**. This is due to how DECCS interacts with Digital Certificates installed on a user's computer. When a user accesses the **DECCS Licensing Application**, the system will check the user's Licensing Role:

- If the user's Licensing Role is "Empowered Official", DECCS will look for a valid Digital Certificate **BEFORE** allowing them into the **DECCS Licensing Application**. The user may be prompted to enter a certificate password depending on their computer/browser settings.
- If the user's Licensing Role is "Drafter", DECCS skips the Digital Certificate process and allows access to the **DECCS Licensing Application**.
- The Digital Certificate process will also be skipped during submission if there is a scenario where all of the following conditions are true:
 - a. The user's organization category is "Individual"
 - b. The user's Registration Type is "Manufacturer", "Exporter", "Manufacturer/Exporter", or "One Time Exemption"
 - c. The user is not submitting a DSP-85 or DS-4294 licensing form

Users who fulfill all the criteria above should not have the "Empowered Official" Licensing Role, and therefore do not need a valid Digital Certificate to access the DECCS Licensing Application in order to submit licenses.

Acquiring a Digital Certificate

DECCS only accepts the following digital certificates:

- IdenTrust ECA Medium Assurance digital certificate
- ORC/WidePoint ECA Medium Assurance digital certificate

If you do not have a digital certificate, you will need to contact one of the following digital certificate vendors directly to purchase one:

- **IdenTrust:** <https://www.identrust.com/contact>
- **ORC/Widepoint:** <https://orc.widepoint.com/support/>

Digital Certificate Requirements

DECCS requires that a digital certificate meets the following requirements:

- It **must** be an ECA level certificate. The ACES CA 2 digital certificate is no longer being accepted.
- It **must** be a web browser-based certificate. It may not be a Smart Card or hard token.
- It **must** be current (not expired).
- The email address used for the digital certificate **must** match your DECCS login ID.



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Digital Certificate Verification

We recommend that users verify that their digital certificate is installed correctly as indicated below:

- **IdenTrust:** Navigate to <https://www.identrust.com/manage/certificates> and click the **TEST** button under 'Test My Certificate'. For more information, IdenTrust provides their own [How Do I](#) page.
- **ORC/Widepoint:** You will need to contact Support directly for instructions on how to verify the installed certificate (<https://orc.widepoint.com/support/>).

It is also recommended that users check/verify that the digital certificate has the correct email address. Step-by-step instructions can be found in the [How do check/verify my certificate email?](#) FAQ.

Digital Certificate Troubleshooting

If you are having issues accessing the Licensing application, it could be due to an incorrect Licensing Role or an issue with your Digital Certificate.

Verify Licensing Role

The first thing to do is to verify that you have the correct Licensing Role. You can do this by locating the URL in the Address bar. The URL should be "https://deccs.pmdtcc.state.gov/" followed by either "eolicensing" or "licensing":

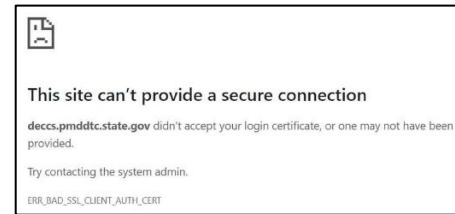
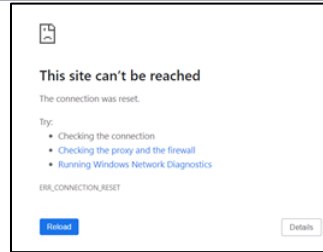
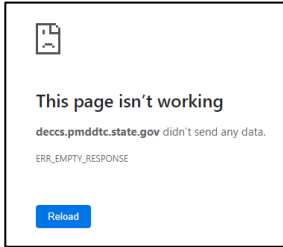
- If the URL is <https://deccs.pmdtcc.state.gov/eolicensing> AND you are unable to access the **DECCS Licensing Application**, then you have a Digital Certificate issue.
- If the URL is <https://deccs.pmdtcc.state.gov/licensing> then your Licensing Role is not set to "Empowered Official". You will need to change your Licensing Role to "Empowered Official":
 - If you are a [Corporate Administrator \(CA\)](#), you can change your Licensing Role via the DECCS User Management (UM) application. Please refer to [As a Corporate Administrator \(CA\), how do I assign roles to a user? \(KB0011676\)](#) for information on how to do this.
 - If you are not a [Corporate Administrator \(CA\)](#), you will need to contact your CA for assistance.

Website Error Message

Web browser & website error messages such as "site cannot be reached", "SSL_ERROR_...", "handshake failure...", or similar can indicate an issue with a Digital Certificate. These are some examples of what the error message could look like:



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The specific error message may look slightly different

Some possible causes for website error messages would include:

- The Digital Certificate is missing
- The Digital Certificate is invalid
- The Digital Certificate is expired
- The Digital Certificate email address does not match the user's email address

Please refer to the [Digital Certificate Troubleshooting Guide](#) for detailed information that can help you identify and correct the issue.

Digital Certificate Issues

There are a variety of specific issues that that could affect a user's ability to access the **DECCS Licensing Application**, including (but not limited to):

- Missing Digital Certificate
- Invalid Digital Certificate
- The Email Address on the Digital Certificate does not match user's DECCS login email address
- An expired Digital Certificate was not deleted from the user's computer
- The transfer of the Digital Certificate from another computer failed
- The prompt for the Digital Certificate password does not appear after selecting the Digital Certificate to use
- A system or network issue could be interfering with or blocking access to the Digital Certificate.

Please refer to the [Digital Certificate Troubleshooting Guide](#) for detailed information that can help you identify and correct the issue.



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Working with License Forms

The Licensing Application Process

The process to create & submit license forms to DDTC for review & approval has several steps that must be followed successfully:

- 1) Log into DECCS and access the **DECCS Licensing Application**.
- 2) Select a license form type and create a new license form.
- 3) Submit the new license form to an [Empowered Official \(EO\)](#) for signature & submission.
- 4) A Licensing Officer (LO) from the Defense Trade Controls Licensing (DTCL) team reviews the license form and forwards it to all U.S. Government Agencies & Offices that may need to be involved in the review & approval process.
- 5) Once the license form has been approved by all required approvers, the **DECCS Licensing Application Track Status** page is updated with the final status and decision.

Starting a New License Form

To start a new license form, you will need to specify the type of license that you are applying for. Then complete & submit the selected license form to DDTC for review and approval.

- 1) Navigate to the **Licensing Application Dashboard** (refer to the [Accessing the DECCS Licensing Application](#) section for instructions).
- 2) On the **Licensing Application Dashboard**, click the **New Licensing Form** button **(1)** to display the **New Licensing Form** dialog:

The screenshot shows the DECCS Licensing Application Dashboard. At the top, there is a navigation bar with links for Track Status, Batch Submissions, Access Groups, and ELISA. Below the navigation bar, the main heading is "In-Progress Applications". To the right of this heading is a red notification badge with the number "1" and a button labeled "New Licensing Form". Below the heading is a table with the following columns: ID, Form, Case Number, Transaction Number, Status, Created On, Updated On (with a dropdown arrow), and an empty column. The table contains one row with the following data: ID: 4766, Form: DSP-85, Case Number: (empty), Transaction Number: 31242, Status: Draft, Created On: 05/24/2022, Updated On: 05/24/2022. In the empty column, there are icons for a trash can and a document.

ID	Form	Case Number	Transaction Number	Status	Created On	Updated On ↓	
4766	DSP-85		31242	Draft	05/24/2022	05/24/2022	



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- 3) The **New Licensing Form** dialog displays a list of the available license forms that can be selected and created. Select one of the listed forms **(1)** and then click the **Create** button **(2)** to open a new form for the selected licensing form. Clicking the **Cancel** button **(3)** will abort this process and return you to the **Licensing Application Dashboard**:

New Licensing Form

- DSP-5:** Application for Permanent Export of Unclassified Defense Articles, Related Technical Data, and Defense Services. **1**
- DSP-6:** Application for Amendment to a DSP-5 License true
- DSP-61:** Application for Temporary Import of Unclassified Defense Articles
- DSP-62:** : Application for Amendment to a DSP-61 License
- DSP-73:** Application/License for Temporary Export of Unclassified Defense Articles
- DSP-74:** Application for Amendment to a DSP-73 License
- DSP-85:** Application for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data
- DS-4294:** Brokering License - ITAR Part 129.6
- DS-6004:** Reexport/Retransfer Application - ITAR Part 123.9

3 Cancel **2** Create

- 4) Specific form-based instructions are covered by individual Form Guides and can be accessed by clicking [HERE](#).



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Accessing an In-Progress License Form

License application forms do not need to be completed in one session. We recommend that users review their completed forms multiple times before submitting to DDTC.

To access an existing license application form that was previously started, do the following:

- 1) Navigate to the **Licensing Application Dashboard** (refer to the [Accessing the DECCS Licensing Application](#) section above for instructions).
- 2) On the **Licensing Application Dashboard**, locate the row listing the application you want to open. As you hover over a row, that row's background color will change from white to teal to indicate the currently selected row. When you locate the row that you want, click anywhere on that row to open the indicated form. The example below shows application ID #4766 **(1)** (a DSP-85 form) as the currently selected row

Track Status Batch Submissions Access Groups ELISA

In-Progress Applications

New Licensing Form

ID	Form	Case Number	Transaction Number	Status	Created On	Updated On ↓	
1 4766	DSP-85		31242	Draft	05/24/2022	05/24/2022	
4765	DS-6004		23123	Draft	05/24/2022	05/24/2022	
4764	DSP-62		24122	Draft	05/24/2022	05/24/2022	
4763	DSP-5		21324	Draft	05/24/2022	05/24/2022	

Items per page: 10 1 - 4 of 4 |< < > >| Refresh



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Completing a License Form

Parts of the License Form Page:

All license form pages are organized/structured identically and use the same user interface layout on screen. The DS-4294 form show below is a representative example:

1 DS-4294
Application for Brokering License - ITAR Part 129.6

2 Save Validate Print Exit

3 **Table of Contents**

- Start
- Basic Information
- Certification Statement
- Describe Brokering Activity
- Brokering Participants
- Commodities
- End-User
- End Use
- Related to Direct Commercial Sale or FMS Program
- Applicant's Statement

4

BLOCK 1
Brokering License - ITAR Part 129.6

Estimated Burden: 2 Hour

Paperwork Reduction Act Statement: Public reporting burden for this collection of information is estimated to average 2 hour 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.

Transaction Number
Enter your internal submission company identifier for this application.

Using 0 of 40 Characters.

Classified Information must NOT be included, or referred to, in the form.

Classified information must be sent separately to PM/DDTC in accordance with Defense Security Service guidelines. For issues that may pertain to classified information, contact the [DDTC Response Team](#).

Classified information is being sent under separate cover

Description	File Name	Remove
-------------	-----------	--------

Upload Document

Document to upload

Choose File No fil...hosen

Document Description

Using 0 of 50 Characters.

Upload

5 >



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License Form Areas

1) **Form ID/Name** – Identifies the ID and name of the form selected.

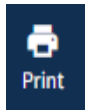
2) **Form Function Controls** – Buttons that perform actions on the entire form:



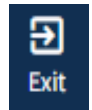
Save the data entered throughout the current form.



Verify that all required fields on the licensing form have been completed and any required documents have been uploaded.



Save the current form to a PDF-formatted file. This PDF file can then be viewed and/or printed to hardcopy. All information entered will be included.



Exit the current form and return to the **In-Progress Applications** page. Any unsaved form data entered will **NOT** be saved.

3) **Form Block List** – Sequential list of the different blocks of the License application form:

- Blocks can be completed in any order by clicking on the block name links listed here.
- A green checkmark (✓) will display next to the block name to indicate that any required fields have been completed, required files have been uploaded, and no validation error exist in the block.
- A red exclamation point (!) will display next to the block name if any validation errors were found.
- Correcting the validation errors does not automatically clear the error message or flag (!). The Validate process will need to be re-run to clear any validation error messages that were corrected.
- When a block name is clicked on, any unsaved form data entered will be automatically saved.

4) **Form Page Detail** – Primary form data entry area.

- All the fields that make up a form’s block will display here.
- This area will scroll up/down to show additional fields that may not initially display on screen.

5) **Form Page Navigation** – Buttons that perform actions on specific form pages:



Click to return to the previous form block. Any unsaved data will be saved automatically.



Click to advance to the next form block. Any unsaved data will be saved automatically.

Submit to Empowered Official

Click to send the form to the [Empowered Official \(EO\)](#) to sign & submit. This button will only appear on the **Applicant’s Statement** block of the License application form.



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Submit to DDTC

Click to prompt for a signature and send the License application form to DDTC for review and approval. This button will only appear on the **Applicant's Statement** block of the License application form and only for the [Empowered Official \(EO\)](#).

Sign and Submit

This button only applies to the DS-6004 as it does not require an empowered official signature.

How to Complete a License Form

1

DS-4294

Application for Brokering License - ITAR Part 129.6

2

Save
 Validate
 Print
 Exit

3

Table of Contents

- Start
- Basic Information
- Certification Statement
- Describe Brokering Activity
- Brokering Participants
- Commodities
- End-User
- End Use
- Related to Direct Commercial Sale or FMS Program
- Applicant's Statement

BLOCK 1

Brokering License - ITAR Part 129.6

Estimated Burden: 2 Hour

Paperwork Reduction Act Statement: Public reporting burden for this collection of information is estimated to average 2 hour 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.

Transaction Number

Enter your internal submission company identifier for this application.

Using 0 of 40 Characters.

i Classified information must NOT be included, or referred to, in the form.

Classified information must be sent separately to PM/DDTC in accordance with Defense Security Service guidelines. For issues that may pertain to classified information, contact the [DDTC Response Team](#).

Classified information is being sent under separate cover ?

Description	File Name	Remove
<p style="font-weight: bold; margin: 0;">Upload Document</p> <p style="font-size: x-small; margin: 0;">Document to upload</p> <div style="display: flex; align-items: center; margin: 0;"> <div style="border: 1px solid gray; padding: 2px 5px; font-size: x-small; margin-right: 5px;">Choose File</div> <div style="font-size: x-small; margin-right: 5px;">No fil...hosen</div> </div> <p style="font-size: x-small; margin: 0;">Document Description</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p style="font-size: x-small; margin: 0;">Using 0 of 50 Characters.</p> <div style="border: 1px solid gray; padding: 2px 5px; font-weight: bold; margin-top: 5px;">Upload</div>		

5

>

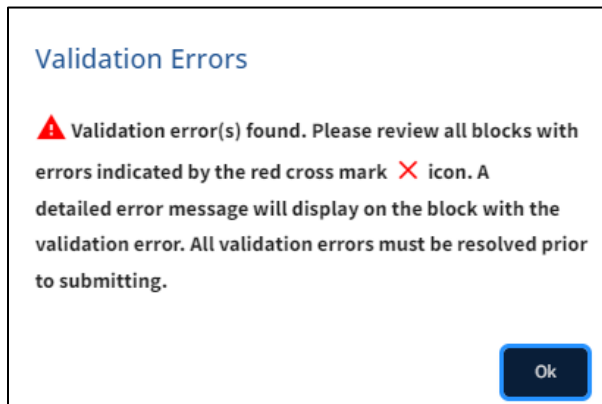


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License Form Areas

- 1) Fill out the form by answering the questions and providing the data requested in the **Form Page Detail** area (4). Move to the next block in sequence using the **Continue** and/or **Back** buttons or by clicking on the block name in the **Form Block List** (3). As you navigate from block to block, data entered will be saved automatically.
 - a. Forms DS-6004, DS-4294 and DSP-85 will contain a block titled “Additional Details of Transaction”. Within this block, users will indicate whether the license application is related to a voluntary disclosure filed with Defense Trade Controls Compliance (DTCC). If “Yes” is selected, an additional field is available to enter a compliance disclosure number.
- 2) When all the form data fields have been populated, run the validation process by clicking the **Validate** button in the **Form Function Controls** area (2). If there are any validation errors, the **Validation Errors** message will display:



Click **OK** to confirm the message. Any form blocks with invalid or missing data will be flagged in the **Form Block List** (3) with a (X) next to it. Additionally, when a block with a validation error is displayed, the specific errors will display at the top of the **Form Page Detail** area (4):



After correcting any validation errors, re-run the validation process to confirm that there are no new validation errors. Repeat until there are no more validation errors and all blocks in the **Form Block List** (3) have a green checkmark (✓).

- 3) Click on the “Applicant’s Statement link” in the **Form Block List** (3). Scroll down to the bottom of the page and click on the **Submit to Empowered Official** button. The **Select Empowered Official** dialog will display prompting you to



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select from the list of [Empowered Officials \(EO\)](#):

Select Empowered Official

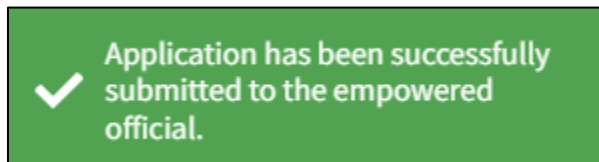
Please select the empowered official who will login to DECCS to sign and submit the application.

- Select Empowered Official -

Cancel Send

Click on the double arrows to expand the list display and see the names of available [Empowered Officials \(EO\)](#). Select an [Empowered Official \(EO\)](#) and click the **OK** button. If you want to abort the **Submit to Empowered Official** process, click the **Cancel** button

The validation process (see step 2 above) will run to confirm that there are no outstanding validation errors. If there are no validation errors, the **Submitted** message will display:



4) At this point the status of the License application form should have changed from “**Draft**” to “**Awaiting Signature**”.

IMPORTANT NOTE: DECCS does **not** send notifications to [Empowered Officials \(EO\)](#) when forms are ready for a signature. Users **must** contact the selected [Empowered Official \(EO\)](#) directly to inform them there is a License application form waiting for their signature.



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Signing & Submitting a License Form

License forms must be signed and submitted by an [Empowered Official \(EO\)](#). If you are not an [Empowered Official \(EO\)](#), you will not be able to sign and submit a license, unless included in the exceptions below:

- Re-Export/Re-Transfer (DS-6004, which any user can submit)
- Your organization category is “Individual”, your Registration Type is “Manufacturer”, “Exporter”, “Manufacturer/Exporter” or “One Time Exemption”, and you are not submitting a DSP-85 or DS-4292 licensing form. If you fulfill these requirements, a digital certificate is not required for signature and you may proceed to submit to DECCS.

License forms that are ready for the [Empowered Official \(EO\)](#) to sign and submit to DDTC will have a status of “**Awaiting Signature**” (refer to the [How to Complete a License Form](#) section for instructions).

To sign and submit a license form that that is “**Awaiting Signature**”, do the following:

- 1) The [Empowered Official \(EO\)](#) should navigate to the **Licensing Application Dashboard** (refer to the [Accessing the DECCS Licensing Application](#) section above for instructions).
- 2) On the **Licensing Application Dashboard**, locate the row listing the application you want to open. As you hover over a row, that row’s background color will change from white to teal to indicate the currently selected row.

The example below shows application ID #4749 **(1)** (a DSP-61 form) with a status of “**Awaiting Signature**” as the currently selected row:

In-Progress Applications New Licensing Form

2 Show Applications awaiting my signature

ID	Form	Case Number	Transaction Number	Status	Created On	Updated On	
4748	DSP-5			Draft	04/16/2021	07/14/2021 5:53 PM	
4757	DSP-6			Draft	04/19/2021	07/14/2021 5:49 PM	
2037	DSP-85			Draft	11/02/2020	07/14/2021 5:47 PM	
1 4749	DSP-61		test	Awaiting Signature	04/16/2021	07/01/2021 4:50 PM	
2036	DS-6004			Draft	11/02/2020	06/30/2021 4:40 PM	
4755	DSP-73			Draft	04/19/2021	04/19/2021 12:58 PM	

Prev Page 1 of 1 Next
Refresh

If the In-Progress Applications list is too long, clicking the “Show Applications awaiting my signature” checkbox **(2)** will filter the list to only those applications awaiting **your** specific signature.

When you locate the row that you want, click anywhere on that row to open the indicated form. The selected



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form will then display.

- 3) After reviewing the completed form, navigate to the **Applicant's Statement** block by clicking on the "Applicant's Statement" link at the bottom of the **Form Block List** located on the left side of the screen.



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- 4) At the top of the **Applicant's Statement** block, you will see your name pre-filled in the name field **(1)** at the beginning of the first paragraph:

BLOCK 30

Applicant's Statement

I, **(1)**, an empowered official (22 CFR 120.25) or an official of a foreign government entity in the U.S., hereby apply for a license to complete the transaction described above; warrant the truth of all statements made herein; and acknowledge, understand and will comply with the provisions of 22 CFR 120-130, and any conditions and limitations imposed.

If your name does not appear in the name field **(1)**, you will need to return the form to the Drafter. Do this by using the **Return to Drafter** button on the **Licensing Application Dashboard** (refer to the [In-Progress Application Functions](#) section for details). The Drafter will then update the [Empowered Official \(EO\)](#) selection to your name and click the **Submit to Empowered Official** button to re-send form to you.

- 5) Select the appropriate **22 CFR 126.13 Certification** and/or **22 CFR 130 Compliance** statement that apply to you and what you are signing. If these fields have been preselected, verify the selected options are correct and update as needed:

22 CFR 126.13 Certification

- a. I am authorized by the applicant to certify that the applicant and all the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above.
- b. I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, is attached.
- c. I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in Section 127.11 of the ITAR.
- d. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant and all of the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.
- e. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, and a letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13 are attached.
- f. I am not authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in 22 CFR 127.11 of the ITAR. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.

The actual verbiage you see on the screen may differ depending on the specific license form you are submitting to DDTC.



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- 6) Scroll down to the bottom of the page and click on blue **Submit to DDTC** button. A confirmation dialog will appear. Confirm that you are submitting the application to DDTC by clicking the **Yes** button. If you want to abort the submission, click the **Cancel** button:

Submit to DDTC

Are you certain you wish to submit this application to DDTC for review?

- 7) If you clicked the **Yes** button in the previous step, the **Successfully Submitted** message will display telling you that the application was successfully submitted:

Application Submitted

Your application has been successfully submitted to DDTC.

Submission Type: DSP73
Case Number: 730800298
Submission Date: 05/26/2022

- 8) Click the **OK** button to close the message and return to the license form that you just submitted. Scroll up to the top of the License form and click the **Exit** button to return to the **Licensing Application Dashboard**.
- 9) The license form that you just submitted will no longer appear on the **Licensing Application Dashboard**. The submitted license form will now be found on the **Track Status** page (refer to the [Track Status](#) section for details).



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In-Progress Application Actions

On the far right-hand side of the **Licensing Application Dashboard** (1) there are several **Form Action Buttons** that enable the user to perform operations on a specific license form without needing to select and open the form:

In-Progress Applications New Licensing Form

ID	Form	Case Number	Transaction Number	Status	Created On	Updated On ↓	
4769	DSP-73		5555	Awaiting Signature	05/24/2022	05/25/2022	
4767	DS-4294			Draft	05/24/2022	05/25/2022	
4764	DSP-62		24122	Draft	05/24/2022	05/24/2022	
4763	DSP-5		21324	Draft	05/24/2022	05/24/2022	
4766	DSP-85		31242	Draft	05/24/2022	05/24/2022	
4765	DS-6004		23123	Draft	05/24/2022	05/24/2022	

Items per page: 10 1 - 6 of 6 << < > >> Refresh

The following **Form Action Buttons** are available to users on the **Licensing Application Dashboard**:

Copy Application Form

The **Copy Application Form** action enables the user to copy an existing license application form to a new license application. This can be done in any **Status** the license application being copied is in.

To copy a license application, do the following:

- 1) Locate the row with the license application form that you want to copy and click the **Copy** icon located in the far-right column on the same row.
- 2) A Copy License Application confirmation dialog will appear. Confirm that you want to copy the specified license application form by clicking the **Yes** button. If you want to abort the copy action, click the **Cancel** button:

Copy License Application

Copy license application '21324'?



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- 3) After the specified license application has been copied, a green pop-up message will display in the upper right corner of the web page:



- 4) The new license application form will display on the screen. Note that the **Transaction Number** field was updated to add “Copy of” to the beginning of the original value from the license application form that was copied. Click the **Exit** button to return to the **Licensing Application Dashboard** where the new license record will appear with a **Created On** date = today’s date and showing the updated Transaction ID value.

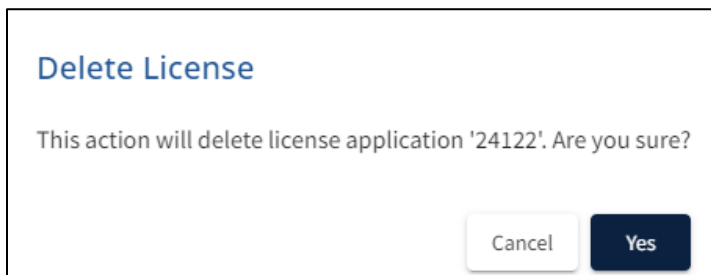
IMPORTANT NOTE: The Copy Application Form action will only copy the form data. Any files or documents attached to the original license application form **will not** be copied.

Delete Application Form

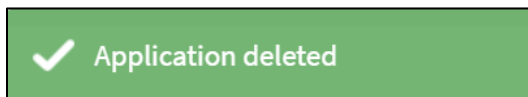
The **Delete Application Form** action enables the user to delete an existing license application form. This can only be done when the license application form is in “**Draft**” or “**Awaiting Signature**” status.

To delete a license application form, do the following:

- 1) Locate the row with the license application form that you want to delete and click the **Delete** icon located in the far-right column on the same row.
- 2) A confirmation dialog will appear. Confirm that you are deleting the specified application form by clicking the **Yes** button. If you want to abort the deletion, click the **Cancel** button:



- 3) After the specified license application has been deleted, a green pop-up message will display in the upper right corner of the web page:





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


Return Application Form to Drafter

The **Return Application Form to Drafter** action enables the user to change a license application form's **Status** from **"Awaiting Signature"** to **"Draft"**. This can only be done by an [Empowered Official \(EO\)](#) and only when the license application form is in **"Awaiting Signature"** status.

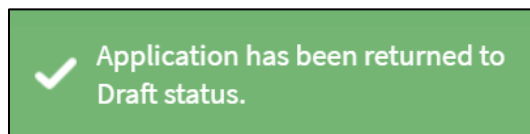
To return a license application form to "Draft" status, do the following:

- 1) Locate the row with the license application form that you want to return to "Draft" status and click the **Return Application Form to Drafter (1)** icon located in the far-right column on the same row.

In-Progress Applications New Licensing Form

ID	Form	Case Number	Transaction Number	Status	Created On	Updated On ↓	
4818	DSP-5		Copy Of - 21324	Draft	05/25/2022	05/25/2022	 
4769	DSP-73		5555	Awaiting Signature	05/24/2022	05/25/2022	 

- 2) The **Status** of the selected license form will change from **"Awaiting Signature"** to **"Draft"** and a green pop-up message will display in the upper right corner of the web page:





Track Status

The Track Status feature within the DECCS Licensing Application allows users to track progress made on licenses submitted to DDTC for review.

Industry Portal Applications Learning Tools Search DECCS FAQs My Support Cases

Home > Track Status

Filter Criteria +

Track Status

Type	Case #	Transaction Id	Status	Decision	Status Date ↓	Date Prepared	License Value	Country
DSP-73	730800298	5555	Submitted		05/26/2022	05/26/2022	\$42,646	United Kingdom

Items per page: 10 1 - 1 of 1 Refresh

On the Track Status homepage, (1) denotes where you will be able to see all licenses that have been submitted to DDTC and those that are in review or have been finalized by DDTC. Each individual license will have a separate row, and the columns which depict useful information about each license remain constant. From left to right, the column headers are:

- **Type** - the specific type of license being submitted (DSP-5, 85, DS-6004, 4294, etc.)
- **Case #** - the unique number assigned to the individual license once it has been submitted to DDTC
- **Transaction ID** - a unique identifier entered by the applicant to track this specific licensing application
- **Status** - the status of the individual license (Submitted, In Review, Final, Rejected)
- **Decision** - the decision given to the individual license submitted to DDTC for review (Approve, Approved with Provisos, Deny, Return Without Action, Revoke, and Suspend)
- **Status Date** - the date in which the status last changed
- **Date Prepared** - the date in which the license was submitted to DDTC
- **License Value** - the value of each line-item commodity listed within the commodity section of the license
- **Country** - the country listed as the country of ultimate destination within the license

To quickly locate licenses within Track Status, use the (2) Filter Criteria section located at the top of the page.



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Home > Track Status

Filter Criteria

Case Number:

Transaction Id:

Form Type:

Agreement Type:

Status:

Decision:

Date Submitted From:

Date Submitted To:

Date Closed From:

Date Closed To:

USML:

Country:

Total License Value From:

Total License Value To:

Expanding the gray Filter Criteria bar allows users to enter specific criteria to narrow down their search of submitted licenses. Depending on the information entered into different fields within the Filter Criteria section, users may see different results. See below for a few examples:

1. Entering the full Case Number for a submitted license and clicking “search” will display **one unique** license. However, entering the beginning number of a case and clicking “search” will then yield every submitted license with a case number that begins with the entered value.
2. Similar to the example above, using the Form Type drop-down is a useful way to search for a specific **type** of license. Selecting “DSP-5” from the Form Type drop-down will yield all submitted DSP-5 licenses that are associated with the company/entity

IMPORTANT NOTE: Remember, when looking for a **specific** license, it is always helpful to enter as much uniquely identifying information as possible.



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Home > Track Status > Detailed Status

Detailed Status

Case Number: GC-0943-21	
License Type: DS-6004	Date Prepared: 09/28/2021, 3:25 PM
Transaction ID:	Status Date: 12/14/2021, 2:56 PM
Status: In Review	Country: US
Country Name: United States	

Case Documentation

File Name	Category	Comments	Date	
ApplicantSubmissionGC-0943-21.pdf	Applicant Submission		09/28/2021	Download

Upload Additional Documentation

Comments for this document:

Using 0 of 500 Characters.

Document Type:

Document to upload:

No file chosen

To **upload and attach supporting documentation** to an already submitted license within Track Status, click the blue hyperlinked case number (3) as seen in the screenshot of the Track Status homepage.

1. Once you have opened the “Detailed Status” view of the selected submitted license, scroll down until you see the “Upload Additional Documentation” section
2. From here, utilize the “Document Type” drop-down bar to select the type of document you plan on uploading. This is a required field, as the selection will populate within the “Category” field.

IMPORTANT NOTE: Once a file has been uploaded to accompany an already submitted case, it **cannot** be removed.

3. Click “Choose File” to select the appropriate file. Once you have selected the file, click “Upload” and your document will be attached to this submitted case.



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Home > Track Status > Detailed Status

Detailed Status

Case Number: 050800663	
License Type: DSP-5	Date Prepared: 05/03/2022, 10:14 AM
Transaction ID: DSP5-Test	Status Date: 05/09/2022, 12:14 PM
Status: Final : Approve	Country: NL
Country Name: Netherlands	

DDTC Documentation

File Name	Type	Date	
050800663.20220509113442.(U).license.pdf	Signed License	05/09/2022	↓

Case Documentation

File Name	Category	Comments	Date	
ApplicantSubmission050800663.pdf	Applicant Submission		05/03/2022	↓
Test_Attachment.pdf	Purchase Order		04/28/2022	↓
Test_Attachment.pdf	Product Brochures		04/28/2022	↓
Test_Attachment.pdf	DSP-83		04/28/2022	↓

To **download a signed license** within Track Status, click the blue hyperlinked case number (3) as seen in the screenshot of the Track Status homepage.

1. Once you have opened the “Detailed Status” view of the selected submitted license, scroll down until you see the “DDTC Documentation” section
2. To download the signed license, Click the Download button [↓](#) to the left, on the same row which your signed license is listed.



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License Status Definitions

1. **Draft** - License request that has not been signed and submitted for a company.
2. **Awaiting Signature** - The license request is waiting for the Empowered Official's review and signature.
3. **Submitted** - Empowered Official has signed the license request and is sent to DDTC for review.
4. **In Review** - DDTC has received and is reviewing the license request. The license request status can be found in the Track Status page and the user must be part of an access group containing that license request, in order to see it.
5. **Final** - The license request has been fully processed and will display in Track Status. The license request will also display the final decision.
6. **Rejected** - The license request has been rejected by DDTC.



Access Groups

License Access Groups is a feature within the DECCS Licensing Application which allows for Corporate Administrators to manage individual license viewing and editing permissions for users within the company/entity.

Access Groups are only available to Corporate Administrators, and in turn, only available to companies/entities which are **registered** with DDTC.

Home > Access Groups

Access Groups

Access Groups can be used to control access to license applications, including submitted and signed licenses. When a license is assigned to an Access Group only the users assigned to that group will be able to view that license.

To restrict access to a license, first add a group, then click the group name you wish to manage. From there you can assign users and licenses to the group.

Add Group:

Group Name	Users	Licenses	
Default (default group)	0	7	
Blue Group	0	0	

Items per page: 10 1 - 2 of 2

The screenshot above shows the License Access Groups homepage. Becoming familiar with the various homepage functions will provide Corporate Administrators with an enhanced understanding of Access Groups, and how to leverage this useful licensing feature.

The first point of interest within this licensing feature is the Default Group (1).

1. This access group **cannot be deleted** and will remain a constant within the licensing feature.
2. The Default Group contains **all licenses** that are associated with the registered company/entity.
3. The Corporate Administrator(s) are added to this group by default and **cannot be removed**. In fact, Corporate Administrators are **automatically a member of all access groups** by default.
4. Adding any user to this group will give the user **full access** to all licenses associated with the company/entity.

If the Corporate Administrator would like to partition user access to licenses associated within the registered company/entity, the corporate administrator should create new access groups (2). What would be the purpose for creating new access groups?





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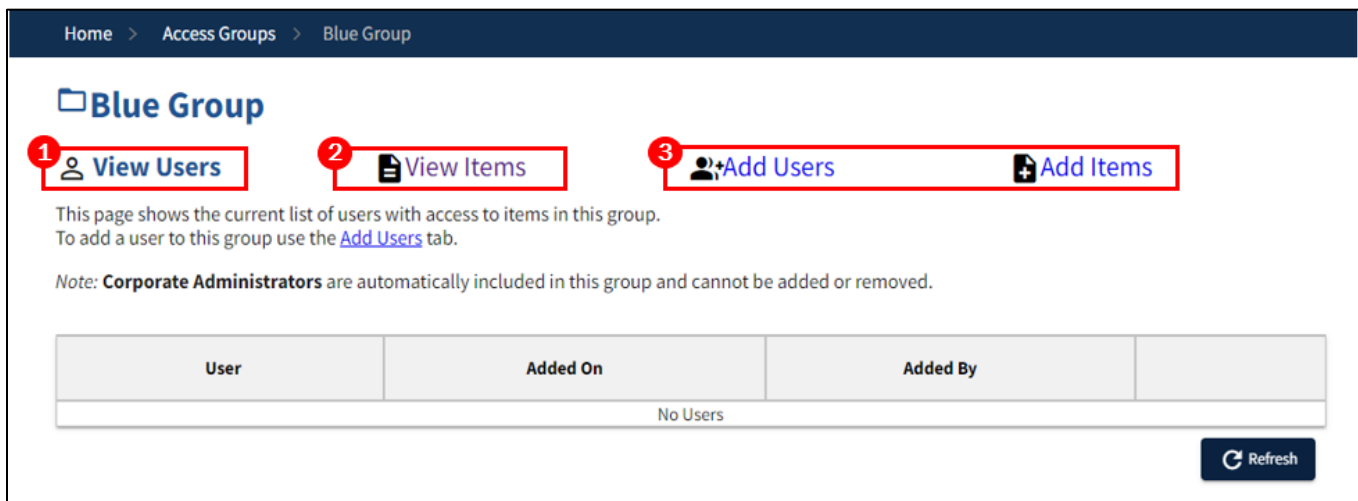


1. Example: If a Corporate Administrator wants a single person within a company to work on DSP-5 licenses, the Corporate Administrator can create an access group (call it the “DSP-5 Group”) and assign the individual user and all DSP-5 licenses to this group. Once those licenses are assigned to that group, only individuals within that group will have permission to work on them. Similarly, the assigned user will only have permission to work on licenses assigned to that group.

For the purposes of this guide, you will see that we typed “Blue Group” in the Add Group section, depicted in (2). After clicking the Add button next to the field in which users may enter the name of a new access group, the Blue Group was created, as seen in (3). A few points of consideration:

1. The Blue Group does not currently have any assigned users or licenses. This is seen by viewing values within the “Users” and “Licenses” columns. Once we are finished reviewing all information on the Access Groups homepage, we will review how to add users and licenses to any access group.
2. The two features depicted by (4) give Corporate Administrators the authority to rename  or delete  access groups. Notice that there is no delete function on the Default Group row. This is because the Default Group cannot be deleted. Corporate Administrators can, however, rename the default group.

Let’s continue our review of the Access Groups feature within Licensing by adding a user and a license to the Blue Group.



User	Added On	Added By
No Users		

This view appears after the Corporate Administrator opens the Blue Group by clicking the hyperlinked Blue Group name within the “Group Name” column on the Access Groups homepage. A few points to consider before moving on:

1. Each time the Corporate Administrator opens an Access Group, they will first be taken to the “View Users” tab, as depicted in the screen shot above (1). Notice that there are no users added to this group yet.
2. The tabs seen in the screen shot above are the same tabs in **all access groups**.
3. The different tabs within access groups work off one another – just as “View Users” and “View Items” (2) allows Corporate Administrators to view the users and licenses assigned to the specific access group, “Add Users” and “Add Items” (3) are the locations used to populate the first two tabs with information.



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Home > Access Groups > Blue Group

Blue Group

[View Users](#) [View Items](#) [Add Users](#) [Add Items](#)

This page shows the current items assigned to this group. Users in this group will have access to these items. To add items to this group use the [Add Items](#) tab.

ID	Form	Transaction Id	Case Number	Status	Added On	Added By	
No Items							

[Refresh](#)

Similarly, to the “View Users” tab, the “View Items” tab does not have any information displayed or licenses assigned. Let’s continue by adding a user and a license to the Blue Group.

Home > Access Groups > Blue Group

Blue Group

[View Users](#) [View Items](#) [Add Users](#) [Add Items](#)

Use this page to add users to this group. Users added to this group will have access to all items assigned to this group.

ddtcmichaeldoe@gmail.com [Search](#)

Found 1 results:

Login	First Name	Last Name	Role	
ddtcmichaeldoe@gmail.com	Michael	Doe	none	+

Within the “Add Users” tab, Corporate Administrators can begin by searching for the user, as seen in the image above (1). After entering either the email address or name of the user associated with the registered company/entity, the results will appear in the box below.

After searching for a user and confirming they are the correct user you intended to add, click the “+” icon, as shown in the image above (2). This will then populate the user within the “View Users” tab.



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Home > Access Groups > Blue Group

Blue Group

View Users View Items Add Users Add Items

Use this page to add items to this group. Items added to this group will be available to all users assigned to this group.

Filter Items 1

ID:
Form:

Case Number:
Status:

Transaction Id:
Created By:

Search Reset

ID	Form	Transaction Id	Case Number	Status	Created On	Created By	
3819	DS-6004		GC-0943-21	In Review	9/28/21, 7:02 PM	ddtcjanedoe@gmail.com	+
4501	DSP-5	DSP-5	050800679	Submitted	4/27/22, 2:51 PM	ddtcjanedoe@gmail.com	+
4752	DS-6004			Draft	5/19/22, 3:35 PM	Radcliffcm@state.gov	+
4753	DSP-5			Draft	5/19/22, 3:36 PM	Radcliffcm@state.gov	+
4754	DSP-61			Draft	5/19/22, 3:36 PM	Radcliffcm@state.gov	+
4755	DSP-73			Draft	5/19/22, 3:37 PM	Radcliffcm@state.gov	+
4756	DSP-85			Draft	5/19/22, 3:44 PM	Radcliffcm@state.gov	+

Items per page: 10 1 - 7 of 7

The final tab in any access group, the “Add Items” tab, is used to assign individual licenses to the access group. For companies/entities with many licenses, the “Filter Items” section may prove to be useful (1). It functions the way as the search filter in Track Status. To search for individual licenses, enter as much uniquely identifying information as possible, and click “Search”.

For the purposes of this guide, we are going to add a single DSP-5 license, as seen in the image above (2). To add a license, click the “+” icon (2). After adding the user and license, check the first two tabs of the access group to verify the additions went through.

The added user will now be the **only** user (aside from the Corporate Administrator) who has access to interact with the added DSP-5 license. Additionally, that specific added user **only** has access to interact with that specific DSP-5 license.