



UNITED STATES/CANADA JOINT CERTIFICATION OFFICE  
DLA Logistics Information Services 74 Washington Ave N  
Battle Creek, Michigan 49037-3084

Subject: Approved Militarily Critical Technical Data Agreement, DD Form 2345

To Whom It May Concern,

Your application for certification under the United States/Canada Joint Certification Program (JCP) has been accepted. A copy of the approved form is attached for your use and safekeeping. The certification number assigned to your facility is shown in Block 7b on the attached form. This number is valid for a five-year period ending on the expiration date shown in Block 7c.

We also would like to remind you that certified contractors must submit a revised DD Form 2345 whenever information previously provided requires an update; for example, a company name, a new person being designated as the Data Custodian, or a change of address. A fillable PDF version of a blank DD Form 2345 is available from the main web page of the JCP: [website: http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/JCP/DD2345Instructions.aspx](http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/JCP/DD2345Instructions.aspx)

Finally, we note that any request for unclassified DoD Controlled Critical Technical Data to the relevant DoD Controlling Office must be accompanied by a statement of intended use, along with a copy of your approved DD Form 2345. Similarly, any letter request to a military installation for a Directly Arranged Visit (DAV) should include a copy of your approved DD Form 2345.

Please contact our office by email at [jcp-admin@dlamail.mil](mailto:jcp-admin@dlamail.mil) should you have any questions concerning the Joint Certification Program.

Sincerely,

Joint Certification Office  
E-mail: (Preferred) [jcp-admin@dlamail.mil](mailto:jcp-admin@dlamail.mil)  
Toll Free Number: 1-877-352-2255