

DD-2345 Certification information

JCP Home – link to DD-2345 Form: <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>

DD-2345 instructions: <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/DD2345Instructions/>

Joint Certification Program (JCP)

Contact Us

U.S./Canada Joint Certification Office
Logistics Information Services
Federal Center, 74 Washington Ave., North
Battle Creek, Michigan USA 49037-3084

Phone: 877-352-2255

E-mail: JCP-Admin@DLA.MIL

General Instructions

1. Attention all JCP Customers:

Effective immediately, we are unable to accept or receive JCP applications by any means of sent (United States (U.S.) postal service, United Parcel Service (UPS), FedEx) mail. Until further notice, please submit all JCP applications to our office by e-mail at JCP-ADMIN@DLA.MIL.

Thank you,
Joint Certification Program Office

2. Use [JCP Search](#) to verify if your company has been or is already certified. Searches can be done by company name, Commercial and Government Entity (CAGE) Code, or JCP Certification number. This provides you with a first-hand view of your company's information, which may require an update.

3. An active CAGE Code or a Canadian-issued North Atlantic Treaty Organization (NATO) Commercial and Governmental Entity Code (NCAGE Code) must be obtained and is required for all companies **prior** to the submission of your completed DD Form 2345.

United States (U.S.) companies should use [JCP Search](#) to verify your company's CAGE Code. Canadian companies should use [NCAGE Search](#) to verify your company's NCAGE Code. E-mail the Canadian National Codification Bureau (NCB) at ncbcancage@forces.gc.ca to make corrections to your NCAGE data.

The information recorded here must exactly match the information you enter on the DD Form 2345. For companies doing business with the Department of Defense (DOD), you must have a [Data Universal Numbering System \(DUNS\)](#) and register in the [System for Award Management \(SAM\)](#) prior to submitting your DD Form 2345.

Note: If any changes must be done in CAGE/NCAGE, DUNS or SAM, please allow 24-48 hours for the system to update before submitting your DD Form 2345.