



WIRELESS TELECOMMUNICATIONS BUREAU

FACT SHEET

**FEDERAL COMMUNICATIONS COMMISSION
1270 FAIRFIELD ROAD
GETTYSBURG, PA 17325-7245**



**MANUAL FILING INSTRUCTIONS FOR FCC 605
WITH A SIMPLE PURPOSE**

**(Effective With FCC Receipts of September 9, 2011)
(Quick-Form Application for Authorization in the Ship, Aircraft, Amateur,
Restricted and Commercial Radio Operator, and General Mobile Radio Services)**

For information on ULS electronic filing and most current information, visit WTB's website at <http://wireless.fcc.gov/uls> or call the FCC at (877) 480-3201 (TTY 717-338-2824).

The instructions that follow are for filing FCC 605 applications for simple purposes only (Administrative Update, Cancellation, Duplicate, Renewal Only & Withdrawal). Determine the radio service and purpose of filing in the information that follows. Fee information and mailing requirements for electronic filing are provided on-line when the application is submitted.

FEE EXEMPTION:

Eligibles filing as governmental entities or requests for Special Temporary Authority are exempt from fee payment. Certain non-profit entities are eligible for a partial fee exemption. If you are uncertain if you qualify, please refer to the current Fee Filing Guide or call the FCC at (877) 480-3201 (TTY 717-338-2824). Additionally, there is no fee required for applications filed with purposes of Amendment, Cancellation of License, Withdrawal of Application, or Administrative Update.

FCC 159, "Remittance Advice", and **FCC 159-C**, (Continuation Sheet) is a multi-purpose form that must accompany any payment to the Federal Communications Commission (e.g., Regulatory Fees, Processing Fees, Auctions, Fines, Forfeitures, Freedom of Information Act (FOIA) Billings, or any other debt due to the FCC). The information on FCC 159 is collected to ensure credit for full payment, to ensure you receive any refunds due, to service public inquiries, and to comply with the Debt Collection Improvement Act of 1996. (If filing electronically, this form will be provided on-line.) (See Attachment)

FCC 605 Main Form is necessary for all of the following simple purposes for Ship, Aircraft, Amateur, Restricted and Commercial Radio Operator, and General Mobile Radio Services. Please read these instructions prior to completing your application. (See Attachment) If filing for multiple Call Signs/Serial #s, you will also require **Schedule A** to list additional call signs/serial #s. (See Attachment) If filing is for a ship license, attached also is **Schedule B** for completing Search & Rescue Information.

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SPECIAL INSTRUCTIONS FOR RADIOTELEGRAPH APPLICANTS

PART 13 PHOTOGRAPH REQUIREMENTS: All applications for First, Second or Third Class Radiotelegraph Operator Certificates should include two signed passport-sized photographs. Include with your application for all purposes except 'CA' & 'WD', TWO identical passport type photographs taken within the past six months.

Photographs must be:

- ~Signed by the applicant on the front along the left side. Signature must be clearly visible;
- ~2 x 2 inches in size;
- ~Clear, full face (head and shoulders only).

Photographs are acceptable in black and white or color with a light, plain background. Large photos that cannot be cropped are not acceptable. Enclose your photos in a plain envelope. Write the word "PHOTOS" and your name on the outside. Staple the envelope to the back of your applications.

AU - (No Fee Required) Administrative Update: To request a change of any administrative data on a license such as licensee name (without a change in ownership, control or corporate structure), mailing address, telephone and or fax numbers, e-mail address and name of vessel. Complete the following items on FCC 605 Main Form:

Mandatory items required for submission of "AU" purpose are as follows:

- Application Purpose
- Call Sign/Serial # (if filing for multiple Call Signs/Serial #s, use Schedule A)
- FCC Registration Number (FRN)
- Signature and Date

One or more of the following items may be corrected with "AU" purpose:

- Licensee Name (without a change in ownership) (Also answer "If the Licensee Name is being...")
- Entity Name (without a change in ownership, control or corporate structure) (Also answer "If the Licensee Name is being...")
- Mailing Address
- Telephone Number
- FAX Number
- E-Mail Address
- Vessel Name (applicable to Radio Service Codes SA or SB only)
- New FAA Registration Number (the N-number) (applicable to Radio Service AC only)

CA - (No Fee Required) Cancellation of License: To cancel an existing license, complete the following items on FCC 605 Main Form:

Mandatory items required for submission of "CA" purpose are as follows:

- Application Purpose
- Call Sign/Serial # (if filing for multiple Call Signs/Serial #s, use Schedule A)
- FCC Registration Number (FRN)
- Signature and Date

WD - (No Fee Required) Withdrawal of Application: To withdraw a previously filed, currently pending application(s), complete the following items on FCC 605 Main Form:

Mandatory items required for submission of "WD" purpose are as follows:

- Application Purpose
- File Number (if filing for multiple File Numbers, use Schedule A)
- FCC Registration Number (FRN)
- Signature and Date

SEND MANUAL APPLICATIONS TO:

Federal Communications Commission
1270 Fairfield Road
Gettysburg, PA 17325-7245

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DU - Duplicate License: To request a hard copy duplicate of an existing license(s), complete the following items on FCC 605 Main Form:

Mandatory items required for submission of “DU” purpose are as follows:

Radio Service Code
Application Purpose
Call Sign/Serial # (if filing for multiple Call Signs/Serial #s, use Schedule A)
FCC Registration Number (FRN)
Fee Status
Signature and Date

Note: Requests for a Duplicate/Replacement Restricted Radiotelephone Operator Permit licensed prior to May 21, 2001 should be filed as purpose New (NE) and Schedule E will also be required.

PAYMENT FOR A DUPLICATE LICENSE

- FCC 605
- FCC 159
- Payment/Fee Type Code: PADM - \$60.00 Fee

FILINGS REQUIRING A FEE SHOULD BE MAILED TO:

Federal Communications Commission
P. O. Box 979097
St. Louis, MO 63197-9000

FILINGS NOT REQUIRING A FEE SHOULD BE MAILED TO:

Federal Communications Commission
1270 Fairfield Road
Gettysburg, PA 17325-7245

MANDATORY FIELDS TO BE COMPLETED FOR RENEWAL ONLY PURPOSE

RO - Renewal Only: To renew an existing authorization within the specified renewal time frame (**must be filed no later than expiration date of the authorization and no sooner than 90 days prior to expiration date**) where **no changes** in the conditions are being requested at the time of renewal. (To make any modifications to your existing authorization, use the Renewal/Modification purpose and also include the appropriate Schedule for that particular Radio Service.)

Mandatory items required for submission of "RO" purpose are as follows:

Radio Service Code
Application/Licensee Purpose
Call Sign/Serial # (if filing for multiple Call Signs/Serial #s, use Schedule A)
FCC Registration Number (FRN)
Fee Status
Signature and Date

Optional Items: Requested Authorization Expiration Date: MM/DD

NOTE: To renew an existing STA (applicable to Ship and Aircraft applicants/licensees only), you must select purpose of 'RO' and enter the appropriate Call Sign.

FILINGS REQUIRING A FEE SHOULD BE MAILED TO:

Federal Communications Commission
P. O. Box 979097
St. Louis, MO 63197-9000

FILINGS NOT REQUIRING A FEE SHOULD BE MAILED TO:

Federal Communications Commission
1270 Fairfield Road
Gettysburg, PA 17325-7245

PAYMENT TYPE CODES AND FEE DUE FOR RENEWAL

PART 13 COMMERCIAL RADIO OPERATORS

Renewal of Marine Radio Operator Permit, GMDSS Radio Operator License, GMDSS Restricted Radio Operator License, GMDSS Radio Maintainer License, GMDSS Radio Operator/Maintainer License, or First, Second or Third Class Radiotelegraph Operator Certificate

- FCC 605
- FCC 159
- Payment/Fee Type Code: PACS - \$60.00 Fee

PART 13 PHOTOGRAPH REQUIREMENTS: All applications for First, Second or Third Class Radiotelegraph Operator Certificates should include two signed passport-sized photographs.

PART 80 SHIP RADIO SERVICE

- FCC 605
- FCC 159
- Application Payment/Fee Type Code: PASM - \$60.00 Fee **AND**
Regulatory Payment/Fee Type Code: PASR - \$100.00 (For a new Fleet license, multiply number of stations in the Fleet by \$160.00.)

Non-Profit (filings must be accompanied with a current Determination Letter from the Internal Revenue Service documenting non-profit status under IRS Code Section 501 or a current certification as a non-profit corporation or other non-profit entity by state or other governmental authority)

- FCC 605
- FCC 159
- Payment/Fee Type Code: PASM - \$60.00 Fee (For a Fleet license modification, multiply number of stations in the Fleet by \$60.00. If adding stations to a fleet license, multiply the number of stations to be added by \$60.00.)

PART 87 AIRCRAFT RADIO SERVICE

- FCC 605
- FCC 159
- Application Payment/Fee Type Code: PAAM - \$60.00 Fee **AND**
Regulatory Payment/Fee Type Code: PAAR - \$100.00 (For Fleet licenses, multiply number of stations in the Fleet by \$160.00.)

Non-Profit (filings must be accompanied with a current Determination Letter from the Internal Revenue Service documenting non-profit status under IRS Code Section 501 or a current certification as a non-profit corporation or other non-profit entity by state or other governmental authority)

- FCC 605
- FCC 159
- Payment/Fee Type Code: PAAM - \$60.00 Fee (For a Fleet license modification, multiply number of stations in the Fleet by \$60.00. If adding stations to a fleet license, multiply the number of stations to be added by \$60.00.)

PART 95 GENERAL MOBILE RADIO SERVICE

- FCC 605
- FCC 159
- Application Payment/Fee Type Code: PAZM - \$60.00 Fee **AND**
Regulatory Payment/Fee Type Code: PAZR - \$25.00 (Per Call Sign)

PART 97 AMATEUR RADIO SERVICE

- FCC 605
- FCC 159
- Payment/Fee Type Code: WAVR - \$14.20 Fee

GENERAL FEE EXEMPTIONS

See 47 CFR, Part 1, § 1.1116 of the Commission's Rules for explanation of who qualifies as a fee exemption.

METHOD OF PAYMENT

Payment of fees must be made by a single check, bank draft, money order, credit card (Visa, MasterCard, American Express and Discover), or by wire transfer. **NOTE:** The U.S. Treasury will reject Credit Card transactions greater than \$99,999.99. This limit includes multiple transactions on the same Credit Card totaling more than this limit in a single day. For transactions greater than \$99,999.99, an alternative method of payment must be used. Payment methods can be found at <http://www.fcc.gov/fees>. Reference: Treasury Bulletin No. 2005-03 (<http://www.fms.treas.gov/TFM/vol1/bull.html>). If paying by check, bank draft, money order, or wire transfer, your remittance must be denominated in U.S. dollars, drawn on a U.S. financial institution and made payable to "FCC". Applicants located in foreign countries should contact their local bank to determine what U.S. financial institution their bank is affiliated with that will allow a transfer of funds. No postdated, altered or third party checks will be accepted. No checks will be accepted if issue date is older than six months. **DO NOT SEND CASH.**

COURIER OR HAND DELIVERY OF APPLICATIONS

If you wish to hand carry or courier your feeable application to St. Louis, it should be enclosed in a sealed envelope with the appropriate post office box address clearly marked on the outside. If you are filing applications for multiple post office boxes, they must be enclosed in a separate envelope for each different post office box address. Applications may be delivered to the bank at the following address:

*Attn: FCC Government Lockbox #979097, SL-MO-C2-GL
U. S. Bank
1005 Convention Plaza
St. Louis, MO 63101*

This address is for hand delivery only. **DO NOT use it for mailing applications.**

FEE EXEMPT hand deliveries should be directed to:

*Federal Communications Commission
1280 Fairfield Road
Gettysburg, PA 17325.*

APPLICATION FORMS

Several manufacturers place application forms and applicable information in boxes of radio equipment for sale. The forms present in your radio equipment box may be outdated and reflect erroneous information causing delay in processing and possibly dismissal of your application.

You may obtain application forms from the Commission's Forms Distribution Center, 9300 East Hampton Drive, Capital Heights, MD 20743, call toll free (800) 418-FORM (3676). Most forms are available from the FCC's Internet site at <http://www.fcc.gov/formpage.html> or from the Fax Information System by dialing (202) 418-0177.

QUESTIONS

If you have any questions regarding your application and/or fee, you may call (877) 480-3201 (TTY 717-338-2824). To provide quality service and ensure security, all telephone calls are recorded.

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