

For Companies Seeking to Extend their Broker Registration to Align with Expiration of their Manufacturer/Exporter Registration for Purpose of Future Registration Consolidation

Consolidation of existing manufacturer/exporter/broker registrations must occur during renewal of the manufacturer/exporter registration. If your existing broker registration expires prior to your manufacturer/exporter registration and you intend to consolidate your broker registration, then you may request an extension of your broker registration to align with your manufacture/exporter registration by submitting a letter containing the following information:

1. Prepared on the Registrant's letterhead.
2. Copied verbatim as written below except for the sections in parentheses and italicized. In those sections, include specific information. (See sample letter below).
3. Include your manufacturer/exporter and broker registration codes and expiration dates.
4. Include a point of contact, including name, phone number, and the email address of the person to whom you would like the Department to send the broker registration complete letter with updated expiration date.
5. Signed by an authorized senior officer listed in block 7 of the DS-2032 form.
6. Prepared using the same business legal name as the U.S. or Foreign equivalent Government or State (endorsed or issued) documentation supporting legal name and organizational type of the registrant (e.g. articles of organization, articles of incorporation, State Incorporation Certificate).
7. Addressed to Mr. Daniel Buzby, Acting Director, Office of Defense Trade Controls Compliance, in hard copy to one of the following addresses:

Registered Mail or Express Mail (such as FEDEX, DHL, UPS, etc.) Delivery

(Express mail is recommended for tracking and faster delivery)

U.S. Department of State
Directorate of Defense Trade Controls
Compliance and Registration Division
2401 E Street NW, SA-1, Room H1200
Washington, DC 20037

Note: Due to screening procedures at the Department of State, at this time only UPS and FEDEX are able to deliver directly to the courier service address 20037 zip code. While other service providers may be used, please allow up to an additional two weeks for actual delivery to the Office of Defense Trade Controls Compliance, Compliance and Registration Division.

Regular Mail Delivery (U.S. Postal Service)

U.S. Department of State
Directorate of Defense Trade Controls
Compliance and Registration Division
2401 E Street NW, SA-1, Room H1200
Washington, DC 20522

Or by fax to: (202) 261-8695

Dear *(insert name of current Director of the Office of Defense Trade Controls Compliance)*:

Subject: *(Insert company name)* Requests to Extend Broker Registration to Align with Manufacturer/Exporter Registration Expiration for Future Registration Consolidation

Manufacturer/Exporter Registration Code: M _____ **Expiration Date:** _____ *(MM/DD/YYYY)*
Broker Registration Code: **K-** _____ **Expiration Date:** _____ *(MM/DD/YYYY)*

“(Insert company name) intends to consolidate our manufacturer and/or exporter registration with our broker registration. However, our broker registration expires prior to the expiration of our manufacturer and/or exporter registration. Therefore, we request the Directorate of Defense Trade Controls to extend our broker registration to align with the expiration of our manufacturer/exporter registration, so that we may consolidate our registrations upon renewal, and will not be subject to a separate fee for renewing our broker registration.

We will submit our broker activity report with our consolidated registration renewal package. The broker activity report will cover all broker activity not previously reported up to 3 months prior to our manufacturer and/or exporter registration expiration date.

We certify that no change in our eligibility from what is represented in our previously submitted DS-2032 Statement of Registration has occurred for our broker registration *(otherwise specify change in eligibility status)*.

Under penalty according to Federal Law (22 C.F.R. 127.2, 22 U.S.C. 2778, 18 USC 1001), I *(insert name of person signing letter)*, as a senior officer, authorized by *(name of registered entity)*, warrant the truth of the statements herein.”

If DDTC has any questions pertaining to this request, please contact *(insert contact person name)* at *(insert phone number)*. Additionally, please email a copy of the registration extension complete letter to *(insert email address)*.

Respectfully,

(Signature, in ink, of Senior Officer as their name appears in block 7 of the DS-2032 form)

(Print Full Name)

(Insert Official Title)