

GUIDELINES FOR THE PERMANENT EXPORT,  
TEMPORARY EXPORT, AND TEMPORARY IMPORT OF  
FIREARMS AND AMMUNITION  
U.S. MUNITIONS LIST CATEGORIES I AND III

Updated January 2013

# GUIDELINES FOR THE PERMANENT EXPORT, TEMPORARY EXPORT, AND TEMPORARY IMPORT OF FIREARMS AND AMMUNITION U.S. MUNITIONS LIST CATEGORIES I AND III

## TABLE OF CONTENTS

### I. GENERAL INFORMATION

- A. Directorate of Defense Trade Controls
- B. State Department Forms
- C. Supporting Documents
- D. Registration
- E. Exemptions
- F. On-Line Resources
- G. Congressional Notification

### II. PERMANENT EXPORT OF FIREARMS/AMMUNITION

- A. Required Documentation
  - 1) DSP-5
  - 2) Purchase Order
  - 3) Import Authorization
  - 4) DSP-83

### III. TEMPORARY EXPORT OF FIREARMS

- A. Required Documentation
  - 1) DSP-73
  - 2) Import Authorization

### IV. TEMPORARY IMPORT OF FIREARMS/AMMUNITION

- A. Required Documentation
  - 1) DSP-61
- B. Temporary Imports in Transit to a Third Country
  - 1) DSP-61
  - 2) Purchase Order
  - 3) Import Authorization

### V. EXEMPTIONS

- A. Licensing Exemptions
- B. Registration Exemption

## C. One-Time Exception Request

## VI. ATTACHMENTS

- A. OAS/ECOWAS Import Authorization Requirements List
- B. Sample Letter for One-Time Exception Request
- C. Checklist

## I. GENERAL INFORMATION

A. **DIRECTORATE OF DEFENSE TRADE CONTROLS:** Section 38 of the Arms Export Control Act (22 U.S.C. 2778) authorizes the President to control the export and import of defense articles and defense services. By virtue of delegations of authority, the regulations relevant to the control of the export and import of defense articles are primarily administered by the Deputy Assistant Secretary for Defense Trade and Regional Security and the Managing Director of the Directorate of Defense Trade Controls (DDTC), Bureau of Political Military Affairs, Department of State. These guidelines are supplemental to the guidance contained in the International Traffic in Arms Regulations (ITAR) for firearms (USML Category I) and ammunition (USML Category III) transfers and, if followed, will assist in the prompt review and issuance of your license request. Failure to comply with the guidelines may result in your application being returned without action or may result in a significant delay in processing your request.

### B. FORMS:

DS-2032 Statement of Registration

DSP-5: Application/License for permanent export of unclassified defense articles and related technical data.

DSP-83: Non-transfer and Use Certificate.

DSP-73: Application/License for temporary export of unclassified defense articles.

DSP-61: Application/License for temporary import of unclassified defense articles.

DSP- 6, DSP-62, and DSP-74: Applications to amend previously approved licenses.

### C. SUPPORTING DOCUMENTS:

**IMPORT AUTHORIZATION:** An Import Authorization comprised of either an original permit or an original certificate issued by the foreign government authorizing the import of specified items must accompany each application. An Import Authorization normally contains an official signature, government seal, and the validity period of the transaction. This is not to be confused with a business license issued by the foreign government to firearms dealers or with a government authorization for individuals to own or carry a firearm. This information is

to be supplied as a copy of the original document or certified copy of a duly-issued Import Authorization and must be maintained in the applicant's file. "Certified Copy" means a copy of an original document certified by a competent official bearing the statement "certified copy," an original signature, seal of the certifier, and date of certification. Import Authorizations may only be used once. The complete authorization must be fulfilled in one-license application. The information on the Import Authorization should match the information listed on the export application and the purchase order. A written explanation is required for any application that does not include an Import Authorization (e.g., letter from importing government stating the item does not require an Import Authorization; end-user statement stating no Import Authorization is required). English translations must be provided for foreign language documents. Copies of fax copies of Import Authorizations are unacceptable.

NOTE: All applications for Organization of American States (OAS) countries must have an Import Authorization. See Attachment A for import documentation requirements and a list of OAS countries.

All applications for the Economic Community of West African States (ECOWAS) must have an ECOWAS exemption from the Foreign End User or Foreign Consignee, in addition to other required import documentation. See Attachment A for a list of ECOWAS countries.

**PURCHASE ORDER/FIRM ORDER:** A copy of a purchase order from the foreign party identified as the ultimate foreign end-user on the application, addressed to the applicant, signed by that foreign party, specifying the type of firearm, caliber, quantity, dollar value, make/model, end-use and end-user of the article must accompany each application. The purchase order must be a firm commitment and not speculative. U.S. company invoices/pro forma invoices are not acceptable. English translations must be provided for foreign language documents. The quantity listed on the license cannot be greater than the purchase order. Using a purchase order more than once is unacceptable. Purchase orders with dates older than one year will not be accepted; a recent purchase order must be submitted with the application. Letters of intent or blanket orders are not acceptable. Purchase orders that list a range of calibers i.e., (.17-.458 calibers) will not be accepted.

**DSP-83 NONTRANSFER AND USE CERTIFICATE:** In signing the DSP-83, the foreign consignee, foreign end-user, and foreign government certify they will not re-export, resell, or otherwise dispose of the commodity outside of the country listed in block 4. Under the ITAR, all firearms are designated Significant Military Equipment (SME) and thus require a completed DSP-83. However, DDTC, in most instances, has waived this requirement for applications with a quantity of less than 50 of certain types of firearms and less than 100,000 rounds of ammunition (see 64 Federal Register 17531, April 12, 1999). Please see the DSP-83 Guidelines below for more information on when a DSP-83 is required and please note the following:

- Item 8 of the DSP-83 needs to be completed ONLY when the foreign government is the end-user of a commodity.
- The applicant MUST sign Item 9.

- Quantity, articles, and value must be listed on the DSP-83 and must be consistent with the license application and purchase order.
- The applicant must submit a copy of the original completed DSP-83 and maintain the original in their file.
- Copies of fax copies are unacceptable.
- A DSP-83 attachment must be identified as an attachment to the DSP-83.
- DDTC only accepts the one-page DSP-83. Please download the most recent version of the DSP-83 from: <http://pmddtc.state.gov/docs/dsp83.pdf>

A DSP-83 is required for the following:

Fully Automatic Weapons – Note: Licenses for automatic weapons will only be approved when the end-user is a foreign government, military or police force.

- 1) Rifles Fifty (.50) Caliber or higher
- 2) Request for fifty or more firearms of any type.
- 3) Request for fifty or more SME parts (major components) or a combination of Firearms and SME parts totaling fifty or more.
- 4) Request for one hundred thousand or more rounds of ammunition of any type.

NOTE: Per 22 CFR 123.10(b), DDTC may also require a DSP-83 for the export of any firearm, component, or ammunition transfer.

**D. REGISTRATION:** Any person who engages in the United States in the business of manufacturing or exporting defense articles, defense services, or related technical data is required to register with the U.S. Department of State. Registration does not confer any export rights or privileges, but it is a precondition to the issuance of any license or other approval for export. To register or renew your registration, complete Form DS-2032. The registration website address is <http://pmddtc.state.gov/registration.htm>. More information regarding registration with DTC can be found in §122 of the ITAR and on the DTC website.

**E. EXEMPTIONS:** Certain exemptions from licensing and registration requirements may apply. See Section V.

**F. ON-LINE RESOURCES:** A number of documents, services, and links are now available on-line at the DDTC Web site, [www.pmddtc.state.gov](http://www.pmddtc.state.gov).

G. CONGRESSIONAL NOTIFICATION: Per §123.15(a) (3) of the ITAR, a license application for the export of firearms in Categories I(a) through I(d) with a total value of \$1 million or higher will require Congressional Notification. Note: applicants should not split contracts/purchase orders or break down firearms and submit as Category I(h) to avoid notification. To assist in expediting the certification process, and to respond to commonly asked questions from Congressional staffers, additional information is required to be submitted for applications meeting the congressional notification threshold. Please provide the following information with your request:

If the end-user is a defense ministry or a law enforcement agency:

\* What will happen to the weapons in their inventory? (e.g., will the current inventory be sold, reassigned to another service branch, destroyed, etc...)

\* Provide information on the ultimate end-user (i.e., branch of military, unit designation) and location (if known).

If the end-user is a firearms dealer importing the firearms for commercial resale, provide as much information as you have regarding the ultimate end-use/end-user.

#### H: ADDITIONAL REQUIREMENTS:

- 1) Organization of American States (OAS), See Attachment A.
- 2) Economic Community of West African States (ECOWAS), See Attachment A.

## II. PERMANENT EXPORT OF FIREARMS/AMMUNITION

A. REQUIRED DOCUMENTATION: A DSP-5 export license is required for the permanent export of firearms and ammunition unless an exemption applies. A firm purchase order and an Import Authorization issued by the foreign government authorizing the import must accompany the DSP-5 license application. In some cases a DSP-83 is required (see requirements above).

1) DSP-5: Instructions for completion of the application are provided at [http://pmdtc.state.gov/docs/d-trade/D-TradeDSP-5\\_Instructions.pdf](http://pmdtc.state.gov/docs/d-trade/D-TradeDSP-5_Instructions.pdf). All applicants registered with DDTC must submit the DSP-5 license application electronically through D-TRADE. Instructions provided here are supplemental to the DSP-5 instructions. Failure to comply with the instructions provided below may result in the application being returned without action or may result in a significant delay in processing your request. Please note the following requirements:

a) Block 10:

- 1) Firearms: Specify the type of firearm, make/model and caliber (specific calibers are required, not a caliber range (i.e., .17-.458). Identify whether the firearm is automatic or semiautomatic, if applicable. **Application may include various makes/models which have the same caliber and mode of fire on one line item.** Note: trade offs are not allowed between line items.
- 2) Component parts: major (SME) parts must also have the name, make and model number listed on the application. A general description, i.e., major parts of a 9mm pistol, is not acceptable.

- 3) Ammunition: ammunition and ammunition parts must also be fully described, i.e., type, (centerfire or rimfire) make/model, and caliber (Caliber ranges are acceptable for full up rounds and parts, pieces and components of ammunition).

NOTE: The applicant must upload firearm serial number (s) to the respective license when required by proviso. The upload process is described in DDTC -Dtrade Information Center FAQ's page 5.

b) Block 22: A responsible official empowered by the applicant per 22 CFR 120.25 must sign in Block 22 and check the appropriate box under Block 22. The responsible official must check all the appropriate boxes. Individuals applying for a license for personal use serve as their own empowered officials and should check the appropriate boxes.

c) Validity Period: An approved DSP-5 license authorizing the permanent export of firearms, components, and ammunition shall be valid for four years or less. In cases where the validity period is less than four years, the approved license will include a proviso limiting the validity of the DSP-5 license to correspond with the Import Authorization expiration date. d) When submitting a DSP-6 to amend an approved DSP-5 license, please include the original DSP-5 license number in block 20 of the DSP-6 (in addition to block 4).

### III. TEMPORARY EXPORT OF FIREARMS/AMMUNITION

(Note: for any exemptions related to Categories I and III see Section V)

A. REQUIRED DOCUMENTATION: A DSP-73 export license is required for the temporary export of firearms and ammunition. Such licenses are valid only if (1) the article will be exported for a period of less than four years and will be returned to the U.S., and (2) transfer of title will not occur during the period of temporary export. Applicants must submit a DSP-73 to seek authorization to temporarily export firearms and ammunition unless an exemption applies. Applications must be submitted for one end-use or purpose, such as demonstration or public trade shows. For example, do not combine a marketing request and a trade show license request on the same license.

1) DSP-73: Instructions for completion of the application are provided at [http://pmdt.c.state.gov/docs/d-trade/D-TradeDSP-73\\_Instructions.pdf](http://pmdt.c.state.gov/docs/d-trade/D-TradeDSP-73_Instructions.pdf). All applicants registered with DDTC must submit the DSP-73 license application electronically through D-TRADE. Instructions provided here are supplemental to the DSP-73 instructions. Failure to comply with the instructions provided below may result in the application being returned without action or may result in a significant delay in processing your request. Please note the following requirements:

- a) Block 13: Specify the type of firearm, make/model and caliber. Identify whether the firearm is automatic or semiautomatic, if applicable. Major parts (SME) must also have the name, make and model number listed on the application. Ammunition and ammunition parts must also be fully described, i.e., type (centerfire or rimfire), make/model, and caliber (Caliber ranges are acceptable for full up rounds and parts, pieces and components of ammunition).

b) Block 30: A responsible official empowered by the applicant per 22 CFR 120.25 must sign in Block 30 and check the appropriate box under Block 30.

c) Block 23: A specific purpose for the temporary export must be delineated in Block 23.

Applications for firearms and parts being temporarily exported from the U.S. for functions such as trade shows or exhibits must have an invitation and/or registration documentation from the trade show or exhibit and an accompanying letter detailing the arrangements made to safeguard the firearms and parts while they are located at the foreign destination and an Import Certificate. This letter also must provide the date when the firearms and parts will return to the U.S.

Application for firearms and parts being temporarily exported from the U.S. for demonstrations, test and evaluation must have an invitation from the temporary end-user requesting the demonstration or testing, as well as an accompanying letter detailing the arrangements made to safeguard the firearms and parts while they are located at the foreign destination and an Import Certificate. This letter also must provide the date when the firearms and parts will return to the U.S.

Application for firearms and parts being temporarily exported from the U.S. for movie productions must have an Import Authorization and an accompanying letter detailing the arrangements made to safeguard the firearms and parts while they are located at the foreign destination. This letter also must provide the date when the firearms and parts will return to the U.S.

Application for repair of firearms and parts being temporarily exported from the U.S. must have a letter from the U.S. person explaining the need for the temporary export.

#### IV. TEMPORARY IMPORT OF FIREARMS/AMMUNITION

A. **REQUIRED DOCUMENTATION:** A DSP-61 license is required for the temporary import of firearms and ammunition. For temporary imports in transit through the U.S. to another country, a purchase order and Import Authorization are required.

1) DSP-61: Instructions for completion of the application can be found at [http://pmddtc.state.gov/docs/d-trade/D-TradeDSP-61\\_Instructions.pdf](http://pmddtc.state.gov/docs/d-trade/D-TradeDSP-61_Instructions.pdf). All applicants registered with DDTC must submit the DSP-61 license application electronically through D-TRADE. Instructions provided here are supplemental to the DSP-61 instructions. Failure to comply with the instructions provided below may result in the application being returned without action or may result in a significant delay in processing your request. Please note the following requirements:



a) Block 12:

1) **FIREARMS:** Specify the type of firearm, make/model and caliber (**SPECIFIC CALIBERS ARE REQUIRED, NOT A CALIBER RANGE**). Identify whether the firearm is automatic or semiautomatic, lever action, pump action, single action or double action..

2) Component parts: major (SME) parts must also have the name, make and model number listed on the application.

3) Ammunition: ammunition and ammunition parts must also be fully described, i.e., type (centerfire or rimfire), make/model, and caliber. Caliber ranges are acceptable for full up rounds and parts, pieces and components of ammunition.

b) Block 25: A responsible official empowered by the applicant per 22 CFR 120.25 must sign in Block 25 and check the appropriate box under Block 25.

c) Block 23: A specific purpose for the temporary export must be delineated in Block 23.

Applications for firearms being temporarily imported into the U.S. for trade shows and exhibits must have an invitation and/or registration documentation for the event and an accompanying letter detailing the arrangements made to safeguard the firearms while they are within the country. This letter also must specify the time period the firearms will be in the U.S.

Applications for demonstrations and testing must have an invitation and an accompanying letter detailing the arrangements made to safeguard the firearms while they are within the country. This letter also must specify the time period the firearms will be in the U.S.

If the commodity was seized by U.S. Customs, provide written documentation from U.S. Customs detailing the seizure.

**B. TEMPORARY IMPORTS IN TRANSIT TO A THIRD COUNTRY:** in addition to the completed DSP-61, imports in transit to a third country must include the following:

1) **PURCHASE ORDER/ FIRM ORDER:** the purchase documentation must be between the two foreign entities and not addressed to the U.S applicant. The purchase order must be a firm commitment and not speculative.

2) **IMPORT AUTHORIZATION:** an import authorization must accompany each application and be from the destination country

**NOTE: ALL APPLICATIONS FOR OAS COUNTRIES MUST HAVE AN IMPORT AUTHORIZATION. SEE ATTACHMENT A FOR IMPORT DOCUMENTATION REQUIREMENTS AND A LIST OF OAS/ECOWAS COUNTRIES.**

**V. EXEMPTIONS**

A. LICENSING EXEMPTIONS: The ITAR provides for certain exemptions relative to the transfers of firearms and ammunition. Please read the complete applicable section of the ITAR:

123.17(b) obsolete firearms and models - Non-automatic firearms that were manufactured in or before 1898, as well as replicas of such firearms, are exempt from requiring an export license.

123.17(c) Temporary export of firearms and ammunition for personal use - U.S. persons may export temporarily not more than three non-automatic firearms and not more than 1,000 cartridges of ammunition provided this is for the person's exclusive use and not for re-export or other transfer of ownership (i.e., firearms for use on hunting trips or sporting events).

123.17(a) Minor components - Components and parts for Category I firearms are exempt from licensing requirements when the total value does not exceed \$100 wholesale in any single transaction except for Canada which has a limit of \$500.00. Barrels, cylinders, receivers (frames), or complete breech mechanisms are major components and require a license.

123.18 Firearms for personal use for members of the U.S. armed forces and civilian employees of the U.S. Government - Non-automatic firearms may be exported for personal use and not for resale or transfer of ownership if the firearms are accompanied by written authorization from the commanding officer or Chief of the U.S. Diplomatic Mission.

123.19 Canadian and Mexican border shipments - A shipment originating in Canada or Mexico that incidentally transits the U.S. en route to a delivery point in that same country is exempt from the requirement for an in-transit license. This exemption is not limited to firearms and ammunition.

B. REGISTRATION EXEMPTION:

U.S. persons not in the business of manufacturing or exporting defense articles, related technical data, or furnishing defense services as defined in the ITAR may request a one-time exemption from the registration requirements.

C. ONE-TIME EXCEPTION REQUEST:

U.S. persons seeking a one-time exception to permanently export/temporarily import firearms and ammunition should submit a letter (see Attachment B) requesting the one-time exemption, along with a completed paper DSP license application. All other required documentation identified above must also accompany the appropriate DSP license application.

DSP license applications can be downloaded from the D-TRADE web-site at [http://pmdt.state.gov/sl\\_dtrade.htm](http://pmdt.state.gov/sl_dtrade.htm) or by faxing a request to 202-261-8199 providing a contact name and address. The fax request must state the application is needed for a one-time exception request.

Any individuals applying for a one-time exception license serve as their own empowered officials and should check the appropriate boxes. On the carbon license application, the empowered official certification is located on the reverse side of the first page of the application.

## VI. ATTACHMENTS

- A. OAS/ECOWAS IMPORT AUTHORIZATION REQUIREMENTS LIST
- B. SAMPLE LETTER FOR ONE-TIME EXCEPTION REQUEST
- C. CHECKLIST

### ATTACHMENT A

#### ORGANIZATION OF AMERICAN STATES (OAS) and ECONOMIC COMMUNITY OF WEST AFRICAN STATES (ECOWAS) IMPORT AUTHORIZATION REQUIREMENTS

As agreed to by members of the OAS and ECOWAS, the U.S. Government requires the following information on all Import Authorizations for firearms and ammunition:

- A. Domestic Import Authorization number, unique to country of issuance (e.g., authorization number).
- B. Country of issuance.
- C. Date of issuance.
- D. Authorizing agency identification (name of agency, address, telephone and fax numbers, signing officer's name and signature).
- E. Importer identification (name, address, telephone and fax numbers, country of residence, representative's name if commercial or governmental body, citizenship and signature).
- F. Final recipient identifications, if different from importer (name, address, telephone and fax numbers, country of residence, representative's name if commercial or governmental body, citizenship and signature).
- G. Importation authorized for the total quantity of firearms or parts and components or ammunition (with description to include barrel length, overall length, action, number of shots, caliber and type of ammunition, identification of manufacturer, model, and country of manufacture).

H. Import Authorization expiration date (date by which total quantity authorized must be imported under import authorization or date of expiration of import authorization). Maximum validity is one year.

I. Export information (name of exporter and country of export).

J. Import Authorization cancellation information, applicable when authorization is canceled or revoked (name of agency, address, telephone and fax numbers, signing officer and signature).

\*OAS countries are as follows: Antigua and Barbuda, Argentina, the Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United States, Uruguay, and (Venezuela 22 CFR 126.1).

\*ECOWAS Countries are as follows: Benin, Burkina Faso, Cape Verde, Cote d' Ivoire, Gambia, Ghana, Guinea, Liberia, Guinea-Bissau, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

ATTACHMENT B

SAMPLE LETTER FOR ONE-TIME EXCEPTION REQUEST

Ms. Jane Doe  
1234 Fairway Lane  
Arlington, VA 56789  
Postal Mailing Address:  
PM/DDTC, SA-1, 12th Floor  
Directorate of Defense Trade Controls  
Bureau of Political-Military Affairs  
U.S. Department of State  
Washington, DC 20522-0112

OR

Express Mailing Address and Courier Delivery Service:  
U.S. Department of State  
PM/DDTC, SA-1, 12th Floor  
2401 E Street NW  
Washington, DC 20037

Dear Director of Licensing:

I am seeking a one-time exception to the registration requirements of the International Traffic in Arms Regulations (ITAR) for a permanent export/temporary import license. I certify that I am not in the business of either manufacturing or exporting defense articles, related technical data,

or furnishing defense services as defined in the ITAR. I also am not in the business of brokering in accordance with ITAR Part 129.

My proposed export is a one-time requirement [give reason - e.g., gift giving, etc.] for the use of [state end-user and intended end-use - e.g., collection, target shooting, and hunting]. OR My import is a one-time requirement [give reason – e.g., transshipment to a third country, seizure of munitions at U.S. port of entry by U.S. Customs during transshipment, importing munitions for demonstration or display, testing and examination, etc.].

My proposed export/import is the following:

Type of Firearm: (i.e., handgun, revolver, rifle)

Caliber:

Quantity:

Dollar Value:

Manufacturer:

Make/Model:

[NOTE: If the firearm(s) will be a gift to the end-user, the application must include a letter from the end-user acknowledging that he/she will be receiving the firearm(s) and identifying the end-use(s).]

[NOTE: If the commodity was seized by U.S. Customs, provide written documentation from U.S. Customs detailing the seizure. Also, provide a purchase order identifying the end-use and end-user and an Import Authorization, if required.]

Sincerely,

(Signature)

Applicant's name

Enclosures:

1. Completed DSP-5 or DSP-61
2. Import Authorization (if required)
3. Purchase order or letter from end-user (if required)
4. DSP-83 (if applicable)
5. U.S. Customs documentation (if articles seized)
6. Written documentation from temporary end-user (if required)

For further information or assistance, contact the DDTC Response Team at 202 663-1282, FAX 202 663-8199, or email to [PM-DDTC-RESPONSE-TEAM-DL@state.gov](mailto:PM-DDTC-RESPONSE-TEAM-DL@state.gov).

For D-TRADE information or assistance, contact the D-TRADE Help Desk at 202 663-2838.

#### CONTACT INFORMATION FOR OTHER FEDERAL AGENCIES

U.S. Department of Commerce (Commerce Control List (CCL) Items)  
Bureau of Industry and Security (BIS)  
202-482-4811

U.S. Department of the Treasury (Permanent Imports – U.S. Munitions Import List)  
Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE)  
202-927-8320

#### ATTACHMENT C

#### SAMPLE CHECKLIST FOR COMPLETING FIREARMS/AMMUNITION REQUESTS

##### DSP-5

\_\_\_\_\_ Block 10 must specify:

- \* Type of firearm
- \* Make/model
- \* Caliber
- \* Whether the firearm is automatic or semiautomatic

\_\_\_\_\_ Ensure block 22(a) is signed by a responsible empowered official authorized by the applicant.

\_\_\_\_\_ Ensure the appropriate box under block 22(c) is checked.

##### Import Authorization

\_\_\_\_\_ Is there an Import Authorization?

\_\_\_\_\_ Does the Import Authorization have:

- \* An official signature
- \* Government seal
- \* Validity period of the transaction

\_\_\_\_\_ Is the Import Authorization an original or certified copy?

\_\_\_\_\_ does the information on the Import Authorization match:

- \* The information listed on the license application (DSP-5)
- \* The information listed on the purchase order

\_\_\_\_\_ Is there a written explanation if the application does not have an Import Authorization?

\_\_\_\_\_ Is there an English translation provided for foreign language documents?

\_\_\_\_\_ Is the request for OAS countries? If so, you must have an Import Authorization.

#### Purchase Order

\_\_\_\_\_ Has a copy of a purchase order been submitted with the license application

\_\_\_\_\_ Does the purchase order have a valid date of less than one year

\_\_\_\_\_ Is the purchase order a firm commitment?

\_\_\_\_\_ Is the purchase order from the foreign party?

\_\_\_\_\_ Is the purchase order addressed to the applicant?

\_\_\_\_\_ Is the purchase order signed?

\_\_\_\_\_ Does the purchase order contain the following information:

- \* Type of firearm
- \* Caliber
- \* Make/model
- \* Quantity (does this quantity match what is listed on the license application)
- \* Dollar value
- \* End-use and end-user of the article
- \* If applicable, has an English translation been provided?

#### DSP-83

Does your license application contain any of the following articles? If so, a DSP-83 MUST be submitted with your license application:

\* Fully automatic weapons? If so, the end-user must be a foreign government, military or police force.

\* Rifles fifty (.50) caliber or higher.

\* A quantity of fifty or more firearms of any type?

\* Firearms and SME parts totaling fifty or more?

\* Request for over 100,000 rounds of ammunition of any type?

A DSP-83 is not required for transactions involving the following:

\* A quantity of firearms less than fifty (this does not apply to fully automatic weapons or weapons that are over .50 caliber)

\* The quantity of rounds of ammunition less than 100,000 rounds

\_\_\_\_\_ Is the DSP-83 the one-page version? If not, download the most recent version of the form from <http://pmdtdc.state.gov/docs/dsp83.pdf>.

\_\_\_\_\_ Does the DSP-83 contain the following information:

- \* Quantity (does this match what is listed on the license application)
- \* Articles/data description (does this match what is listed on the license application)
- \* Value

\_\_\_\_\_ Is the DSP-83 signed by the:

- \* Foreign consignee
- \* Foreign end-user
- \* Foreign government (this block must be signed if the foreign government is the end-user)
- \* Applicant

\_\_\_\_\_ for additional articles/data, use an attachment that includes the DTC case number and state at the last line – ATTACHMENT

### Congressional Notification

If the total value of the export is \$1 million or higher, the following information **MUST** be provided:

If the end-user is a defense ministry or a law enforcement agency:

- . What will happen to the weapons in their inventory?
- . Provide information on the ultimate end-user

If the end-user is a firearms dealer importing the firearms for commercial resale:

- \* Provide information regarding the ultimate end-use/end-user

### DSP-73

\_\_\_\_\_ is the article to be exported for a period of less than four years? If no, cannot use DSP-73

\_\_\_\_\_ Will the article be returned to the U.S.? If no, cannot use DSP-73

\_\_\_\_\_ Will transfer of title occur during the period of temporary export? If yes, cannot use DSP-73

\_\_\_\_\_ Block 13 must specify:

- . Type of firearm
- . Make/model
- . Caliber
- . Whether the firearm is automatic or semiautomatic

\_\_\_\_\_ Block 23 must identify the specific purpose for the temporary export



For repair/replacement, integration/incorporation, test equipment, demonstration/marketing, trade shows, or prior approval, the application must be supported with the following documentation:

- \* a transmittal letter from the U.S. applicant explaining the need for the temporary export as well as what arrangements have been made to safeguard the firearms and/or parts while they are located at the foreign destination.

For movie productions, the application must be supported with the following documentation:

- \* An Import Authorization
- \* A transmittal letter detailing the arrangements made to safeguard the firearms and parts while they are located at the foreign destination.
- \* This letter also must provide the date when the firearms and parts will return to the U.S.

\_\_\_\_\_ Ensure block 30 is signed by a responsible empowered official authorized by the applicant.

\_\_\_\_\_ Ensure the appropriate box under block 30 is checked.

#### DSP-61

\_\_\_\_\_ Block 12 must specify:

Type of firearm

- \* make/model
- \* Caliber
- \* Whether the firearm is automatic or semiautomatic.

\_\_\_\_\_ Block 23 must identify the specific purpose for the temporary export

For overhaul/repair and modification/upgrade transactions, the application must be supported with the following documentation:

- \* A transmittal letter with a request from the foreign owner of the defense articles for the requested transaction.

For trade shows or demonstrations, the application must be supported with the following documentation:

- \* A transmittal letter from the U.S. entity responsible for the defense articles while in the U.S. and/or trade show registration documentation from the foreign party.
- \* In addition to the above requirement, transactions involving demonstrations must include documentation from the U.S. party requesting the demonstration.

For military exercises at U.S. bases/ranges, the application must be supported with the following documentation:

- \* A transmittal letter from the foreign government identifying the participation of the foreign country in the military exercise. This cannot be a blanket approval covering multiple exercises.

For transshipment licenses for foreign origin defense articles, the documentation should represent the transaction between the two foreign entities (blocks 16 and 24) and should include the following:

- \* A firm purchase order
- \* An end-use statement
- \* DSP-83?

For transshipment licenses for U.S. origin defense articles, the documentation must also include:

- \* An approved General Correspondence (GC) for retransfer of the defense articles to the new end-user.
- \* If the articles are SME, the required DSP-83 should have been submitted with the GC request

\_\_\_\_\_ Ensure block 25 is signed by a responsible empowered official authorized by the applicant.

\_\_\_\_\_ Ensure the appropriate box under block 25 is checked.

.