

WVU Unclassified Technical Data DD 2345 Certification Request

Part One: Submit to exportcontrol@mail.wvu.edu

This form is required for use of the DD2345 Certification on file with the Export Control Office. The DD2345 Certification allows an individual or employee of a register entity to receive and access unclassified technical data (UTD) disclosing militarily critical technical data (MCTD). This form is to be completed by each individual applying to receive the UTD or MCTD under the WVU Certification.

Applicant's Name:**Department:**

Applicant's Telephone Number:**Preferred Email Address:**

Chairperson or Director's Name:**Chairperson or Director's Title:**

Dean of College or Vice President of Unit:**Dean or Vice President's Title:**

Name of entity *providing* the UTD or MCTD:

Why is the UTD or MCTD required? (*brief explanation*)

How will the UTD or MCTD be released:

Conference

Special Briefing

Bidding Package

Trade Show

Other

Specify the Name of the Event/Contract and Related Dates (i.e., date of UTD transfer or conference)

WVU Unclassified Technical Data DD 2345 Certification

Part Two: Complete only after attending DD2345 Export Control Training

After attending the export control training, the Applicant must read, acknowledge, and sign the following certification. The Applicant's Chairperson or Director *and* the Applicant's Dean or Vice President must acknowledge and sign the Certification indicating that each supports the use and receipt of UTD or MCTD in the Department.

CERTIFICATION

As a user of WVU DD 2345 Certification and recipient UTD or MCTD, I certify, as the Applicant, the following:

The UTD or MCTD is required in order to bid or perform on a contract or for an approved activity, as indicated by the signature below.

I will use the copy of the West Virginia University's DD 2345 Certification for the above-described purpose only.

I acknowledge all responsibilities under applicable U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of MCTD within the United States) or applicable Canadian export control laws and regulations, and agree not to disseminate MCTD in a manner that would violate applicable U.S. or Canadian export control laws and regulations

I will not provide access to militarily critical technical data to persons other than their employees or eligible persons designated by the registrant to act on their behalf unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR, or by the U.S. or Canadian Government agency that provided the technical data.

I am not debarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts, and have not violated U.S. or contravened Canadian export control laws, and have not had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.

Prior to or within 24 hours of receiving the UTD or MCTD, I will contact the Export Control Office about scheduling a meeting to review the technical data and to establish a formal technology control plan.

I certify that the information and certifications made by me are true, complete, and accurate to the best of my knowledge and belief and are made in good faith

Date

Additional signatures or approvals:

I certify that I understand Unclassified Technical Data or Militarily Critical Technical Data is being released to an employee of the _____ and that specific protective measure will be required by the Export Control Office in order to keep the data secured. I support the release of the data to the Applicant and will coordinate with the Export Control Office as necessary.

Date

Date

I certify that I have advised the Applicant about the risks of and requirements for receiving Unclassified Technical Data or Militarily Critical Technical Data under the WVU DD 2345 Certification. The Applicant received DD 2345 training on _____.

Patricia. A. Powers
Data Custodian

Date _____