

- Did you [check to see](#) if your company is already certified or has been certified in the past? If So Please Complete Block 7.b., if you have an existing JCP certification number. Otherwise, do not complete Blocks 7, 8 and 9 as they are for Joint Certification Office Use Only.
- CAGE Codes are required: For United States (U.S.) companies please ensure that you have a Commercial and Government Entity (CAGE) Code? Obtain a CAGE Code by registering with the [System for Award Management \(SAM\)](#) or calling 866-606-8220 for assistance. Note if you are completing a DD Form 2345 for an employee on a military base in a TODO capacity or similar functions please leave Block 2.d. empty unless you have a specific Cage Code assigned in your company's name at the base address.
- For Canadian companies, please ensure that you have a [North Atlantic Treaty Organization \(NATO\) CAGE](#) (NCAGE) Code? If not complete and submit the [NCage Code Request Form](#).
- Did you [verify](#) that your CAGE Code address matches the address used in Block 2.b?
- Are you submitting your original form signed in Block 6.c by an individual who can obligate the company to a contract to the address indicated near the top of the form by postal service or courier? E-mail and facsimile are NOT accepted.
- For an "Initial Submission", did you include the required supporting documentation identified near the mailing address at the top of the form? Please no W-9s.
- For a "Revision Submission, did you include the required supporting documentation (an official government document displaying the new address or legal company name change)? Please no W-9s.
- As an enterprise, did you use the company's full legal name in Block 2.a?
- As a self-employed individual, did you use your full legal name in Block 2.a.?
- Did you confirm the Data Custodian works at the address indicated in Block 2.b?
- Is the telephone number listed in Block 3.b the main company landline number (preferred)?
- Does Block 4 adequately describe your company's relevant business activity? Describe your business activity, **not why you want the form**.
- Do you plan to attend a symposium or a conference as an individual? If so, your DD Form 2345 requires supporting identification which shows your current address, as well as a photo.
- Did you submit a DD Form 2345 that indicates university related research? If so, request the form be re-submitted by the university's Office of Research and Grants or its equivalent organization on campus.
- Certification is site specific; do not submit several DD Form 2345s for the same address unless you have unique and separate Cage/NCAGE Codes for the address. This only slows the process down.
- Do you have the most recent and fillable version of the [DD Form 2345](#)?