

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

**Guidelines for Completion of Export and Temporary Import License Applications**

When completing any online license application and an individual's name is required, the middle name or initial should be provided.

When completing any online license application, only the legal business name is permitted when listing a party involved in an export or temporary import in the following data fields:

- Source/manufacturer
- Seller
- Consignor
- Freight forwarder
- Foreign consignee
- Foreign intermediate consignee
- End-user.

An applicant must ensure the correct spelling is used when entering the legal business name(s) of any involved party.

Accordingly, the following must not be included in the **above mentioned data fields**:

- The term "subsidiary" and subsidiary information. For example, "Generic Company a subsidiary of Master Company" should instead read "Generic Company."
- The phrase "doing business as" or the term "dba" and dba information. For example, "Generic Company d/b/a Detail Name Inc." should instead read "Generic Company."
- A geographic or physical location indicator inserted within the company name where it is not part of the legal business name. For example, "Company A (United States) Limited" should instead read "Company A Limited" because Company A Limited is the legal business name of the entity." Additionally, "Business Class North America" should read "Business Class North America" because that is the legal business name of the entity.
- Additional instructions and inclusive comments. Some examples are:
  - "No Name Company, Inc. POC: Jane Doe" should instead read "No Name Company, Inc."
  - "One Uno Company Attn: John Doe President International Affairs" should instead read "One Uno Company."
  - "GreatBuzzness LLC and all others" should read "GreatBuzzness LLC."

Failure to adhere to these guidelines may result in a delay in review of a license application or a return without action (RWA). For additional guidance or clarification, please contact the DDTC Response Team at (202) 663-1282 or by email at [DDTCResponseTeam@state.gov](mailto:DDTCResponseTeam@state.gov).