



PUBLIC NOTICE

Federal Communications Commission
445 12th St., S.W.
Washington, D.C. 20554

News Media Information 202 / 418-0500
Fax-On-Demand 202 / 418-2830
TTY 202 / 418-2555
Internet: <http://www.fcc.gov>
fjn fcc.gov

Released: December 14, 2001

DA 01-2919

FCC ANNOUNCES A NEW FILING LOCATION FOR PAPER DOCUMENTS AND A NEW FAX NUMBER FOR GENERAL CORRESPONDENCE

NEW FILING LOCATION FOR PAPER DOCUMENTS. Effective December 18, 2001, the Commission's contractor, Vistrionix, Inc., will begin receiving hand-delivered or messenger-delivered paper filings for the Commission's Secretary at a new location in downtown Washington, DC. The address is 236 Massachusetts Avenue, NE, Suite 110, Washington, DC 20002. The filing hours at this location will be 8:00 a.m. to 7:00 p.m. All hand deliveries must be held together with rubber bands or fasteners. Any envelopes must be disposed of before entering the building.

This facility is the only location where hand-delivered or messenger-delivered paper filings for the Commission's Secretary will be accepted. Accordingly, the Commission will no longer accept these filings at 9300 East Hampton Drive, Capitol Heights, MD 20743. In addition, this is a reminder that, effective October 18, the Commission discontinued receiving hand-delivered or messenger-delivered filings for the Secretary at its headquarters location at 445 12th Street, SW, Washington, DC 20554.

Other messenger-delivered documents, including documents sent by overnight mail (other than United States Postal Service (USPS) Express Mail and Priority Mail), must be addressed to 9300 East Hampton Drive, Capitol Heights, MD 20743. This location will be open 8:00 a.m. to 5:30 p.m. The USPS first-class mail, Express Mail, and Priority Mail should continue to be addressed to the Commission's headquarters at 445 12th Street, SW, Washington, DC 20554. The USPS mail addressed to the Commission's headquarters actually goes to our Capitol Heights facility for screening prior to delivery at the Commission.

The table below summarizes this latest guidance for delivering documents to the Commission.

If you are sending this type of document or using this delivery method...	It should be addressed for delivery to...
Hand-delivered or messenger-delivered paper filings for the Commission's Secretary	236 Massachusetts Avenue, NE, Suite 110, Washington, DC 20002 (8:00 a.m. to 7:00 p.m.)
Other messenger-delivered documents, including documents sent by overnight mail (other than United States Postal Service Express Mail and Priority Mail)	9300 East Hampton Drive, Capitol Heights, MD 20743 (8:00 a.m. to 5:30 p.m.)
United States Postal Service first-class mail, Express Mail, and Priority Mail	445 12 th Street, SW, Washington, DC 20554

NEW FAX NUMBER FOR GENERAL CORRESPONDENCE. In light of recent events in Washington, DC, resulting in unforeseeable and understandable disruption of regular mail delivery, the Commission wants to ensure that it continues to be accessible and responsive to members of the public. For this reason, the Commission is providing a means for the public to fax general correspondence to the Commission, such as inquiries about the Commission's activities, status inquiries, fee-related questions, and any other correspondence that is not an official filing addressed to the Commission's Secretary.

The public may now fax correspondence to the Commission at 202-418-0188. If possible, please include the following information in the addressee block of the correspondence.

- The Commission's full name and address (445 12th Street, SW, Washington, DC 20554)
- The name of the Commission Bureau or Office to which the correspondence is directed
- The name and room number of the FCC staff person to whom the correspondence is directed

As noted above, this fax number for general correspondence must not be used for official filings addressed to the Commission's Secretary.

As the Commission continues to address the need for heightened security measures, the Commission encourages its customers to make full use of this additional means of communication. For additional information on contacting the Commission, go to <http://www.fcc.gov/contacts.html>

Please address any questions about this Public Notice to Ginger Weasenforth, at gweasenf@fcc.gov or at 202-418-0330.