

U.S. Department of State
Instructions/Guidelines for request for GENERAL INQUIRY
Form DS-6000

If you desire to submit a paper submission for a “General Inquiry” to the Directorate of Defense Trade Controls (DDTC), you may find Form DS-6000 helpful in structuring your request. Form DS-6000 was designed to electronically submit a “General Inquiry” using the D-Trade system. If you choose to submit your request by letter, your letter should include all the data fields from the DS-6000 that are pertinent to your inquiry.

A “General Inquiry” is used to request a DDTC response to inquiries involving International Traffic in Arms Regulations (ITAR, 22 CFR 120-130) regulatory matters (e.g., interpretation of ITAR provisions; established export control policy and practices; general issues related to export licensing, agreements and compliance). It can ONLY be used when seeking general guidance from DDTC that cannot be acquired through any other type of DDTC request. For example, this request may not be used to obtain export approvals that are provided via Forms DSP-5, DSP-73, DSP-61 and DSP-85. It also may not be used to request an advisory opinion (Form DS-6001); approval for change in end user, change in end use and destination of hardware (Form DS-6004); or reconsideration of UNCLASSIFIED provisos/conditions of approval (Form DS-6003). If you desire an opinion on whether DDTC would likely grant a license or other approval for an export transaction involving defense articles (hardware, technical data or service), the “Request for an Advisory Opinion (22 CFR 126.9)” Form DS-6001 should be used.

A DDTC response to a general inquiry does NOT provide any form of State Department export approval. Therefore, the requester need not be registered with DDTC and the request does not need to be submitted or signed by an ITAR empowered official (see 22 CFR §120.25). In any instance when the matter involves a DDTC determination, the requester must be registered and must submit the request on the proper form. Responses to general inquiry requests are made solely on the facts provided, are not binding on the Department of State, and are revocable. Also, since they are not approvals, there is no duration provision for review or reconsideration of the Department’s response. Further communications on the matter must take the form of a new inquiry or the submission using a specific type of request for DDTC approval.

General Instructions:

1. Prior to submission you should determine that all amplifying documentation to support your request is available for transmission of your inquiry to DDTC.
2. All blocks with an asterisk must be completed. The remaining blocks, while not mandatory, provide information that will assist in reviewing your request. Failure to provide information that is essential to the review may result in a misleading response.

Specific Instructions/Guidelines:

***Block 1.** Date Prepared. Enter the date (month/day/year).

***Block 2.** DDTC Applicant/Registrant Code. The requester does not need to be registered to submit a request. However, for registration status the requester must select one of the following: never registered; previously registered (if once registered with DDTC but no longer in the business of manufacturing or exporting defense articles); or, currently registered (provide your DDTC registration number; this number must include the prefix letter – for example, “M” if applicant is a manufacturer and/or exporter).

***Block 3.** Requester’s Name, Address, ZIP Code and Telephone number. The first line must reflect name under which company is registered. Subsequent lines may identify a specific subsidiary of the applicant company. Use the address at which the requester is located. Do not use Post Office Box numbers.

***Block 4.** Type of Inquiry. Select one of the following: ITAR clarification; policy; application; agreement; compliance; or other. Choose the type of inquiry that most applies to your request. When you choose “other,” you must provide language to explain the type of inquiry.

Block 5. Name and telephone number of requester’s contact(s). List individual(s) familiar with this transaction who can respond to DDTC staff or other government agencies. The individual(s) should be prepared to respond to procedural and/or technical questions. You may list more than one individual. Please do not list an individual who is not familiar with the transaction or inquiry and thus unable to respond. Do not list U.S. Government personnel.

Block 6. Name(s) and agency and telephone number of U.S. Government personnel familiar with the request. The individual identified in this block must be an employee of a U.S. Government agency. For each individual, choose the agency and provide their name and telephone number. If you wish to identify an employee in the Department of State, supply the specific office in which they are employed (e.g., African Affairs Bureau (AF), South African Desk) in the “Please Specify Other” space. If your inquiry was discussed with an employee of the U.S. Government, provide in Block 12 details of the discussion.

Block 7. Country(s) of Ultimate Destination. Provide the full name of the country (e.g., United Kingdom). Do not use abbreviations or acronyms (e.g., UK).

Block 8. Name, address and role of foreign party(s). Provide the full name and address of the party(s) to the transaction. When addressing their role in the transaction, provide specific details of each party, to include any interaction that the parties may have.

***Block 9.** Are Defense Articles Involved in this inquiry? Choose yes/no. If yes, complete 9(a) and 9(b).

Block 9(a). Identify the types of defense articles involved in the inquiry. Select all that apply (i.e., USML Hardware, Technical Data, Defense Services); and,

Block 9(b). Provide a description of the defense articles related to the inquiry (e.g., model number, nomenclature, U.S. Government program in which the article is/may be used, U.S. Government agencies using the defense article, level of U.S. Government classification, licensing history of the product).

Block 10. USML Category Number. Using 22 CFR 121, determine the U.S. Munitions List (USML) Category and subcategory.

***Block 11.** Is the request the subject of or related to an enforcement matter? Choose yes/no. If yes, complete 11(a) and (b).

Block 11(a). Identify what kind of enforcement matter (choose all that apply); and,

Block 11(b). Provide details of the enforcement activity.

***Block 12.** Brief description of the inquiry. You must provide a brief description of the inquiry in this block. If you require more space than is provided in this block, write “SEE ATTACHMENT FOR THIS BLOCK” in the block only after providing a brief description of your inquiry. Any attachments you provide should amplify the brief description provided in this block. The information in this block and all supporting documentation are critical to your request. The purpose of this block is to provide the information that you believe will assist the U.S. Government in understanding the request, to include an explanation of attached documentation, amplification of inquiry (e.g., any relevant Government-to-Government Memorandums, U.S./foreign government programs, laws and regulations). The details of the request provided in this block will be critical to the U.S. Government review and will effect both the processing time and the response provided by DDTC.

Block 13. Response to be sent to. It is mandatory that you provide the complete name, address, and phone number.