Instructions for filling out the individual form:

1. Date – fill in date letter is being initiated.
2. To – Fill in name of conference or event, city and state it is located in - finally the dates of the event.
3. Type the name of the individual attending in the Blocks provided.
4. Fill in the name of the Entity (company) the individual is employed by.
5. The Security Officer / Data Custodian's name is to be printed.
6. The Security Officer / Data Custodian will physically sign and date the form.
7. Organization (Entity) name will be provided (As it appears in CAGE) (https://cage.dla.mil)
8. Organization (Entity) 'Active' CAGE Code will be added to the form.
9. Fill in last ITAR/CUI document handling training date completed.
10. Organization (Entity) 'Active' JCP Certification Number will be added to the form.
11. Address of the Entity (Company) will be provided.
12. City, State and zip code of the Entity (Company) will be provided.
13. Data Custodian's phone number will be provided (use format shown)
14. Bring completed EVL and DD2345 forms to the Onsite Registration desk.