



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 included. The certification number assigned to your facility is shown in Item 7.b on the attached form. This number is valid for a five year period with the expiration date shown in Item 7.c.

All future requests for unclassified Militarily Critical Technical Data or requests for Directly Arranged Visits (DAV) initiated by your facility must be accompanied by a copy of your facilities approved DD Form 2345 and a statement of intended data use. Please note the Joint Certification Office does not provide Technical Data Packages. To get access to Data you must call the Federal Business Opportunities (FBO) office at 1-866-606-8220 and reference the request number 3537 to set up your Marketing Partner Identification Number (MPIN). The MPIN is your password for the drawings. If you are having issues with C folders you will need to contact DLA Internet Bid Board System (DIBBS) at 1-804-279-3477 for any C folders tech support.

Certified contractors must submit a revised DD Form 2345 whenever information previously furnished becomes outdated; for example, name of company, new person designated as the Data Custodian, or if there is a change of address information. A fillable PDF version of a blank DD Form 2345 is available from the main web page of the JCP website.  
[www.logisticsinformationservice.dla.mil/jcp/](http://www.logisticsinformationservice.dla.mil/jcp/)

Please contact our office at 1-800-352-3572 or by email at [jcp-admin@dla.mil](mailto:jcp-admin@dla.mil) should you have any questions concerning the Joint Certification Program.

In closing, it is highly recommended that a copy of this letter and your approved DD Form 2345 be retained and kept in a safe place for future use.

Sincerely,

Joint Certification Office  
Web site: [www.logisticsinformationservice.dla.mil/jcp](http://www.logisticsinformationservice.dla.mil/jcp)  
E-mail: (Preferred) [jcp-admin@dla.mil](mailto:jcp-admin@dla.mil)  
Toll Free Number: 1-800-352-3572