



**U.S. Department of State
DIRECTORATE OF DEFENSE TRADE CONTROLS**

**Guidelines for Completion of a Form DSP-74
Application for Amendment of a DSP-73 License,
Temporary Export of Unclassified Defense Articles**

The Form DSP-74 is used to request an amendment to a DSP-73 license authorized by the Directorate of Defense Trade Controls (DDTC) for the temporary export of UNCLASSIFIED defense articles. In accordance with 22 CFR 123.25, DDTC will consider approval of an amendment to a DSP-73 license for the following reasons:

1. Addition or deletion of a U.S. freight forwarder or U.S. consignor.
2. An obvious typographical error that is supported by the documentation submitted with the original license request.
3. A change in the U.S. source or manufacturer of the commodity or a change in part number of the equipment originally authorized for export. When changing part numbers the requester must certify that the change will not result in an enhancement, upgrade or change to the capability of the commodity originally authorized for export (see Block 11).
4. A change of foreign intermediate freight forwarder consignee when that party is transporting the equipment and will not process the defense article in any manner or use in any way (e.g., integrate, modify).
5. Change in location of the license applicant or its subsidiary(s).
6. Changes to licenses due to an acquisition or merger.

Requests for changes due to change in location or because of an acquisition or merger can not be made until the registered applicant(s) have, in accordance with 22 CFR 122, amended the information contained in their Registration Statement (DS-2032).

General Instructions:

1. Prior to completing your application, determine that:
 - Your DDTC registration is valid.
 - The license you are amending is valid, and that there is a remaining balance to be shipped.
 - You have a copy of the license to submit with your request.

- Other necessary documentation is available for submission with your request (copy of the acquisition/merger change in status of the license that is the subject of this request).
 - The eligibility requirement of ITAR sections 120.1(c) and 126.13 can be satisfied. If they cannot, you are not eligible to make this request without the submission of a transaction exception.
2. An asterisk preceding a Block number indicates that information is required. Failure to provide the required information will result in your electronic submission being rejected. For paper submissions failure to provide the information and your request may be Returned Without Action (RWA'd).
 3. The amendment request can only be submitted for changes identified in 22 CFR 123.25. Section 123.25 also identifies in paragraph (e) specific types of changes that may not be requested; to include (a) adding additional quantities; b) changes in commodity, country of ultimate destination, end-use or end-user, foreign consignee c) and/or extension of duration.
 4. The foreign intermediate consignee may only be amended if that party is acting as freight forwarder and the export does not involve technical data. A new license is required for these changes.
 5. Any supporting documentation must be submitted with the initial submission.

Specific Instructions/Guidelines:

***Block 1. Date Prepared.** For electronic submissions, the date the application is prepared is automatically entered (month/day/year). It is updated each time the application is opened until submission to DDTC, at which time the application must be digitally signed.

***Block 2. PM/DDTC Applicant/Registrant Code.** Enter your PM/DDTC applicant/registrant code number, including the pre-fix letter "M" if applicant is a manufacturer and/or exporter (e.g., M12345, M-5678). Ensure that your registration is valid and that the number used is the same as the number on the approved license, unless the purpose stated for the amendment is in accordance with 22 CFR §122.4 (e.g., acquisition, merger). Brokering authorizations may not be amended using the DSP-74 but should be the subject of a new application.

***Block 3. Applicant Name, Address ZIP Code and Telephone number, to include the name and address of the subsidiary, if applicable.** The names in this block should be identical to what appeared on the license unless the rationale for the amendment is in accordance with 22 CFR §122.4 (e.g., acquisition, merger).

***Block 4. Amendment to License Number.** Provide the DDTC assigned DSP-73 license number. Do not provide in this block any other number (e.g., your company transaction ID). Also, you may amend only one license per request. Please check your entry carefully. Typographical errors/transpositions might prevent identification of a license belonging to your company and result in your request being Returned Without Action.

***Block 5. Amendment in accordance with.** Select whether the amendment is in accordance with §123.25 or §122.4 of the International Traffic in Arms Regulations (ITAR). If necessary, consult the ITAR to determine which selection is correct.

Block 6. Compliance Case Number. Complete Blocks 6(a) and 6(b).

Block 6(a). Provide compliance case number pursuant to 22 CFR § 122.4 (e.g., merger, acquisition, name change, or change in location).

Block 6(b). Provide the date of the PM/DTCC acknowledgment letter in accordance with 22 CFR § 122.4.

Note. You may wish to provide a copy of the PM/DTCC acknowledgment letter with your submission.

Block 7. Name and Telephone Number of applicant contact(s). List individual(s) familiar with this transaction who can respond to PM/DDTC staff or other U.S. Government agencies. The individual(s) should be prepared to answer procedural and/or technical questions and be familiar with this request and the license being amended. Please do not list an individual who is not familiar with the transaction and thus unable to respond. DO NOT list U.S. Government personnel. You may provide as many contacts as you deem necessary.

***Block 8. Summary of Amendment(s) to DSP-73 license.** Select the block and type of amendment being requested. Select all that apply. The blocks that may be amended are: DSP-73 license Blocks 2, 5, 12, 13, 15, 16, 17, 18, 19, 21, 22, and 29. If **Correct Block 12, Quantity** and/or **Correct Block 15, \$Value** is selected, **Change Block 16, License Total Value Only** cannot be selected. If **Change Block 16, License Total Value Only** is selected, neither **Correct Block 12, Quantity** nor **Correct Block 15, \$Value** may be selected.

Block 9. Change Original PM/DDTC Applicant/Registrant Code (DSP-73 license, Block 2).

Complete Blocks 9(a), 9(b), and 9(c).

Block 9(a). State the specific reason for the change.

Block 9(b). Enter PM/DDTC applicant/registrant code as stated on the DSP-73 license. Enter the same letter (e.g., B, F, G, or M) and number as stated on the DSP-73 license. The number has five characters. In the event of four numbers the first character is a hyphen “-.”

Block 9(c). Enter new PM/DDTC applicant/registrant code (e.g., the code of the U.S. person acquiring the license through an acquisition or merger). Enter the same letter (e.g., B, F, G, or M) as stated on the DSP-73 license. The number portion of the registration code will be different. The number has five characters. In the event of four numbers the first character is a hyphen “-.” For electronic forms, this block will be automatically populated with the value provided in Block 2.

Block 10. Change Original Applicant/Subsidiary (DSP-73 license, Block 5). A change to this block could result in changing either the applicant or the subsidiary or both. You may complete only two items, one for the applicant and one for the subsidiary. For example, if both the applicant and subsidiary are to be changed, complete item 1 for the applicant and click on the “add more items” to change the subsidiary.

Block 10(a) Type of Modification. Select one from the following:

- Change in name ONLY of original applicant;
- Change in ONLY address, city, state, and/or ZIP code of original applicant;
- Change in name, address, city, state, and /or ZIP code of original applicant;

- Add subsidiary (use only if the license currently does not identify a subsidiary);
- Delete subsidiary (use when applicant desires no subsidiary be identified on the license);
- Change in name ONLY of original subsidiary;
- Change in ONLY address, city, state, and/or ZIP code of original subsidiary; or
- Change in name, address, city, state, and /or ZIP code of original subsidiary.

Block 10(b). State the specific reason for the change.

Block 10(c). Enter applicant/subsidiary as stated on DSP-73 license.

Block 10(d). Enter modified applicant/subsidiary information.

Block 11. Correction to Commodity Description (DSP-73 license, Block 13). You may correct as many line items as necessary. For each line item identified on the DSP-73 license requiring a change, complete Blocks 11(a), 11(b), 11(c), and 11(d).

Block 11(a) Type of correction. Select at least one.

1) Change the part number of the commodity identified on the license. A change in a part number, while not the subject of the original documentation, will be authorized to change a production/manufacturing part number. For changes in part numbers not supported by the original documentation (e.g., due to change in production numbers) the applicants should take care to ensure the validity of their certification since any error resulting in temporary import of an enhanced/upgraded defense article will be considered a false statement and a violation of the Arms Export Control Act(AECA)/ITAR. A change in a part number that results in a change to the defense article (e.g., upgrade) must be the subject of a new DSP-73 license application, supported by new documentation. Note. Please ensure that the certification has been read since the applicant is selecting “change part number” is also certifying that the change in part number will not enhance, upgrade, or change the capability of the commodity authorized for temporary import on the DSP-73 license.

2) Correct a typographical error. Changes due to typographical errors must be supported by attaching documentation that was submitted with the original DSP-73 submission. In summary, a change in commodity description can only be due to a typographical error, which must be supported by original documentation that is submitted in support of this request.

Block 11(b). State the specific reason for the change.

Block 11(c). Change commodity description to include part number as stated on original DSP-73 license. Provide the commodity description/part number exactly as stated on the DSP-73 license (recorded in Block 4 of this application). For electronic transmissions, provide the line item of commodity described on the DSP-73 license.

Block 11(d). Corrected commodity description/part number. Provide the corrected commodity description/part number (i.e., this is the language of the original license with the new part number and/or typographical error correction) to what is necessary to make the correction. No other changes to the description are permitted. For electronic transmissions, provide the line item of commodity described on the DSP-73 license.

Block 12. Correction to Quantity (DSP-73, Block 12) and/or US dollar value (DSP-73, Block 15).

You may correct as many line items as necessary. For each line item identified on the DSP-73 license for which a change is being requested, complete Blocks 12(a), 12(b), 12(c), and 12(d). See 22 CFR § 123.25 regarding a change in value of a license prior to amending for that purpose.

Block 12(a). Type of correction. Select at least one: 1) correct quantity,

2) correct \$ value, or 3) both. Corrections to the quantity and the unit value may only be requested when an error was made on the original submission and the error can be validated by the original DSP-73

license (as recorded in Block 4 of this application) supporting documentation on file in DDTC which must also be attached to support this request. Value may be amended.

Block 12(b). State a specific reason for the change.

Block 12(c). Change from quantity and/or unit price and line item total dollar value as stated on original DSP-73 license. Enter the quantity and using the pick list select the unit type, enter the unit price, and line item total dollar value as stated on the DSP-73 license.

Block 12(d). Change to quantity and/or \$ value as it should appear. Enter the corrected quantity, unit type, and/or unit value price. For electronic submissions, do not provide the line item total value. The software will calculate the new line item total value. For paper submissions, the applicant must perform the calculation for the new line item total value. The applicant will be required to provide the unit type from the following selections:

Bags; Barrels or Drums; Boxes; Bullet or Rounds; Bundles; Cases; Containers; Copies; Dozen; Dozen Pairs; Feet; Forgings; Gallon; Grams; Gross; Gross Containers; Gross Lines; Inches; Items; Kilos; Kits; Line; Liters; Lots; Magaz; Man Years; Meters; Number; Ounces; Packs; Packets; Pairs; Pallets; Pieces; Pounds; Quarts; Rolls; Sets; Sheets; ShipSet; Square Meters; Squares; Systems; Tins; Tons; Tubes; Units; Visits; Wafers; and Yards.

Block 13. Revised DSP-73 license total (DSP-73 license, Block 15).

Block 13(a). Total value. Provide the total dollar value as stated in Block 16 of the DSP-73 license.

Block 13(b). Revised Total value. For applications submitted electronically, the software will calculate the new total value. For paper submissions, the applicant must calculate and provide the revised total of the original DSP-73 license by adding all line items on the license.

Block 14. Change in Manufacturer of Commodity (DSP-73 license, Block 17). For each item being changed, complete 14(a), (b), (c) and (d) and provide applicable information.

Block 14(a). Types of modification are: 1) add new manufacturer; 2) delete manufacturer; 3) change in name ONLY of original manufacturer; 4) change in ONLY address, city, state, and/or ZIP code of original manufacturer; or 5) change name, address, city, state, and/or ZIP code of original manufacturer.

Note. Please read certification: When adding a new manufacturer, the applicant is certifying that the addition of the new manufacturer does not enhance, upgrade, or change the capability of the commodity(s) authorized for export on the DSP-73 license (Block 4 of this application).

Block 14(b). State the specific reason for the change.

Block 14(c). Provide name and address of Manufacturer of Commodity stated on DSP-73 license.

Block 14(d). Enter New/Modified Manufacturer of Commodity.

Block 15. Change in Source of Commodity (DSP-73, Block 19). For each item complete 15(a), 15(b), 15(c) and 15(d).

Block 15(a.) Type of modification. Select one of the types of modification 1) add or delete source, 2) change in name ONLY, 3) address ONLY; or, 4) name and address of source. When adding a new source, the applicant is certifying that the addition of the new manufacturer does not enhance, upgrade or change the capability of the commodity(s) authorized for export.

Block 15(b). State the specific reason for the change.

Block 15(c). Provide name and address of source of commodity as stated on DSP-73 license.

Block 15(d). Provide name and address of new/modified source of commodity

Block 16. Change in Foreign Intermediate Consignee (DSP-73 license, Block 18). For each item changed, complete Blocks 16(a), 16(b), 16(c) and 16(d) and provide applicable information.

Block 16(a). Type of modifications are: 1) add new foreign freight forwarder; 2) change in name ONLY of original foreign intermediate consignee to include foreign freight forwarder; 3) change in ONLY address and/or city of original foreign intermediate consignee to include foreign freight forwarder; or 4) change in name, address, city and/or country of original foreign intermediate consignee to include foreign freight forwarder. The addition of an intermediate foreign consignee(s) is limited only to adding a new foreign freight forwarder(s) and only when the freight forwarder is engaged in the business of moving the defense articles. Any other foreign consignee or a freight forwarder who is acting in any capacity other than the movement of the defense articles must be the subject of a new license application that would clearly define the role of the new foreign intermediate consignee/freight forwarder.

Block 16(b). State the specific reason for the change.

Block 16(c). Enter Foreign Intermediate Consignee as stated on original DSP-73 license.

Block 16(d). Enter New Foreign Intermediate Consignee.

Block 17. Change Name, Address and/or City of Original Temporary Foreign Consignee (DSP-73 license, Block 20). You may change more than one temporary foreign consignee, provided that for each one you complete Blocks 17(a), 17(b), 17(c) and 17(d) and provide documentation from the foreign consignee(s) validating the change. You may not add a new temporary foreign consignee or delete an old temporary foreign consignee.

Block 17(a). Type of modification (Select all that apply). The types of modification that can be requested are 1) change in name of original foreign consignee and 2) change in address and/or city of original foreign consignee or 3) both.

Note: No new foreign consignee(s) may be added. A new foreign consignee(s) must be the subject of a new license application.

Block 17(b). State specific reason for the change. Select one of the reasons for the change: 1) name change 2) location change, or 3) both.

Block 17(c). In response to the statement “The amended license (Block 4) was issued in furtherance of an agreement and I have requested and received approval to amend the agreement as required in 22 CFR Part 124.” Select Yes, No, or Not Applicable. If No is selected, the application cannot be submitted.

Block 17(d). Temporary Foreign Consignee as stated on the DSP-73 license.

Block 17(e). Modified Temporary Foreign Consignee.

Block 18. Change in Name, Address, City, State and/or ZIP Code of Original US Consignor and/or US Freight Forwarder (DSP-73 license, Block 21). For each item changed, complete Blocks 18(a), 18(b), 18(c) and 18(d) and provide applicable information.

Block 18(a). Types of modification are: 1) add new U.S. consignor/freight forwarder; 2) change in name ONLY of original U.S. consignor/freight forwarder; 3) change in ONLY address, city, state and/or ZIP code of original U.S. consignor/freight forwarder; or 4) change in name, address city, state and/or ZIP code of original U.S. consignor/freight forwarder.

Block 18(b). State the specific reason for the change.

Block 18(c). Enter U.S. Consignor and/or U.S. Freight Forwarder as stated on original DSP-73 license.

Block 18(d). Enter New/Modified US Consignor and/or US Freight Forwarder.

Block 19. Change Name, Address, and City of Original Temporary Foreign End User in Country of Ultimate Destination (DSP-73 license, Block 22). If Block 17 of this request resulted in amending the end user (e.g., Block 20 of the DSP-73) select same as Block 17. If the end user in Block 22 of the DSP-73 is different than the entity(s) identified in Block 20 of the DSP-73, for each end user being modified, complete blocks 20(a), 20(b), 20(c) and 20(d) and provide applicable information.

Same as Block 17. Check this box if the information for Block 19 is identical to the information in Block 17 of the DSP-74 application you are completing. If this option is selected, information from Block 17 will be copied into this block at the time of submission.

Block 19(a). Type of modification. Select types of modification 1) change in name ONLY, 2) change in address ONLY; or, 3) both.

Block 19(b). State the specific reason for the change.

Block 19(c). Enter Temporary Foreign End User of commodity as stated on the DSP-73 license.

Block 19(d). Enter New/Modified Temporary Foreign End User of commodity.

Block 20. Change in Aircraft/vessel commander (DSP-73 license, Block 29). For each item being changed, complete blocks 20(a), 20(b), and 20(c) and provide applicable information.

Block 20(a). For each addition or deletion, select 1) add new commander or 2) delete commander and complete Blocks (b) and (c)

Block 20(b). State a specific reason for the change

Block 20(c). When deleting/adding a commander, you must provide all the originally provided DSP-73 license information. When adding new commanders, provide all the requested information.

Block 21. Additional Details of Transaction. Provide any information that you believe would be useful in the review of the transaction. Do not duplicate the information in Blocks 1-20 and do not use this block to provide information that should be in Blocks 1-20. Use of this block to provide information that is required in Blocks 1-20 could result in a case being Returned Without Action. An example of additional information could be the name and telephone number and a brief description of any discussions held with DDTC personnel for amendments that are the result of an acquisition/merger.

*** Block 22. Applicant Statement. Applicant's Statement.** Electronic submissions: Type the name of the individual who will digitally sign the request and check the boxes that apply. Paper submissions: Type the name of the individual who will sign the license application, sign the application and check the boxes that apply.

Notes:

1. The individual whose name is in this field must be an ITAR-empowered official (see 22 CFR § 120.25) or an official of a foreign government entity in the United States. Signing of an application by anyone other than an ITAR-empowered official or "for" another company or person is a violation of the ITAR.
2. The individual whose name is in this field must be an ITAR-empowered official (see 22 CFR Per the ITAR, the individual signing the request must meet all the criteria stated in 22 CFR § 120.25 The criteria include:
 - that the individual is a U.S. citizen, or is lawfully admitted to the United States for permanent residence, or an official of a foreign government acting in their official capacity; and
 - has responsibility for ensuring compliance with all the facts stated in the request; and

- is responsible for seeking all the required certifications of the form, as well as all other provisions of the ITAR; and
- can certify the conditions of 22 CFR § 126.13 and 130; and that the applicant and other parties to the request are eligible.

Block 23. Response to be sent to. FOR PAPER SUBMISSIONS ONLY: Provide the complete name, address and phone number. DO NOT PUT "SAME AS BLOCK 3."