

## **Instructions for Downloading and Using the Delimited Consolidated Screening List files**

### **How to download the CSV and ASCII files:**

The following instructions are provided for downloading both Consolidated Proscribed Party Screening List files in a delimited format. Right click on the "TSV Download (ASCII encoded)" link or the "CSV Download" link. On Macintosh computers, use "Control-click". From the dialogue box that appears, select "Save Target As" or "Save Link As" and save the file. The downloadable files name will be saved as csl-yyyy-mm-dd.csv or .tsv where yyyy is the year, mm is the month, and dd is the day when the files were updated.

### **What is a delimited text file?**

A delimited text file is formatted so that each line of text is a record, and each field is separated by a character. The TSV file available here uses a TAB character to separate fields. The CSV file available here uses a COMMA character to separate fields. Each row contains one record of information and each record contains multiple fields of data. This is a popular format for transferring data from one application to another, because most database systems are able to import and export delimited data.

### **Importing into popular applications:**

Many popular databases, spreadsheets, and similar applications will import a delimited file and format it as a table. For specific information on how to import either file into a particular application, please consult that application's documentation.

If you would like to use the Consolidated Screening List in Microsoft Excel, choose "Open" from Excel's File menu and navigate to the folder that contains the downloaded delimited text file. Be sure to look under "All Files", as Excel will usually default to show only Excel files. When you open the CSV file, it should already be in the proper format. When you open the TSV file, Excel will automatically enter "Text Import Wizard" mode. Be sure to select "Delimited" as file type that best describes the data at the first prompt, and select "Tab" as the type of delimiter at the second prompt. Then click "Finish" and the ASCII file will open in Excel. You may save either delimited file as an Excel file for quick and easy access to it through Excel.

### **What is the advantage of using this file format?**

The delimited text file format will allow you to import data into programs that search and organize based on fields of information, which are outlined in the Data Specifications section. For example, you can sort by geographical location. This file also may facilitate incorporation of the data into your own export management system.

### Data Specifications:

Each file contains 27 columns – one for each field. The first row consists of the field names. Please note that some of the field names [e.g., source, entity\_number] are longer than the data length of those fields.

### Recent Changes to the Files:

On July 1, 2015, both the CSV and TSV files have been updated to accommodate changes in how the data is organized. Several of the field names have been updated and some of the fields contain additional information. For example, the City, State/Province, Postal Code, and Country have been combined into one **addresses** field. If an entity has more than one Address, then they are all included in the one field separated by semi-colons. This is true for **alternate names** as well. Because multiple addresses and alternate names have been combined, there are far fewer rows in the CSV/TSV files than previously.

Also, there are several new fields that provide information found on an entity's ID such as Nationality or Place of Birth.

The field names are as follows:

Column	Field Name	Description
A	source	3-position code describing the source (agency or agency list) of the record (DPL= Denied Persons List, UVL= Unverified List, EL=Entity List, SDN= Specially Designated Nationals, DTC= AECA Debarred List, ISN= Nonproliferation Sanctions)
B	entity_number	A number used by OFAC to uniquely identify the names of the Specially Designated Nationals (SDNs) (For SDN only. Null if not SDN)
C	type	Specifically identifies if the Specially Designated National (SDN) is an individual or vessel
D	programs	The program in which the Specially Designated National falls under, as designated by OFAC, or the Nonproliferation Sanction, as designated by the legal authority of the State Department's International Security and Nonproliferation (ISN).
E	name	Name of the company, entity or person
F	title	Title or position held by the Specially Designated National
G	addresses	Addresses of the company, entity, or person. If the entity has more than one address, the addresses are separated by semi-colon.

H	federal_register_notice	The official source of information about the parties on this list
I	start_date	The effective date of the company, entity or person being on the list as defined by the Federal Register Notice
J	end_date	The date the company, entity or person was lifted, waived or expired on or from the lists
K	standard_order	Whether or not (Y/N) the standard order applies to the Denied Party as defined by the Bureau of Industry and Security
L	license_requirement	The license requirement as determined by the Export Administration Regulations for the names on the Entity List (EL)
M	license_policy	The policy set forth in the Export Administration Regulations regarding denial of the name on the Entity List (EL)
N	call_sign	Call sign of the vessel listed on the Specially Designated Nationals list
O	vessel_type	Describes the type of vessel (ferry, bulk cargo, tug) listed on the Specially Designated Nationals List
P	gross_tonnage	The gross weight in tons not-registered for the vessel on the Specially Designated Nationals list
Q	gross_registered_tonnage	The gross weight in tons registered for the vessel on the Specially Designated Nationals list
R	vessel_flag	Country flag of the vessel on the Specially Designated Nationals List
S	vessel_owner	Owner/Operator of the vessel on the Specially Designated Nationals List
T	remarks	Additional remarks or notes regarding the company, entity or person on the list
U	source_list_url	Website of the specific agency list
V	alt_names	Alternate identity names separated by semi-colon
W	citizenships	Countries of citizenship separated by semi-colon
X	dates_of_birth	Alternate dates of birth separated by semi-colon
Y	nationalities	Alternate nationalities separated by semi-colon
Z	places_of_birth	Alternate places of birth separated by semi-colon
AA	source_information_url	Website of the source federal agency