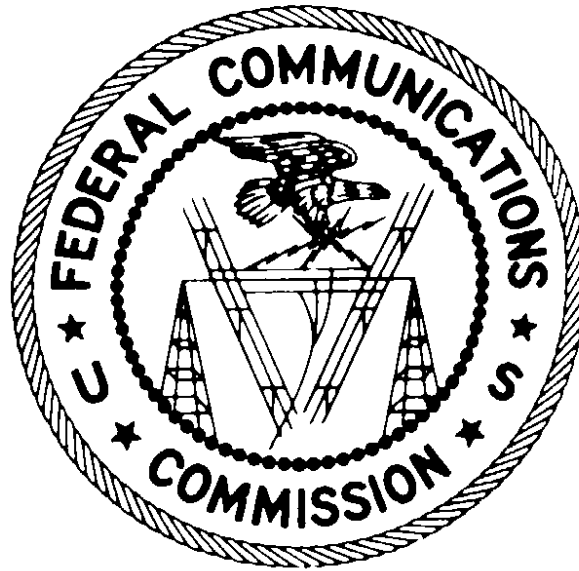


# FEDERAL COMMUNICATIONS COMMISSION

## OFFICE OF ENGINEERING AND TECHNOLOGY

### FEE FILING GUIDE



**FOR**

- **Equipment Approval Services**
- **Experimental Radio Services**

This is an unofficial compilation of the radio services and requests for FCC actions that are subject to fees. The public should consult the Commission's Rules as set out in Title 47 of the Code of Federal Regulations (CFR) for application filing requirements. Further information on fees is contained in Part 1, Subpart G of the CFR or in the Commission's Official decision implementing the Congressional Schedule of Charge.

*September 2000 Edition*

## INTRODUCTION

The authority to impose and collect fees and associated charges is contained in Title III, Section 3001 of the Omnibus Budget Reconciliation Act of 1989 (Public Law 101-39), Section 8, revised 47 U.S.C. 158, which directs the Commission to prescribe charges for certain types of services it provides to communication entities over which it has jurisdiction.

This Fee Filing Guide is considered a reference guide to identify and describe all of the fee filing requirements for the Office of Engineering and Technology. It is meant to be a handy reference of the services and requests for FCC actions that are subject to a fee. The guide contains Parts A, B and C, as well as a breakdown of the types of applications, form numbers, fee amounts, payment type codes, and the mailing address for each service provided. It also contains a copy of FCC Form 159, FCC Remittance Advice Form, and instructions on its use.

Part A provides instructions on how to pay a fee and identifies other processing services available to the requestor. ***Always read Part A*** before attempting to complete any of the forms required with your submission. Parts B and C provide specific information pertaining to the Office of Engineering and Technology Application Processing Branch and Experimental Licensing Branch. ***Regulatory fees are not required for the Office of Engineering and Technology filings.***

If further information is required that cannot be answered in this guide, please consult the Commission's Rules as set forth in Title 47, Part 1, Subpart G, Section 1.1101 of the Code of Federal Regulations (CFR). Additional copies of this guide may be obtained without charge by calling (202) 418-3676 or 1-800-418-3676. All fees are subject to modification as required by Congress.

## PART A

### IMPORTANT CHANGE NOTICE FOR APPLICANTS/LICENSEES WHO SUBMIT FEEABLE FILINGS

The Federal Communications Commission (FCC) is instituting a new system entitled, "Commission Registration System" (CORES). CORES is how you provide the FCC with basic information about your entity. Each entity doing business with the FCC is required to provide and maintain a current official address that the FCC can use to contact you. The address you provide for your entity contact will be used to mail important FCC-related information.

A 10-digit FCC Registration Number (FRN) will be assigned to an entity registering with the FCC. The entity that you register will have a unique FRN that is used to identify each entity's business dealings with the FCC. The FCC will use the FRN to determine if all of an entity's fees have been paid.

You are encouraged to register through the FCC's Internet CORES web site as soon as you expect to do business with the FCC. This way, you will be ready to access any of the electronic licensing systems without having to go through the registration process at the time you submit an application.

The FCC began accepting Registration Numbers after July 19, 2000, on the newly revised FCC Form 159 (Remittance Advice), dated February 2000, to assure proper credit of fee payments. The FCC Form 159 (Remittance Advice) has been revised to accept payer and applicant FCC Registration Numbers (FRN). The Commission will continue to accept FCC Form 159 (Remittance Advice), dated July 1997, without an FRN until further notice.

**The use of the FRN is voluntary. However, we strongly recommend that you obtain your registration number to process all payments to the Commission.**

To obtain a Registration Number:

Register at [www.fcc.gov](http://www.fcc.gov) and click on the CORES Registration link.

File FCC Form 160, (CORES Registration) which is included in this package. You may obtain

the form at <http://www.fcc.gov/formpage.html> or by calling the FCC's Form Distribution Center

at 1-800-418-FORM [3676]. You may also pick up the form at the Commission in room

TWB200. Mailing instructions are found on the form.

To obtain a revised FCC Form 159:

A revised Remittance Advice 159 is included in this package.

Go to <http://www.fcc.gov/formpage.html>.

Call the FCC's Form Distribution Center at 1-800-418-Form [3676].

Pick up the form at the Commission in room TWB200.

If you were registered in the Wireless Telecommunications Bureau's Universal Licensing System (ULS) and your registration included all the information we needed to issue a Registration Number, we pre-registered you and mailed you your FRN in a letter in late July 2000. You may check CORES to determine if you were automatically pre-registered.

If you have not registered electronically for an FRN, you may submit your manual application for a Registration Number by filing a CORES Registration Form (FCC Form 160) with your filing and payment. You will receive a confirmation letter from the FCC through the U.S. Postal Service mail.

Application filings that are nonfeeable should be accompanied by CORES Certification Form (FCC Form 162) until individual Bureau forms are re-printed to accommodate the Registration Number.

### **FCC FORM 159 - REMITTANCE ADVICE FORM**

The FCC Form 159, Remittance Advice, has been revised. The newly revised FCC Form 159 is dated February 2000. This form is a multi-purpose form that must accompany payment to the Federal Communications Commission for Regulatory Fees, Processing Fees, Fines, Forfeitures, Freedom of Information Act (FOIA) billings or any other debt due to the FCC. The information on this form is collected and stored in a database to ensure credit of full payment of monies due, to expedite any refunds due, and to service public inquiries. The form must be used when paying for application fees and regulatory fees. Please refer to Part B and/or C of this guide for specific form requirements. A copy of this form, with specific instructions, is attached and may be used to submit fees. Reproduced forms are acceptable. FCC Form 159C is a remittance advice continuation sheet that must be used when paying for more than two call signs in a single filing or when paying for multiple applicants in a single filing. Each call sign and/or applicant must be listed separately on the FCC Form 159/FCC Form 159C. Please refer to the relevant Bureau/Office Fee Filing Guide for the service you are requesting. The Office of Engineering and Technology, Equipment Approval Branch, does not permit multiple filings.

### **METHOD OF PAYMENT (DO NOT SEND CASH)**

Payment of fees may be made by check, bank draft, money order, credit card or wire transfer. 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. Please keep in mind that there may be an additional fee added from the transferring bank for this service. No postdated, altered or third party checks will be accepted. No checks will be accepted for processing if older than six months.

Payment of fees, fines, and other debts may also be made by electronic payment. There are two types of electronic payments available. The first type is designed specifically for larger corporations capable of CPU/CPU communication. Under this method, the payer bank wires funds directly to the Commission's lockbox bank. As with cash payments, the funds must be wired from an U.S. financial institution. The second type is designed for smaller businesses and individuals. Under this method, the lockbox bank is given authority to withdraw funds from the customer's bank account. Authorization can be transmitted by a personal computer or by calling a toll-free number. To obtain more information about electronic payment and how it works, please contact the Credit & Debt Management Group at (202) 418-1995.

## **NONFEEABLE APPLICATIONS**

All nonfeeable applications filed in Washington, DC must be filed directly with the Secretary's Office, Room TWB204, 445 12<sup>th</sup> Street, SW, Washington, DC 20554. Please see the Wireless Telecommunications Bureau Fee Filing Guide for instructions concerning filing nonfeeable applications for wireless services.

## **FEE EXEMPT APPLICATIONS**

Please check the appropriate block on your application, **and if you have not** previously done so, provide the proper documentation, as required, to certify that your application is fee exempt. 47 CFR, Part 1, Section 1.1114 of the Commission's rules explains who qualifies as fee exempt.

## **MANAGING DIRECTOR DECISIONS**

Requests for waivers, fee determinations, reconsiderations, applications for review, deferments, and specific refund requests are referred directly to the Office of the Managing Director. Each request is forwarded to the Office of General Counsel for review and legal determination. 47 CFR, Part 1, Sections 1.1113, 1.1114 & 1.1117 govern the Commission's policy in these instances. The requester will receive written notification of the Managing Director's decision. These decisions are published monthly and are placed in FCC Docket 86-285. All such requests must be submitted in writing to:

Managing Director  
Federal Communications Commission  
445 12<sup>th</sup> Street, SW, Room 1A625  
Washington, DC 20554

## **WAIVERS, FEE DETERMINATIONS, AND DEFERRALS PROCESS**

The required filing fee must be paid for the service requested using the normal process. All requests for waivers, and fee determinations are filed directly with the Managing Director in Washington, DC. Deferrals of fees are also filed in Washington, DC, and have a limit of up to six months with good cause.

## **REFUND PROCESS**

Routine refund requests are handled by the appropriate Bureau/Office. When a Bureau/Office determines that a refund is warranted, it is forwarded to the Office of the Managing Director, Credit & Debt Management Group for processing. The Credit & Debt Management Group (CDMG) handles all approved refund requests. The refund process usually takes four (4) weeks depending upon the complexity of the request. Once a request has been reviewed and processed by CDMG, it is forwarded to the U.S. Treasury in San Francisco, California where a check is issued to the payer of the remittance. For further information on return or refund of charges, refer to 47 CFR, Part 1, Section 1.1113 of the Commission's rules.

## **MAILING INSTRUCTIONS**

Parties hand-delivering applications or filings may receive dated receipt copies of the application or filing from the acceptance clerk at the time of delivery. Receipts will be provided

for mail-in applications or filings if an extra copy of the application or filing is provided along with a self-addressed, stamped envelope. Only one piece of paper per application will be stamped for receipt purposes. A "stamp and receipt" copy must be placed on top of the original package and clearly identified as a return copy.

When delivering feeable applications by hand or by courier, use the following address: Federal Communications Commission, c/o Mellon Bank, Three Mellon Bank Center, 525 William Penn Way, 27<sup>th</sup> Floor, Room 153-2713, Pittsburgh, Pennsylvania 15259-0001 (Attention: Wholesale Lockbox Shift Supervisor). This address is for hand or courier delivery only. DO NOT use it

for mailing applications. When using the address, enclose the application package in an inner envelope marked with the correct Post Office Box number. See the relevant Bureau/Office Fee Filing Guide for the correct Post Office Box number.

## **QUESTIONS**

If you have questions regarding your application and/or fee, you may call toll free the FCC's Consumer Center at 1-888-CALLFCC (1-888-225-5322). For information on CORES call the CORES Administrator at 1-877-480-3201.

## PART B

### A. EQUIPMENT APPROVAL SERVICES

Inquiries concerning fees and filing requirements regarding radio frequency devices and FCC Form 731 should be directed to the address listed under "**QUESTIONS**" on page B3.

Information regarding the applicable fee filing forms and fee addresses is located on pages B4/B5.

Fee Type Codes and fee amounts are located on page B6.

Information regarding mandatory/optional electronic/paper filings is located on page B7.

Web Page Addresses are located on page B8.

Endnotes are located on page B9.

#### o PAYMENT OF FEES

Refer to Part A of this guide for specific information concerning payment of fees and methods of payment. Fees may be paid **by check, bank draft, money order, wire transfer, electronic payment or credit card. Do not send cash. Postdated, altered, third party checks, or checks older than six (6) months will not be accepted for processing. FCC Form 159, "Remittance Advice," in paper format MUST** accompany your payment to Mellon Bank, Pittsburgh, Pennsylvania for all payment types, except for the optional on-line credit card payment. There is a requirement of 128-bit encryption for an on-line credit card payment.

A Tax ID Number (TIN) or Social Security Number (SSN) must be provided for both the payer and the applicant on FCC Form 159. For entities outside of the USA, use 999999999 as the TIN or SSN.

#### o EQUIPMENT AUTHORIZATION PROCEDURES

The equipment approval of a radio frequency device may be covered by "Certification." <sup>1/</sup> Marketing and/or importing equipment in the United States that is subject to Certification prior to the issuance of a Grant of Equipment Authorization (FCC Form 731A) is prohibited by 47 CFR, Section 2.803 of the rules and Section 302 of the Communications Act of 1934, as amended (The Act). Violation of the rules and the Act may subject the violator to the fines and forfeitures specified in Sections 501 and 503 of the Act.

o **APPLICANT FOR EQUIPMENT AUTHORIZATION**

The applicant for equipment authorization should be a party who can accept the responsibility for the technical compliance of the equipment specified in the application. Pursuant to 47 CFR, Section 2.931 of the rules, in accepting a Grant of Equipment Authorization, the grantee specified thereon, warrants that each unit of equipment marketed under such grant and bearing the identification specified in the grant will conform to the unit that was measured, and that the data (design and rated operational characteristics) filed with the application for Certification, continues to be representative of the equipment being produced under such grant within the variation that can be expected due to quantity production and testing on a statistical basis.

o **IDENTIFICATION OF RADIO FREQUENCY DEVICES AND APPLICANT/GRANTEE CODES**

The Commission identifies all radio frequency equipment approved via Certification 1/ exclusively by the FCC Identifier (FCC ID). The FCC ID consists of (1) a Grantee Code, which is a three-character code assigned by the FCC to a specific applicant at a specific address, and (2) an equipment Product Code selected by the applicant.

See 47 CFR, Sections 2.925 and 2.926 of the rules. Requests for **special** Grantee Codes cannot be honored.

The assignment of a Grantee Code 5/ may be obtained either electronically via our Web page (see Web Page Addresses, page B8), or by submitting a paper request. A paper request consists of a letter of request, an FCC Form 159, "Remittance Advice" and payment which should be sent to the address(es) located on page B5. ***Payment for a Grantee Code obtained electronically must be submitted within 30 calendar days of the date the Code is assigned, or the Code will no longer be valid.***

A Grantee Code is permanently assigned, and is valid only for a specific applicant at a specific address. This same Grantee Code must be used to formulate each proposed FCC ID.





- o **CHANGES IN NAME, ADDRESS, OWNERSHIP OR CONTROL OF GRANTEE**

Pursuant to 47 CFR, Section 2.929 of the rules, the FCC must be notified of changes in name, address, ownership or control of grantee. Written notice of such changes should be sent to **Chief, Equipment Authorization Branch** at the address shown below under **“QUESTIONS.”** Failure to report these changes will result in administrative processing delays of applications. Currently, there are no fees required for reporting changes in name, address, ownership or control of grantee.

- o **QUESTIONS**

Inquiries concerning filing procedures, fees and other administrative matters related to radio frequency equipment should be directed to:

Federal Communications Commission  
Equipment Authorization Branch  
7435 Oakland Mills Road  
Columbia, MD 21046  
Telephone: (301) 362-3000  
Facsimile: (301) 344-2050  
E-mail: [labinfo@fcc.gov](mailto:labinfo@fcc.gov).

## EQUIPMENT APPROVAL SERVICES FEES

Refer to Part A and page B1 for detailed fee payment information and fee payment options.  
Refer to page B5 for Fee Payment Addresses.  
Refer to page B6 for Fee Type Codes and Fee Amounts.

**SUBMITTAL OF FCC FORM 159, "REMITTANCE ADVICE"- (When making an optional on-line credit card payment, a paper Form 159 should NOT be sent to Mellon Bank.)**

### PAYMENT FOR ELECTRONIC SUBMITTAL OF EQUIPMENT AUTHORIZATION APPLICATION, FCC FORM 731

FCC Form 159, "Remittance Advice" can be accessed immediately after receiving the Form 731 Confirmation Number. The FCC Form 159 should be sent, along with the requisite fee payment, to Mellon Bank as soon as possible. If payment for an FCC Form 731 submittal is not received within fifteen (15) calendar days, the application may be subject to dismissal.

### PAYMENT FOR ELECTRONIC ASSIGNMENT OF A GRANTEE CODE - *Select either 1) or 2) below*

1) Payment for the electronic assignment of a Grantee Code can be made as one single fee payment of \$50.00. Access FCC Form 159, "Remittance Advice" immediately after receiving the Grantee Code Assignment confirmation. The FCC Form 159 should be sent to Mellon Bank as soon as possible, along with the \$50.00 payment. ***Payment for a Grantee Code obtained electronically must be submitted within 30 calendar days of the date the Grantee Code is assigned, or the Grantee Code will no longer be valid.*** The Equipment Authorization Application, Form 731, can be submitted at any future date.

2) Payment for the electronic assignment of a Grantee Code can be included as part of ONE fee payment for the Equipment Authorization Application, FCC Form 731. Access FCC Form 731 immediately after receiving the Grantee Code Assignment confirmation. Complete FCC Form 731, and access FCC Form 159, "Remittance Advice" immediately after receiving the FCC Form 731 Confirmation Number. FCC Form 159, "Remittance Advice" should be sent to Mellon Bank as soon as possible, along with **ONE** fee payment to include FCC Form 731 application fee, Confidentiality fee (if Confidentiality is desired), **and** the \$50.00 Grantee Code Assignment fee payment.

## **FCC FORM 159, “REMITTANCE ADVICE” COMPLETED MANUALLY**

An FCC Form 159, “Remittance Advice” can be retrieved via our Web page (see Web page Addresses on page B8) when necessary to complete the Form 159 manually.

Enter 358315 into LOCKBOX # block. This number corresponds with the Post Office Box mailing address (see fee payment addresses below).

FCC Code 1 block and FCC Code 2 block on FCC Form 159 MUST be completed as follows:

To manually complete FCC Form 159 for the electronic submittal of Equipment Authorization Application, FCC Form 731: FCC Code 1 block on FCC Form 159 must contain the FCC ID. FCC Code 2 block on FCC Form 159 must contain the Form 731 Confirmation Number, preceded by 13 (i.e., 13EA12345). This will ensure that the payment is associated with the appropriate FCC Form 731 submittal.

To manually complete FCC Form 159 for the electronic assignment of a Grantee Code: FCC Code 1 block on FCC Form 159 must contain the assigned Grantee Code (i.e., XXX). FCC Code 2 block on FCC Form 159 must contain the Grantee Code Assignment Confirmation Number, which consists of the assigned Grantee Code preceded by 13EA (i.e., 13EAXXX).

**FEE PAYMENT ADDRESS(ES) - (When making an optional on-line credit card payment, a paper Form 159 should NOT be sent to Mellon Bank.)**

For all methods of payments listed on page A2 (*other than optional on-line credit card payments*), FCC Form 159, “Remittance Advice,” in paper format, along with payment, must be placed in an envelope, addressed as follows, and mailed to:

Federal Communications Commission  
Equipment Approval Services  
Post Office Box 358315  
Pittsburgh, PA 15251-5315

(Post Office Box 358315 in the mailing address corresponds with “Lockbox #” on FCC Form 159, and notifies Mellon Bank that the payment is being submitted for an Equipment Authorization application, FCC Form 731.)

To submit payment via courier service, the envelope addressed as above must be placed in a courier service envelope addressed as follows:

Federal Communications Commission  
c/o Mellon Bank Center  
Three Mellon Bank Center  
525 William Penn Way  
27th Floor, Room 153-2713  
Pittsburgh, PA 15259-0001  
Attention: Wholesale Lockbox Supervisor

TYPE OF APPLICATION	FCC FORM NO. OR DOCUMENT	FEE TYPE CODE	FEE AMOUNTS
<b>CERTIFICATION <u>1/</u></b>			
a) All Receivers ( <b>except TV and FM</b> )	731 & 159	EEC	\$385.00
b) Devices under Parts 11, 15 & 18 (except receivers)	731 & 159	EGC	985.00
c) All other Devices	731 & 159	EFT	495.00
d) Modification and Class II Permissive Change <u>2/</u>	731 & 159	EAC	50.00
** e) Request for confidentiality <u>3/</u>	731 & 159	EBC	145.00
<b>ADVANCE APPROVAL OF SUBSCRIPTION TV SYSTEMS <u>4/</u></b>			
	159 and Letter of Request	EIS	3,010.00
a) Request for confidentiality <u>3/</u>	159 and Letter of Request	EBS	145.00
<b>ASSIGNMENT OF GRANTEE CODE <u>5/</u> New Applicants except Subscription TV</b>			
	159 and Letter of Request	EAG	50.00

PLEASE REFER TO PAGE B7 FOR SPECIFIC INSTRUCTIONS REGARDING WHICH SUBMITTALS REQUIRE MANDATORY ELECTRONIC FILING(S); WHICH SUBMITTALS REQUIRE MANDATORY PAPER FILING(S); AND WHICH SUBMITTALS MAY USE OPTIONAL ELECTRONIC/PAPER FILING(S).

\*\* If applicant requests "Confidentiality," it is suggested that the request be submitted at the time of the original submittal of the Equipment Authorization Application, FCC Form 731.

Endnotes are located on page B9.

## MANDATORY ELECTRONIC FILING(S)

*Application for Equipment Authorization, FCC Form 731, MUST be submitted electronically. (Reference 47 CFR, Section 2.913(c)). Payment must be received within fifteen (15) calendar days or application may be dismissed.*

## MANDATORY PAPER FILING(S)

Advance Approval of Subscription TV Systems MUST be submitted in paper format.

## OPTIONAL ELECTRONIC/PAPER FILING(S)

Assignment of Grantee Code 5/ may be requested in paper format OR obtained electronically.

Paper Format Grantee Code Request: A request for assignment of Grantee Code submitted in paper format must include 1) a Letter of Request (specifying the complete, legal, business name and address of the prospective grantee, and the name, title, telephone and FAX numbers and email address of the contact person), 2) FCC Form 159, "Remittance Advice" and 3) payment.

Electronic Grantee Code Assignment: ***Payment for a Grantee Code obtained electronically must be submitted within 30 calendar days of the date the Grantee Code is assigned, or the Grantee Code will no longer be valid.***

(When making an optional on-line credit card payment, a paper Form 159 should NOT be sent to Mellon Bank.)

See page B5 for fee payment addresses.

## **WEB PAGE ADDRESSES**

### **ELECTRONIC FILING**

#### **GRANTEE CODE ASSIGNMENT**

[www.fcc.gov](http://www.fcc.gov) – E-filing – OET Equipment Authorization electronic filing – Grantee Registration

#### **SUBMITTAL OF EQUIPMENT AUTHORIZATION APPLICATION, FCC FORM 731**

[www.fcc.gov](http://www.fcc.gov) – E-filing – OET Equipment Authorization electronic filing – Form 731

### **FORMS (i.e., FCC FORM 159, “REMITTANCE ADVICE”)**

<http://www.fcc.gov/formpage.html>

### **FEES/GUIDE**

<http://www.fcc.gov/fees/appfees.html> – 2000 Fee Filing Guides - Office of Engineering and Technology (OET)

## **ENDNOTES - EQUIPMENT APPROVAL SERVICES**

- 1/ Certification is an equipment authorization issued by the Federal Communications Commission (FCC), or a Body designated by the FCC, based on representations and test data submitted by the applicant. 47 CFR, Section 2.907.
- 2/ Modifications and Class II permissive changes, 47 CFR, Section 2.1043, apply **only to equipment that is presently authorized**. Proposed modifications of authorized equipment may not be made to the equipment **prior** to authorization of the change(s) by the FCC or the designated Body. Modifications requiring a change in equipment identification shall be submitted as a "Change in identification of (presently certified) equipment" filing, 47 CFR, Section 2.937 and shall be accompanied by the requisite fees.
- 3/ Pursuant to 47 CFR, Section 0.459 of the rules, a **written justification** is required for requests to the FCC to withhold certain information in an application for equipment authorization from public inspection pursuant to the provisions of 47 CFR, Section 0.457(d) of the rules. A request for confidentiality submitted **at the same time as a request for a grant of equipment authorization** **must** include the required \$145.00 fee, **in addition** to the requisite fee for the request for Certification.
- 4/ Licensees and permittees of TV broadcast and low power TV stations may only conduct subscription operations by using an encoding system approved in advance by the Commission. No application form has been designated for requesting approval of subscription TV systems. A letter, accompanied by **FCC Form 159** and all data described in Subpart M of Part 2 of the Rules, is acceptable. Modifications to approved subscription TV systems which necessitate a new application for advance approval require an additional fee of \$2,885.00.
- 5/ Fees for assignment of Grantee Codes are a **one time charge for new applicants** applying for authorization of equipment subject to Certification. **No Grantee Code is assigned for subscription TV system applicants.**
  - a) A paper request for assignment of a Grantee Code must be accompanied by the FCC Form 159, "Remittance Advice," the required fee, and a letter of request. The letter should specify the complete, legal, business name and address of the prospective grantee, and the name, title, telephone and FAX numbers and email address of a contact person.
  - b) The required fee, along with the FCC Form 159, **must be submitted to Mellon Bank within thirty calendar days of the date the Grantee Code is obtained electronically, or the Grantee Code will no longer remain valid**. When making an optional on-line credit card payment, a paper Form 159 should NOT be sent to Mellon Bank.



## PART C

### A. EXPERIMENTAL RADIO SERVICES

The applicable fees, fee addresses, fee type codes, filing forms and footnotes for Experimental Radio Services are listed on page C2 of this guide. Submit applications for experimental radio licenses to one of the addresses specified. The addresses are to be used for submission of applications/filings with fees **only**. Inquiries concerning fees and filing requirements should be addressed to the Experimental Licensing Branch at the address shown under "**QUESTIONS**".

#### PAYMENT OF FEES

Refer to Part A of this guide for specific information concerning payment of fees and methods of payment. Fees may be paid **only by check, bank draft, money order or electronic payment. Do not send cash. Postdated, altered or third-party checks or, checks older than 6 months will not be accepted for processing. FCC Form 159, "Fee Remittance Advice" must accompany your application(s)/filing(s).**

#### QUESTIONS

Direct all inquiries concerning filing procedures, fees and other administrative matters related to experimental radio services to:

Federal Communications Commission  
Office of Engineering and Technology  
Experimental Licensing Branch, Mail Stop: 1300E1  
Washington, DC 20554  
Telephone (202) 418-2479 - Facsimile (202) 418-1918

**EXPERIMENTAL RADIO SERVICES FEES**

**FEE PAYMENTS:** Applicants may select different fee payment options. Refer to Part A and page for detailed fee payment information.

Submit Experimental Radio Services applications to one of the addresses below. Applications with fees sent to other addresses will be returned to the applicant.

**1. By Mail:**

Federal Communications Commission  
 Experimental Radio Services  
 P.O. Box 358320  
 Pittsburgh, PA 15251-5320

**2. Hand-Delivery or Courier Service: \***

Federal Communications Commission  
 c/o Mellon Bank  
 Three Mellon Bank Center  
 525 William Penn Way  
 27th Floor, Room 153-2713  
 Pittsburgh, PA 15259-0001  
 Attn: Wholesale Lockbox Shift Supervisor

\*Requires special handling as follows: Address inner envelope with address 1. Place in outer envelope/courier pack and address or deliver to address 2.

For additional fee filing information, call: (202) 418-0220.

Applications that are classified (**CONFIDENTIAL OR SECRET**) for National Security purposes **must** be filed as follows:

- o Submit **page 1 of FCC FORM 442** showing the appropriate fee type code, payment and a letter explaining that this is a **classified** application to the above fee address.
- . Submit the remaining portion of the application to: Federal Communications Commission, Security Operations Staff, OSMD, Room 1B458, 445 12<sup>th</sup> St, SW, Washington, DC 20554.

TYPE OF APPLICATION	FCC FORM NO. OR DOCUMENT	FEE TYPE CODE	FEE PER FORM OR DOCUMENT
1. New Station Authorization	442	EAE	\$50.00
2. Modification of Authorization	442	EAE	\$50.00
3. Renewal of Station Authorization	405	EAE	\$50.00
4. Assignment or Transfer of Control	702 or 703	EAE	\$50.00
5. Special Temporary Authority	159 and Correspondence	EAE	\$50.00
6. Additional fee required for any of the above applications that request withholding from public inspection	159 and Correspondence	EAE	\$50.00

1/ Applications filed with a request for the Commission to withhold any information from public inspection pursuant to FCC rule provisions in Section 0.457(d) shall use the additional Fee Type Code EAE. These applications must also contain a letter justifying the withholding of information in accordance with Section 0.459 of the Rules.