If you ship a commercial item from the United States to a foreign destination, your transaction is likely to be subject to the jurisdiction of the U.S. Department of Commerce. The Bureau of Industry and Security (BIS) within the U.S. Department of Commerce has jurisdiction over the export and reexport of “dual-use” items (i.e., commodities, technology and software that have both civilian and military or proliferation applications). These controls are implemented through the Export Administration Regulations (EAR).

If your item is subject to the jurisdiction of the U.S. Department of Commerce, you should first determine if your item is designated by an Export Control Classification Number (ECCN) on the Commerce Control List (CCL). The ECCN is a key factor in determining whether you need a license to export dual-use items outside of the U.S.

The Commerce Control List can be found in Supplement 1 to Part 774 of 15 CFR or at http://www.bis.doc.gov. Click the link for the “Commerce Control List” on the left side of the page.
What is an ECCN?
An Export Control Classification Number (ECCN) is an alphanumeric designation (i.e., 1A984 or 4A001) used in the CCL to identify items for export control purposes. An ECCN categorizes items based on the nature of the product, i.e. type of commodity, technology or software and its respective technical parameters.

Once the ECCN has been identified, you can determine the reasons for control of the item, which transactions may require an export license based on the country of destination, and which license exceptions, if any, may apply.

What is an EAR99 designation?
Items that are subject to the jurisdiction of the EAR but are not on the CCL, are designated EAR99. EAR99 serves as a “basket” category for all such items.
Determining Your ECCN:

There are three approaches to determine an ECCN:

1. **Go to the Source**: Contact the manufacturer, producer or developer to see if they have a current ECCN for the item. Keep in mind that ECCNs may change over time, so you still need to review the ECCN to be sure you are in agreement.

2. **Self-Classify**: In order to self-classify your item, you need a technical understanding of the item. Additionally, you need to be familiar with the structure and format of the CCL.

To classify your item against the CCL, begin with a review of the general characteristics of your item. The CCL is divided into ten categories. The first digit of the ECCN represents the category (*see exhibit A*). Each of the ten categories is divided into five product groups, represented by the second digit of the ECCN (*see exhibit B*). Once the appropriate category and product group are identified,
match the particular characteristics and functions of your item to one of the specific ECCNs that follow. If the ECCN contains a list under the “Items” heading, you should review the list to determine within which subparagraph(s) your item is identified.

*(Exhibit A)*

<table>
<thead>
<tr>
<th>Commerce Control List Categories</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 = Nuclear materials, facilities and equipment (and miscellaneous items)</td>
<td></td>
</tr>
<tr>
<td>1 = Materials, Chemicals, Microorganisms and Toxins</td>
<td></td>
</tr>
<tr>
<td>2 = Materials Processing</td>
<td></td>
</tr>
<tr>
<td>3 = Electronics</td>
<td></td>
</tr>
<tr>
<td>4 = Computers</td>
<td></td>
</tr>
<tr>
<td>5 = Telecommunications and Information Security</td>
<td></td>
</tr>
<tr>
<td>6 = Sensors and Lasers</td>
<td></td>
</tr>
<tr>
<td>7 = Navigation and Avionics</td>
<td></td>
</tr>
<tr>
<td>8 = Marine</td>
<td></td>
</tr>
<tr>
<td>9 = Propulsion Systems, Space Vehicles, and Related Equipment</td>
<td></td>
</tr>
</tbody>
</table>

*(Exhibit B)*

<table>
<thead>
<tr>
<th>Product Groups</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Systems, Equipment and Components</td>
<td></td>
</tr>
<tr>
<td>B. Test, Inspection and Production Equipment</td>
<td></td>
</tr>
<tr>
<td>C. Materials</td>
<td></td>
</tr>
<tr>
<td>D. Software</td>
<td></td>
</tr>
<tr>
<td>E. Technology</td>
<td></td>
</tr>
</tbody>
</table>
If your item does not have a specific ECCN in any category of the CCL, then your item is designated as EAR99.

**3. Official Request to BIS:** You may request an official classification from BIS using the electronic licensing system, SNAP-R. You must obtain a Personal Identification Number (PIN) and Company Identification Number (CIN) to access the online system. For further information regarding SNAP-R and PINs, visit our website at [http://www.bis.doc.gov/snap/pinsnapr.htm](http://www.bis.doc.gov/snap/pinsnapr.htm).

**Once you have determined your ECCN: Next Steps**

Once you have classified the item, the next step is to determine whether you need an export license. You do this by cross-referencing the “Reasons for Control” of the item and the country of ultimate destination. Here’s how:

Below the main heading for your ECCN entry, you will find “Reasons for Control” (e.g., NS for National Security, AT for Anti-Terrorism, CC for Crime Control, etc.) and a “Country Chart”
reference associated with your item (e.g., NP Column 1). Some controls apply only to certain sub-paragraphs, so note carefully which apply to your item. Also, an item may have more than one control associated with it. Next, turn to the “Commerce Country Chart” (Supp.1 to Part 738). This is also available on our website.

If there is an “X” in the column based on the reason(s) for control of your item and the country of destination, a license is required, unless a License Exception is available. If there is no “X” in the control column(s) specified under your ECCN and country of destination, you will not need an export license unless you are exporting to an end-user or end-use of concern or any other General Prohibition applies. For additional information on License Exceptions, General Prohibitions, or End-Users of concern, refer to “Introduction to the Commerce Department’s Export Controls.”
Frequently Asked Questions:

Does the Department of Commerce have jurisdiction over all exports?

The Department of Commerce does not regulate all goods, services, and technologies. Other U.S. Government agencies have export control responsibilities for regulating more specialized exports. For example, if you are shipping military goods, your item may be subject to the licensing jurisdiction of the Directorate of Defense Trade Controls at the Department of State. The BIS website identifies resource links for various U.S. Government agencies with export control responsibilities. See http://www.bis.doc.gov/About/reslinks.htm.

If my item is EAR99, does that mean I do not need a license?

It depends on all the facts of the transaction. Generally, EAR99 items may be shipped under the designation “NLR” which stands for “No License Required.” However, if your export of an EAR99 item is to an embargoed or sanctioned country, to an end-user of concern or in
support of a prohibited end-use, you may be required to obtain an export license.

Are ECCNs and Schedule B numbers different?
Yes, an ECCN is different from a Schedule B number. A Schedule B number is used by the Census Bureau to collect trade statistics. There is no correlation between these numbering systems. Knowing a Schedule B number will not help to determine the ECCN. The Bureau of Census’s Foreign Trade Division can assist you with Schedule B numbers at 1-800-549-0595. A Schedule B search engine is available at http://www.census.gov/foreign-trade/schedules/b/. An ECCN is also different from the Harmonized Tariff System Nomenclature, which is used to determine import duties.

I have been told that I can get an official ECCN determination over the telephone from the Department of Commerce. Is this true?

No. The ECCN is based on the technical characteristics of the item and requires a detailed analysis of the item in order for it to
be classified. The Department of Commerce cannot provide you with an ECCN over the telephone. However, we can assist you in understanding how to do a self-classification of the item using on-line resources and your technical understanding of the item. We can also explain the process of submitting an official request for a classification. The Office of Exporter Services has counselors available in Washington DC at (202) 482-4811 and in our Western Regional Office in California at (949) 660-0144 or (408) 998-8806.

*I have found an official classification done by the Department of Commerce back in 1996. Can I still use this?*

The Commerce Control List and ECCNs can change - sometimes items are added to the CCL and other times item specifications are changed or removed. In addition, your item may have different technical characteristics than what was classified previously. It is important to stay up-to-date with changes to the Commerce Control List which may affect your item’s classification.
Need Further Assistance?

www.bis.doc.gov

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Outreach and Educational Services Division
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14th Street & Pennsylvania Avenue, N.W.
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Fax: (202) 482-2927

OExS Western Regional Office

3300 Irvine Avenue
Suite 345
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Fax: (949) 660-9347

160 W. Santa Clara Street
Suite 725
San Jose, CA 95113
Office: (408) 998-8806
Fax: (408) 998-8677
Instructions for Submitting a Commodity Classification Request to BIS using the Simplified Network Application Process – Redesign (SNAP – R)

To submit a License Application or Commodity Classification Request on-line, you first have to obtain a Company Identification Number (CIN) and Personal Identification Number (PIN) number.

1) For PIN application go to:  http://www.bis.doc.gov/SNAP/pinsnapr.htm

2) Cut and paste the “Company PIN Certification letter” on your letterhead, fill out and fax to 202-219-9182.

3) You will receive a call in about two weeks with your CIN and PIN.

4) Once you receive your PIN, you can submit the License Application (or Commodity Classification Request) online at https://snapr.bis.doc.gov/ Be sure to go to the First Time User login.

5) You will then create a License Application or Commodity Classification Work Item to submit.

6) Be sure to read the instructions in the SNAP-R User Manual before you begin as it will answer all of your questions regarding how to fill out the form, at www.bis.doc.gov/snapr/snapr_exporter_user_manual.pdf.