



MANUFACTURER REGISTRATION
Election Supporting Technology Evaluation Program
U.S. Election Assistance Commission

OMB Control # 3265-0028

Expires: XX/XX/XXXX

Manufacturer Code

FOR EAC USE ONLY

About this Form

Complete this form before submitting an Application for Testing under the U.S. Election Assistance Commission's (EAC) Election Supporting Technology Evaluation Program (ESTEP). Registration establishes the manufacturer and its authorized contacts with the EAC. **Registration does not constitute acceptance of a system for testing, certification, or approval by the EAC.**

- **When to complete:** Complete this form before submitting a system for testing, either for initial registration or to update previously submitted information.
- **Manufacturer eligibility:** This form is intended for manufacturers or developers (commercial or in-house) of election-supporting technologies seeking to participate in an established EAC certification program.
- **Required fields:** All fields must be completed to receive approval. Enter "N/A" if a required field does not apply.
- **Questions and submissions:** Submit this form or questions to estep@eac.gov.

SUBMISSION INFORMATION

1. Submission Type For an updated registration, complete all fields with current information.	☐ Initial Registration ☐ Updated Registration
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MANUFACTURER INFORMATION

2. Legal Name of Business Enter the full legal name of the organization, including designations (e.g., Inc., LLC, TM).	
3. Address of Business Enter the primary business address, including street address, city, state, and zip code.	
4. Organization Type Select the organization type that best describes the manufacturer.	☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Other: _____
5. Manufacturer Classification Select the classification that best describes the organization.	☐ Commercial (Developed for sale/use to multiple clients) ☐ In-House (Developed by a state/local jurisdiction for its own use)

REPRESENTATIVES

6. Management Representative Individual authorized to make commitments and official representations on behalf of the manufacturer.	First/Last Name:
	Title/Designation:
	Phone Number:
	Email Address:
7. Technical Representative Individual responsible for technical coordination with EAC and the designated testing laboratory.	First/Last Name:
	Title/Designation:
	Phone Number:
	Email Address:
8. Alternative Representative (If Applicable) Individual authorized to serve as an alternate point of contact in the absence of the Management and Technical Representatives.	First/Last Name:
	Title/Designation:
	Phone Number:
	Email Address:

This form continues on the next page.

OWNERSHIP & ORGANIZATIONAL INFORMATION

- 9. Controlling Ownership**
Identify all individuals or entities with a 51% or greater ownership interest in the manufacturer. Provide the name and address of each. If none, enter "N/A."

- 10. Foreign Ownership or Interest**
Identify all individuals or entities with a foreign ownership interest in the manufacturer. Provide the name and address of each. If none, enter "N/A."

- 11. Officers, Board Directors, Partners**
Identify all officers, board directors, and partners, as applicable. Provide each individual's name and title.

- 12. Manufacturing Facilities**
List each manufacturing facility, including its address and a representative's name and contact information. Attach a separate list if additional space is needed.

SUPPORTING POLICIES

- 13. Quality System**
Briefly describe your quality system (e.g., ISO 9001).

- 14. Managing Change/Version Control**
Briefly describe your internal requirements for managing change control/version control for both hardware/firmware and software, as applicable.

- 15. Document Retention**
Briefly describe document retention requirements.

- 16. Documentation Acknowledgment**
Written policies supporting the summaries in items 13-15 are required for registration:
- ✓ Quality System
 - ✓ Managing Change/Version Control
 - ✓ Document Retention
- ☐ I acknowledge that all required written policies have been provided or will be provided within 20 business days for this registration package to be considered complete.

This form continues on the next page.

MANUFACTURER AGREEMENT

The authorized management representative identified on this form must sign the agreement below. To protect the integrity of the program and promote quality assurance, manufacturers must agree to all provisions of the currently effective ESTEP Manual, including the Manufacturer Agreements in Section 2.3.

Signature:

Date:

Printed Name:

Title/Designation:

Maintaining Registration

The EAC will complete its initial review within 10 business days of receipt; approval timing may extend if additional information or corrections are needed. After a manufacturer has received notice that it is registered, it is eligible to participate in the program. Manufacturers will be issued a unique, three-letter identification code that is used to identify the manufacturer and its products. Manufacturers are required to keep all registration information up to date. Manufacturers must submit a revised application form to the EAC within 30 days of any changes to the information required on the application form. Manufacturers will remain registered participants in the program during this update process. The EAC will add the manufacturer to the EAC's listing of registered manufacturers, which is publicly available on the [ESTEP Registered Manufacturers](#) webpage.

Disclaimer

This information will be used solely to administer the EAC Election Supporting Technology Evaluation Program. This program is voluntary, however, individuals who wish to participate must meet the requirements of the Program. This information will be made public consistent with the requirements of the Freedom of Information Act, the Trade Secrets Act, and any other applicable Federal law or regulation. Public reporting burden for this collection of information is estimated to average approximately 25 hours for an initial registration and 2 hours for an updated registration. This estimate includes the time for reviewing the instructions, gathering information, and completing the form. Send comments regarding this burden estimate to the Election Supporting Technology Evaluation Program Director, U.S. Election Assistance Commission, 633 3rd Street N.W., Suite 200, Washington, DC 20001. Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to respond to, or comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.