



# UNITED STATES / CANADA JOINT CERTIFICATION PROGRAM

UNITED STATES/CANADA JOINT CERTIFICATION OFFICE  
DLA Logistics Information Services  
74 Washington Ave N  
Battle Creek, Michigan 49037

**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**. Along with this approval letter a copy of the **APPROVED** DD Form 2345 has been attached to your approval email. Your entity's certification number that has been assigned is shown in Block 7b on the attached form. This certification is valid for a five year period with the expiration date shown in Block 7c.

All future requests for Unclassified DoD Export Controlled 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.

**NOTE:** The Joint Certification Program Office does not provide access to DoD Unclassified Export Controlled Militarily Critical Technical Data

To gain access to DoD Unclassified Export Controlled Militarily Critical Technical Data, you must register with the following agencies:

**DLA Internet Bid Board System (DIBBS) HELP:** <https://www.dibbs.bsm.dla.mil/Refs/help/DibbsHelp.htm>

Points of Contact for problems with cFolders:

System Issues/Passwords and Resets – helpdesk (1-855-DLA-0001) 1-855-352-0001

Customer Service for Data Issues – 804-279-3477 (DSN 695-3477)

Or <https://www.dibbs.bsm.dla.mil/feedback/>

**Federal Business Opportunities (FBO)** office at 1-866-606-8220 <https://www.fbo.gov/?s=main&mode=list&tab=list> and reference the request number 3537 to set up your Marketing Partner Identification Number (MPIN). The MPIN is your password for the drawings.

Certified contractors must submit a revised DD Form 2345 whenever information previously furnished becomes outdated; for example, name of company, new person designated as the Data Custodian, or if there is a change of address information.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](#).

Please contact our office by email at [JCP-Helpdesk@dla.mil](mailto:JCP-Helpdesk@dla.mil) should you have any questions concerning the Joint Certification Program. Please use [JCP-ADMIN@dla.mil](mailto:JCP-ADMIN@dla.mil) for DD Form 2345 submissions and revisions.

If you have any other questions, DLA Customer Interaction Center (CIC) is available 24 hours a day, 7 days a week, including government holidays. Toll Free: 1-877-DLA-CALL (1-877-352-2255)  
or Email: [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil)

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.

Respectfully,

U.S. / Canada Joint Certification Program Office  
Defense Logistics Agency  
Logistics Information Services-J34  
HDI Federal Center 74 Washington Ave North Battle Creek, MI USA 49037-3084  
Web: <http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/JCP.aspx>