

## **Business Location Verification**

As part of the strengthened validation process, the JCP Office has added **location verification** requirements. This enhancement was introduced due to inconsistencies and irregularities identified during the investigation of entities requesting certification.

To ensure that only legitimate, physically verifiable entities gain access to export-controlled technical data, applicants must provide documentation confirming the physical existence and operational status of each site requesting certification.

### **Required Documentation**

#### **1. Photographs**

- Provide clear, recent photos showing:
  - **Exterior signage**
    - Displaying the entity name and physical address
      - If signage is separate (e.g., roadside monument sign), include photos of both the sign and the building
  - **Interior entrance signage**
    - Including suite numbers or internal identifiers
  - **Interior work areas**
    - Including office where data is downloaded
    - Manufacturers show shop/work areas

**NOTE: Sensitive or proprietary information should be sanitized from photos prior to submission**

#### **2. Lease or Ownership Documentation**

If the building is not owned by the applicant:

- Upload a **current lease agreement** for the specific physical address associated with the CAGE code
  - Include **all amendments, extensions, or addenda**
  - If multiple entities share the space, provide documentation confirming the applicant's assigned suite or area

#### **3. Site-Specific Contact Information**

Each site must provide:

- A **site-specific phone number**
- A **site-specific email address**
- A **Data Custodian connected to that CAGE site/location**

These requirements ensure that each certified location is a legitimate, staffed, and operational facility.