

SAMPLE CHECKLIST FOR COMPLETING A DSP-73 APPLICATION

_____ Block 13 must specify:

- Description of the commodity

_____ Block 23 must identify the specific purpose for the temporary export (i.e. repair/replacement; enhancement, test equipment/fit checks; demonstration/marketing; trade show; or prior approval.

_____ Ensure block 30(a) is signed by a responsible empowered official authorized by the applicant.

_____ Ensure the appropriate box under block 30(b) is checked.

SUPPORTING DOUCUMENTATION:

For repair/replacement, integration/incorporation, test equipment, demonstration/marketing, trade shows, or prior approval, the application MUST be supported with the following documentation:

- A transmittal letter from the U.S. applicant explaining the need for the temporary export as well as the roles of each party to the license.

For replacement/renewal license applications, the application MUST be supported with the following documentation:

- The application MUST be submitted 60 days in advance to ensure sufficient review time.
- Request for renewal of a license must be supported with a transmittal letter from the U.S. applicant identifying the need for continued activity.
- Request for a replacement license must be supported with a transmittal letter from the U.S. applicant identifying the reason for replacement.
- A copy of the previous license must be submitted with the request for a renewal/replacement license.

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://pmdtcc.state.gov/licensing/documents/AG_Section_9.4_Replacement.pdf"](http://pmdtcc.state.gov/licensing/documents/AG_Section_9.4_Replacement.pdf)