

What is the DMA?

The DMA is a questionnaire that must be completed by certain applicants to certify that they have not provided "material assistance" to a terrorist organization (Sections 2909.32, 2909.33, and 2909.34 of the Ohio Revised Code).



www.homelandsecurity.ohio.gov



**OHIO DEPARTMENT
OF PUBLIC SAFETY**
EDUCATION • SERVICE • PROTECTION

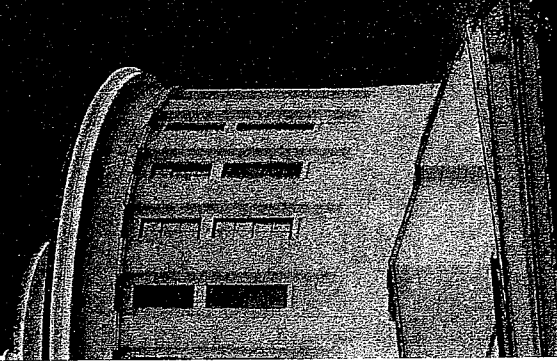
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HLS 0046 5/10



DMA

DECLARATION REGARDING MATERIAL
ASSISTANCE / NONASSISTANCE TO A
TERRORIST ORGANIZATION



**Basic Information and
Instructions for Administrators**

Who Must Complete and Submit the DMA?

The DMA form applies to applicants for:

- Certain state issued licenses
- All candidates under final consideration for public employment
- Business contracts with, and funding from, any state, county or local government entity in an annual aggregate amount greater than \$100,000.00
- Private entities that wish to do business with any state, county or local government entity that adopts procedures requiring pre-certification

How are the DMA Forms Distributed?

All DMA forms and reference information can be found on the Ohio Homeland Security Division Web site. The forms are in PDF format. The issuing agency or entity is responsible for either directing applicants to the forms on the Web site, or printing and providing hard copies to the applicant.

Who Retains the Completed Forms once they are Submitted?

The issuing agency or entity will retain the completed forms along with the application.

What Procedures are to be Followed if an Applicant Provides a Positive Indication?

The issuing agency must deny the application and notify the Department of Public Safety's Homeland Security Division of the positive indication.

Can an Applicant Request a Review of a Denial of their Application based on a Positive Indication on the DMA?

An applicant may request a review of the denial of their application. The request must be made to the Department of Public Safety's Homeland Security Division. Instructions for filing a request appear on the DMA forms.

DMA training for administrators is available online at:

<http://www.homelandsecurity.ohio.gov/>

The DMA forms, review request forms and reference documents are available online at

<http://www.homelandsecurity.ohio.gov/>

Please direct questions to Ohio Homeland Security.

DMA Information Hotline: (614) 644-3892

Fax: (614) 752-2419

Email: dma-info@dps.state.oh.us



OHIO DEPARTMENT OF PUBLIC SAFETY
 PUBLIC SAFETY DIVISION
 100 EAST BROADWAY, COLUMBUS, OHIO 43260-1000
 TEL: (614) 467-2200 FAX: (614) 467-2201
 WWW: www.ohio.gov

RECEIVING AGENCY REQUESTING MATTER (Agency requesting matter to be reviewed) (Agency requesting matter to be reviewed)

REVIEWING AGENCY (Agency reviewing matter) (Agency reviewing matter)

DATE (Date of request) (Date of request)

STATUS (Status of request) (Status of request)

REASON FOR REQUEST (Reason for request) (Reason for request)

AGENCY CONTACT (Agency contact) (Agency contact)

REVIEWING AGENCY CONTACT (Reviewing agency contact) (Reviewing agency contact)

REVIEWING AGENCY ADDRESS (Reviewing agency address) (Reviewing agency address)

REVIEWING AGENCY PHONE (Reviewing agency phone) (Reviewing agency phone)

REVIEWING AGENCY FAX (Reviewing agency fax) (Reviewing agency fax)

REVIEWING AGENCY EMAIL (Reviewing agency email) (Reviewing agency email)

REVIEWING AGENCY WEBSITE (Reviewing agency website) (Reviewing agency website)

REVIEWING AGENCY COMMENTS (Reviewing agency comments) (Reviewing agency comments)

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OHIO DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF HOMELAND SECURITY
<http://www.homelandsecurity.ohio.gov>

PUBLIC EMPLOYMENT

In accordance with section 2909.34 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration by an applicant for public employment of material assistance/nonassistance to an organization on the U.S. Department of State Terrorist Exclusion List ("TEL"). Please see the Ohio Homeland Security Division Web site for a copy of the TEL.

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, financial services, communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME		FIRST NAME		MIDDLE INITIAL
HOME ADDRESS				
CITY		STATE	ZIP	COUNTY
HOME PHONE			WORK PHONE	

DECLARATION

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

- Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism? Yes No

If an applicant's employment is denied due to a positive indication on this form, the applicant may request the Ohio Department of Public Safety to review the denial. Please see the Ohio Homeland Security Web site for information on how to file a request for review.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced above.

APPLICANT SIGNATURE X	DATE
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***** FOR INSTRUCTIONAL USE ONLY *****

READ BEFORE COMPLETING YOUR DMA FORM

Forms not conforming to the specifications listed below or not submitted to the appropriate agency or office will not be processed.

- To complete this form, you will need a copy of the Terrorist Exclusion List for reference. The Terrorist Exclusion List can be found on the Ohio Homeland Security Web site at the following address:

<http://www.homelandsecurity.ohio.gov/dma/dma.asp>

- Be sure you have the correct DMA form. If you are applying for a state issued license, permit, certification or registration, the "State Issued License" DMA form must be completed (HLS 0036). If you are applying for employment with a government entity, the "Public Employment" DMA form must be completed (HLS 0037). If you are obtaining a contract to conduct business with or receive funding from a government entity, the "Government Business and Funding Contracts" DMA form must be completed (HLS 0038).
- Your DMA form is to be submitted to the issuing agency or entity. "Issuing agency or entity" means the government agency or office that has requested the form from you or the government agency or office to which you are applying for a license, employment or a business contract. For example, if you are seeking a business contract with the Ohio Department of Commerce's Division of Financial Institutions, then the form needs to be submitted to the Department of Commerce's Division of Financial Institutions. Do NOT send the form to the Ohio Department of Public Safety UNLESS you are seeking a license from or employment or business contract with one of its eight divisions listed below.
- Department of Public Safety Divisions:

Administration	Ohio Homeland Security*
Ohio Bureau of Motor Vehicles	Ohio Investigative Unit
Ohio Emergency Management Agency	Ohio Criminal Justice Services
Ohio Emergency Medical Services	Ohio State Highway Patrol
- * DO NOT SEND THE FORM TO OHIO HOMELAND SECURITY UNLESS OTHERWISE DIRECTED. FORMS SENT TO THE WRONG AGENCY OR ENTITY WILL NOT BE PROCESSED.

***** FOR INSTRUCTIONAL USE ONLY *****