

Frequently Asked Questions (FAQs) - Registration

Where do I submit my registration package?

[Click here](#) to get the address for submitting your registration package.

How will a new registrant know their fee?

The fee for new registrants is set at \$2,250.

How will a registrant that is ready to renew their current registration know their fee?

DDTC will send a written notification of the fee to be paid at least 60 days prior to the expiration date of the current registration. This notification will be addressed to the senior officer and address on the current registration unless a material change has been submitted per ITAR 122.4.

What if the registrant does not receive a notification?

If a renewal notification is not received, contact the DDTC Response Team at 202-663-1282 or by email at DDTCResponseTeam@state.gov. The company is responsible to ensure renewal fees are received prior to the registration expiration date.

What is the registration fee for non-profit organizations?

Registrants who are wholly exempt from income taxation pursuant to 26 U.S.C. 501(c)(3) may be reduced to the first tier registration fee of \$2,250 provided proof of such status (i.e., IRS certification form) is submitted with their registration package. The IRS certification must apply to all entities/affiliates listed in the registration submission.

Can the fee calculation be disputed?

If a registrant believes an error has been made in calculating its fee, the registrant may submit a written request explaining the basis for the challenge to the attention of Ms. Lisa V. Aguirre, Director, Office of Defense Trade Controls Compliance. If the registrant's registration is set to expire within 30 days or less, registrants should submit the challenge to DDTC with a completed renewal registration submission with a fee of \$2,250 to ensure registration does not expire while their inquiry is being resolved.

Does a registrant's fee calculation change if their registration package is determined to be incomplete and returned?

No. However, registrants should make every effort to submit a complete package.

If a registrant has questions on the registration fee, who should they call?

General questions should be addressed to the DDTC Response Team at 202-663-1282 or by email at DDTCResponseTeam@state.gov.

Will a registrant receive a refund if during the year the part of the company doing ITAR business is sold or closed?

Registration fees are not refunded.

How will back fees be calculated?

Back fees will be calculated using the fee structure in place during the period of the registrant's expired registration. See [Lapse Fee Guidelines](#) for the Registration Fee Table.

What types of applications are used to calculate the registration fee?

Applications used to calculate the fee include DSP-5, -6, -73, -74, -61, -62, -85s, -53s, -119s, and agreements and their amendments. Cases returned without action and denied cases are not included in the fee calculation, per the FRN. Submissions required under 22 CFR 123 through 126 which do not require response from the Department (e.g., sales reports) are not counted when determining the registration fee, nor are disclosures or requests for a commodity jurisdiction determination.

How can a registrant get a list of the licenses counted in determining the registration fee?

A list of those licenses DDTC counted may be requested from the Response Team. All requests for license lists must be submitted in writing (email or fax) and will be provided to the company within 2 business days.

Are there any special circumstances which the Department will consider to delay full payment of the registration fee?

Companies whose registration fee is greater than \$3,500 may appeal to the Department for consideration of an alternate payment schedule. To be considered, companies must provide proof that the registration fee being charged is greater than 1 percent of the total sales in the given year. "Total sales" includes domestic and international sales and is not limited to sales of items controlled on the USML. Applicants must submit a request for special consideration to DDTC not less than 30 days prior to registration expiration. Any request received within the 30 day window will be automatically disapproved.