# SAMPLE CHECKLIST FOR COMPLETING A DSP-5 APPLICATION FOR THE EMPLOYMENT OF FOREIGN PERSONS

_____ The country/countries identified in Block 3 must reflect the nationality of the subject foreign person

_____ Block 10 must describe the USML technical data that will be provided by the applicant to the foreign person

_____ Block 14 must identify the name of the foreign person and the complete address of residence where the individual maintains a residence or intends to return. NOTE: post office boxes are not acceptable. A precise street address must be used.

_____ If the place of birth differs from the place in which the foreign person now resides in and holds citizenship, Block 18 must identify the city and country for the place of birth for that foreign person.

_____ Block 20 must state "for employment of a foreign person who will require access to technical data related to the [specific program and commodity]".

_____ Block 21 must identify the address of U.S. residence if the foreign person has already entered the country. NOTE: post office boxes are not acceptable. A precise street address must be used.

_____ Ensure block 22(a) is signed by a responsible empowered official authorized by the applicant.

_____ Ensure the appropriate box under block 22(c) is checked.


**SUPPORTING DOCUMENTATION:**
**_Cover Letter_**
_____ Does the application contain the required cover letter?

_____ Does the required cover letter explain the requirement and scope of employment?

**_Passport_**
_____ Has a copy of the passport been submitted with the license application?

_____ Is the passport current?

**_Work Authorization_**
_____ Has a copy of the Visa or other form of authorization from the Department of Homeland Security, U.S. Citizenship and Immigration Service been submitted with the application?

_____ Does the Visa or other form of authorization have a current date?

***Resume***

_____Has a copy of the resume been submitted with the license application?

***Job Description***

_____Has a copy of the job description been submitted with the license application?

***Detailed description of the technical data to be released***

_____Is the application supported with a detailed description of the technical data to be released?

***Non-Disclosure Agreement (NDA)***

_____Has a copy of the NDA been submitted with the license application?

_____Has the NDA been signed by the foreign party (employee)?

_____Has the NDA been signed by the U.S. person (employer)?

***Technology Control Plan (TCP)***

_____Has a copy of the TCP been submitted with the license application?

_____Has the TCP been signed?

***DSP-83 for submission of a DSP-85 Form and Manufacturing Know-How of SME***

_____Does your license application contain manufacturing know-how of Significant Military Equipment (SME)?  If so, a DSP-83 MUST be submitted with your license application:

_____Is the DSP-83 the one-page version? If not, download the most recent version of the form from "http://pmddtc.state.gov/licensing/documents/dsp_83.pdf"

_____Does the DSP-83 contain the following information:

☐ Technical data description (does this match what is listed on the license application)

☐ Value

_____Is the DSP-83 signed by the:

☐ Foreign end-user

☐ Applicant