

SAMPLE CHECKLIST FOR COMPLETING A DSP-61 APPLICATION

_____ Block 12 must specify:

- Description of the commodity

_____ Block 23(a) must identify the specific purpose for the temporary export (i.e. overhaul/repair; modification/upgrade; trade show; demonstration; exercise at U.S. bases/ranges; or transshipment).

_____ Ensure the appropriate box under 23(b) is checked. (i.e. return to country in Block 16 or transshipment to a third country).

_____ Ensure block 25(a) is signed by a responsible empowered official authorized by the applicant.

_____ Ensure the appropriate box under block 25(b) is checked.

SUPPORTING DOCUMENTATION:

For overhaul/repair and modification/upgrade transactions, the application must be supported with the following documentation:

- A transmittal letter from the foreign owner of the defense articles requesting the transaction.

For trade shows or demonstrations, the application must be supported with the following documentation:

- A transmittal letter from the U.S. entity responsible for the defense articles while in the U.S. and/or trade show registration documentation from the foreign party.
- In addition to the above requirement, transactions involving demonstrations must include documentation from the U.S. party requesting the demonstration.

For military exercises at U.S. bases/ranges, the application must be supported with the following documentation:

- A transmittal letter from the foreign government identifying the participation of the foreign country in the military exercise. This cannot be a blanket approval covering multiple exercises.

For transshipment licenses for foreign origin defense articles, the documentation should represent the transaction between the two foreign entities (blocks 16 and 24) and should include the following:

- A firm purchase order
- An end-use statement

For transshipment licenses for U.S. origin defense articles, the documentation must also include:

- An approved General Correspondence (GC) for retransfer of the defense articles to the new end-user.

If the articles are SME, the required DSP-83 should have been submitted with the GC request.

For Licenses in “Furtherance of an Agreement”, if applicable

Does the application reference an agreement? If so, the required transmittal letter and supporting documentation must be submitted at the time the license application is submitted. For information regarding documentation requirements, please refer to [“http://pmddtc.state.gov/licensing/documents/AG_Section_9.4_Replacement.pdf”](http://pmddtc.state.gov/licensing/documents/AG_Section_9.4_Replacement.pdf)