



Separately Providing Supporting Documentation for your DFAP Application

Documentation to support your DFAP Online Application can be submitted by (1) uploading your support as PDF files in the Documentation Summary section of the DFAP Online Application, and/or (2) delivering your support separately to your DFAP Regional Office, either in person, or by mail.

Designate Separate Delivery in the DFAP Online Application

If you intend to separately provide all, or some, of your supporting documentation to the Regional Office, you must first make the appropriate designation in the 'Documentation Summary' section of your DFAP Online Application. Select one of the following two options to indicate you intend to separately provide your documentation:

1. **"I will deliver all of my supporting documentation separately to my DFAP Regional Office."**
2. **"I will upload some of my documents now, and provide the rest by delivering to my DFAP Regional Office."**

Documentation Summary

You indicated throughout the Online Application that you intend to provide the documentation to support your Application as found in the below summary list. If you need to make an update to your selections, you **must** return to the applicable STEP or section of the Online Application to make your adjustments.

* How are you providing your supporting documentation?

- I will upload **all** of my supporting documentation now.
- I will deliver **all** of my supporting documentation separately to my DFAP Regional Office. I understand my supporting documentation **must** actually be **postmarked (if mailed) or received (if delivered)** by the second business day after my online submission, to be considered in the evaluation of my Application.
- I will upload **some** of my documents now, and provide the rest by delivering to my DFAP Regional Office. I understand any supporting documentation **must** actually be **postmarked (if mailed) or received (if delivered)** by the **second business day after my online submission**, to be considered in the evaluation of my Application.

As a reminder, the instructions use the word **must** where documentation is strictly required; this means you **must** supply the requested supporting documents.

Package and Delivery Requirements

If you indicated in your online Application that you will separately provide supporting documentation, you must proceed as follows for your documentation to be considered in the Application review process:

- Provide a cover letter along with your documentation which references your name, your Application Confirmation ID, and a list of the enclosed documentation. A [cover letter template](#) is available for your use on the DFAP program website.
- List your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) on the top of each document.
- **Do not send original documents as they will not be returned to you and may be destroyed.**
- Provide all documentation in a single envelope which must either be postmarked (if mailed) or received (if delivered) within the second business day after your online submission.
- Your documentation may be submitted to your DFAP Regional Office in-person or via first class or overnight mail.