How to Submit an Application

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How can I register for SNAP-R?

- Go to the PIN Request page and fill out either the “Company Certification Letter” or “Third Party Certification Letter” if you are a third-party submitter.
- Company certification is required
- Should receive user ID and PIN within 5 to 10 business days.

http://www.bis.doc.gov/SNAP/pinsnapr.htm
The Simplified Network Application Process - Redesign (SNAP-R)

For the Submission of License Applications, Commodity Classification Requests, and AGR Notifications

"SNAP-R" PIN/CIN Request Package

SNAP-R allows users to submit export license applications, commodity classification requests, reexport license applications, and license exception AGR notifications via the Internet. You must have a Company Identification Number (CIN) and a Personal Identification Number (PIN) to access SNAP-R. The procedures and requirements for obtaining a CIN and PIN are set forth below.

Company Certification Letter Guidance

Every applicant who requires authorization to use SNAP-R will be assigned a CIN. In order to submit electronic requests to SNAP-R, an applicant must submit a Company Certification Letter with a signature from an officer of the company. This is an individual who is authorized by the company to submit the certification letter and has the authority to bind the company to the conditions and obligations set forth on the certification letter. Acronyms and/or abbreviations for a company's name are acceptable only if they are the legal name of the company. The standard language contained in the certification letter template must not be altered except on the first line where "company" can be substituted with "individual" when the applicant is an individual and not a company. Each person that submits a Company Certification Letter to use SNAP-R will be provided a PIN. All individuals requiring access to work items via SNAP-R must sign the PIN holder's certification section on the certification letter in order to obtain a PIN.

SNAP-R Online

If you do not have company letterhead, the certification letter need not be on letterhead; however, you must provide an explanation as to why you have no formal company letterhead. The letter must be signed by the individual seeking...
**First time SNAP-R Users**

If you are a previous SNAP user, please create your login ID and password with your current SNAP Applicant ID and FIN.

**Users registered with SNAP-R**

Users registered with SNAP-R should use their Login ID and password to login here.

For more information on SNAP-R go to the [SNAP-R information site](https://snapdoc.gov/snap/exp/welcome).
SNAP-R

Create Work Item

New Work Item

Please select a Work Item type from the dropdown box, then click Create.

Type

Export License Application
Export License Application
Re-Export License Application
Agriculture License Exception Notice
Commodity Classification Request

Reference Number

Reuse Existing Work Item

Please click Search to Reuse to find a Work Item to copy.

Search to Reuse
STELA
The System for Tracking Export License Applications

To better serve the exporting community, BIS has launched an on-line version of its System for Tracking Export License Applications (STELA). You may now check the status of your export / re-export license applications, classification requests and AGR notifications at https://snapr.bis.doc.gov/stela. The applicant must input their BIS assigned application control number (ACN) and they will subsequently receive the same status information as communicated through the current phone-based STELA voice response system. With this new on-line service, the phone-based STELA will be eventually phased out, so start using STELA On-line today!
USE OF THIS SYSTEM IS RESTRICTED AND MONITORED!!!

You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all computers connected to this network, and 4) all devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only, you have no reasonable expectation of privacy regarding any communication of data transiting or stored on this information system, at any time and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

BIS provides STELA information for tracking purposes only.
Please refer to SNAP-R, or the hard copy response, for the details of the final action made on your application submission.
Please direct any questions, comments, or concerns to the Exporter's Inquiry Form.
Summary: How to Submit an Application

- SNAP-R is the mandatory method of submitting an application [with a few exceptions – see § 748.1]
- Only a person in the United States may apply for an export license.
- Persons outside the United States may apply for a commodity classification and a reexport license
How the U.S. Government Processes Your License Application

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Topics of Discussion

• BIS Review

• Interagency Review

• Escalation Procedure

• Final Decision
Initial Review and Technical Analysis
§750.4(c)

- Contact applicant for additional information
- Verify classification
- RWA - Return application if license not required
- Refer to other agencies if required
- HWA - Hold without action
- Approve or notify of intent to deny
Interagency Review
§750.4(d)

- Review by other agencies or interagency groups
  - DOS, DOD, DOE, DOJ
  - MTEC, SNEC, The Shield

- Recommendation by reviewing agencies
  - Must provide regulatory basis for denials
  - If no response within 30 days, agency deemed to have no objection to BIS decision
Escalation Procedure
§750.4(f)

- Operating Committee (OC)
- Advisory Committee on Export Policy (ACEP)
- Export Administration Review Board (EARB)
Final Decision

• **Possible Outcomes**
  – Return Without Action
  – Approval with Conditions
  – Denial

• **Issuance §750.7**
  – Validity period
    • Generally 2 years
    • Extended validity: §750.7(g)
Summary-License Review Process

Step 1: Submit Application

Step 2: Initial Analysis

Step 3: Conduct Technical & Policy Review

Step 4: Conduct Interagency Review

Step 5: Escalation Procedure (*if necessary*)

Step 6: Final Decision