1. Check existing NCAGE (NATO Commercial & Government Entity Code)
2. Update existing NCAGE
3. Request new NCAGE
4. Supranational Organizations request NCAGE

https://eportal.nspa.nato.int/AC135Public/CageTool/home
1. Look up existing NCAGE

Open website
https://eportal.nsmap.nato.int/AC135Public/CageTool/home

Enter known data in known search fields NCAGE code, Organization name, address details, DUNS:

Select Search

<SETTINGS>
Select your user interface language: EN=English / FR=French

<FAQ>
Consult Frequently Asked Questions

Watch
2. Update existing NCAGE

<Search results>
- Review search results, Select concerned NCAGE, open details

<consult NCAGE data>
- Review details of existing NCAGE: Name, address details, Contact phone number, contact email,
- If details require update, click Create Update Request
- Or return to search page
**2. Update existing NCAGE**

- **Enter Initiator Information** >
  - Enter First, Last name, email, and optional Organization name, City, Country, phone

- Enter Organization data: general information: Organization name, country, Identification Number

- Enter Organization Data: Geographical Location: street address, postal code

- Enter Organization Data: Postal location: post office box, city, postal code

- Continue to the bottom of the form
2. Update existing NCAGE

- **Contact information:** Enter phone number>
  - First, Last name, email,
  - click sign (+) to add email/website/phone/fax
  - Phone & fax only digital e.g 0035230636886
- **Enter Organization Data:** Additional Information: classification identifiers of your entity
- **Select questionnaire replies/reasons for change:** merger, or split or activity discontinued
- **Enter additional justification for change**
- **Enter Captcha Code**
- **Click Submit Request**

### NCAGE Code Request Tool

**Organizational Data: Contact Information**
- Enter phone number
- First, Last name, email
- Phone & fax only digital e.g 0035230636886

**Enter Organization Data:** Additional Information: classification identifiers of your entity
- Select questionnaire replies/reasons for change: merger, or split or activity discontinued
- Enter additional justification for change
- Enter Captcha Code
- Click Submit Request

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**Update NCAGE Request Success!**

Your request REF LU201643043 has been pre-recorded and a VALIDATION Email transmitted to your mailbox.
You have to CONFIRM your request by CLICKING on the link embedded in the Email.

**Go to home page**
2. Update existing NCAGE

- E-mail confirmation arrives to email of initiator
- Review request details
- Required: Validate your request by clicking on validation link
- Confirmation message appears to end the update process

E-mail confirmation arrives to email of initiator

Review request details

Required: Validate your request by clicking on validation link

Confirmation message appears to end the update process
3. Request new NCAGE

if no existing NCAGE found, Request New NCAGE

Application will open wizard in the new window
3. Request new NCAGE

Follow wizard order 9 steps:

- Enter all mandatory data marked with (*)
- 1. Select **type of entity** from dropdown menu
- 2. Select: **type of request**: routine or emergency
- 3. Select from drop down list: **Country of entity registration**
- Click **Next** to the following step.

![NCAGE Code Request Tool](https://eportal.nspa.nato.int/AC135Public/CageTool/home)

**Request New NCAGE Code**

Please follow the wizard below in order to request a new NCAGE code.

Type of Entity:

- Private Company
- Governmental Entity
- Individual
- Other

Routine: 10 (calendar days)

Emergency: 3 (business days)

**Country**

- LIBERIA
- LIBYA
- LIECHTENSTEIN
- LITHUANIA
- LUXEMBOURG

https://eportal.nspa.nato.int/AC135Public/CageTool/home
3. Request new NCAGE

Step 2:
- Enter all mandatory data marked with (*)
- Enter organization data "organization name"
- Enter if available state, identification number and DUNS
- Click Next to the following step.
- Or Back return to the previous step.
3. Request new NCAGE

Step 3:

- Enter all mandatory data marked with (*)
- Enter organization data: "geographical location"
- Enter street address, city, postal code
- Click to the following step.
- Or return to the previous step

https://eportal.nsna.nato.int/AC135Public/CageTool/home
Step 4:

- Enter all mandatory data marked with (*).
- Enter organization data: “postal location”.
- Enter street address, city, postal code.
- Click **Next** to the following step.
- Or **Back** return to the previous step.
Step 5:
Enter all mandatory data marked with (*):

- Enter organization data: “contact information”
- Click sign (+) to add email/website/phone/fax
- Phone & fax only digital e.g 0035230636886

- Click Next to the following step.
- Or Back return to the previous step

Click on bin icon to remove 3.
Request new NCAGE
Step 6:
Enter all mandatory data marked with (*)
- Enter organization data: “additional data”
- Click sign (+) to add classification identifiers of your entity
- Click Next to the following step.
- Or Back return to the previous step
Step 7: Select YES/NO response to questionnaire

- Select response from dropdown menu to all mandatory questions marked with (*)
- Click **Next** to the following step.
- Or **Back** return to the previous step
3. Request new NCAGE

Step 8: Enter initiator information

- Enter initiator data in all mandatory questions marked with (*): name, last name, email
- Enter optional data: organization name, address, country, phone number in digits only
- Click **Next** to the following step.
- Or **Back** return to the previous step

### NCAGE Code Request Tool

<table>
<thead>
<tr>
<th>Field</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Michael</td>
</tr>
<tr>
<td>Last name</td>
<td>BLACK</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:donald@mikiland.com">donald@mikiland.com</a></td>
</tr>
<tr>
<td>Organization Name</td>
<td>Donald LTD</td>
</tr>
<tr>
<td>Address</td>
<td>123 Pluto avenue</td>
</tr>
<tr>
<td>Country</td>
<td>LUXEMBOURG</td>
</tr>
<tr>
<td>Phone</td>
<td>352304355555</td>
</tr>
</tbody>
</table>

Additional information related to your request (not recorded in the NCAGE database).
3. Request new NCAGE

Step 9: Finish

- Click **Review** to review all details entered.
- Enter mandatory Captcha Code (*)
- Click Submit request

- Or **Back** to return to the previous step
- Or Click **Reset** to clear all entry fields

New NCAGE Request Success!

Your request REF LU201693044 has been pre-recorded and a VALIDATION Email transmitted to your mailbox. You have to CONFIRM your request by CLICKING on the link embedded in the Email.

Click OK to confirm
E-mail message of “NCAGE Code Create Request” pre-recorded in the system arrives at mailbox of initiator

Click here to review your request details

Required: Validate your NCAGE Code Request by clicking on validation link

After validation a confirmation message pops up

Assigned NCAGE Code will finally be transmitted via E-mail message to the initiator
Supranational Organizations alike:

- United Nations (UN)
- European Union (EU)
- North Atlantic Treaty Organization (NATO)
- International Standard Organization (ISO), etc.

shall request NCAGE code via email at ncage@nato.nspa.int

The email shall comprise complete:

- entity name
- Address
- email address
- Phone number
- website