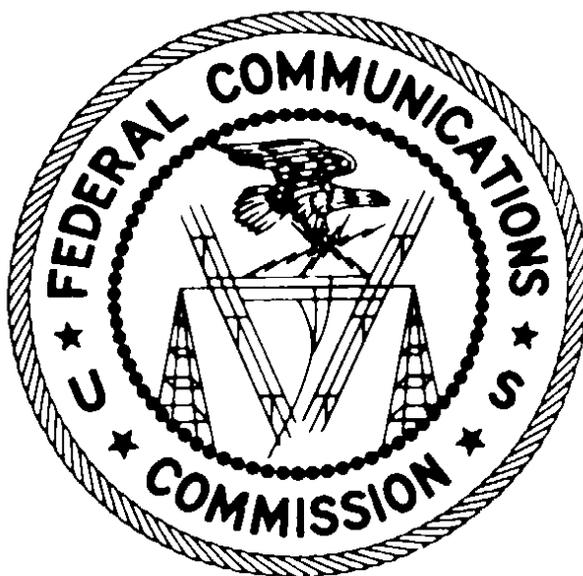


FEDERAL COMMUNICATIONS COMMISSION

OFFICE OF ENGINEERING AND TECHNOLOGY

FEE FILING GUIDE



FOR

M Equipment Approval Services

M 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 Charges.

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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

o 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, draft or money order, 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 they are affiliated with that will allow a transfer of funds. No *postdated, altered or third-party checks* will be accepted. No checks will be accepted for processing if *older than six (6) 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 plan, the payor instructs his bank to wire funds directly to the Commission's lockbox bank. As with cash payments, the funds must be wired from a U.S. financial institution. The second type is designed for smaller businesses and individuals. Under this plan, the lockbox bank is given authority to withdraw funds from the customer's bank account. Authorization can be transmitted by PC or by calling a toll-free number. To obtain more information about electronic payment and how it works, please contact the Billings & Collections Branch at (202) 418-1995.

o NONFEEABLE APPLICATIONS

All nonfeeable applications filed in Washington, DC must be filed directly with the Secretary's Office, Room 222, 1919 M Street, N.W., Washington, DC 20554. Please check the appropriate block and 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.

o FCC FORM 159 - FCC REMITTANCE ADVICE FORM

The FCC Form 159, "FCC Remittance Advice" is a multi-purpose form that is to accompany payment to the Federal Communications Commission, (e.g., 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 regulatory fees, multiple applications with a single payment instrument, credit card payments, money orders, and when a special form is not required, such as with a Special Temporary Authority (STA), request for assignment of a grantee code, request for advance approval of subscription TV systems, or certain waiver requests. Please refer to Parts B and C of this guide for specific form requirements.

- o **MANAGING DIRECTOR DECISIONS**

All requests for refunds, reconsiderations, applications for review, etc., are handled by the Office of Managing Director. Each request is referred to the Office of General Counsel for review and legal determination. The requestor will receive written notification of the Managing Director's decision. These decisions are placed monthly in FCC Docket 86-285. All such requests must be submitted in writing to:

Managing Director
Federal Communications Commission
1919 M Street, N.W., Room 852
Washington, DC 20554

- o **REFUND PROCESS**

The refund process usually takes four (4) weeks depending upon the complexity of the request. Once a request has been approved, it is forwarded to the U.S. Treasury in San Francisco, California where a check is issued to the maker of the check. For further information on return or refund of charges, refer to 47 CFR, Part 1, Section 1.1113 of the Commission's rules.

- o **WAIVERS, DEFERRALS AND FEE DETERMINATIONS**

All waiver requests filed in Washington, DC must accompany the required filing fee for the service requested. All requests for Deferrals and Fee Determinations are filed with the Managing Director in the Washington, DC Office (see mailing address above).

- o **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.

- o **QUESTIONS**

If you have questions regarding your application and/or fee, you may call the FCC Public Service Division at (202) 418-0220.

PART B

A. EQUIPMENT APPROVAL SERVICES

The applicable fees, fee type codes, filing forms, fee addresses and footnotes for Equipment Approval Services are listed on pages B3 and B4 of this guide. Applications submitted to any address other than those specified will be returned to the applicant. The fee addresses are to be used for submission of applications/filings **with fees only**. 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 B2.

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 **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).

o EQUIPMENT AUTHORIZATION PROCEDURES

The FCC's equipment authorization procedures for the issuance of equipment approval for radio frequency equipment are covered by the terms certification, type acceptance, and notification. The issuance of a Grant of Equipment Authorization (FCC Form 731A) by the FCC is a **prerequisite** to marketing equipment subject to these procedures in the United States. Marketing of equipment in the United States that is subject to these procedures, prior to the issuance of a grant of equipment authorization is prohibited by 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 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 characteristics) determined by the grantee for notification, and filed with the applications for type acceptance and certification, continues to be representative of the equipment 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 authorized radio frequency equipment exclusively by the FCC Identifier (FCC ID). The FCC ID consists of the following elements in the exact order listed; (1) a three-character code assigned to a specific applicant by the FCC, and (2) an equipment product code selected by the applicant. See 47 CFR, Sections 2.925 and 2.926 of the Rules. To avoid administrative processing delays, **NEW** applicants are encouraged to apply for a code **prior** to submission of FCC Form 731 in order to formulate the proposed FCC Identifier (FCC ID) required on Form 731. Requests for **special** codes cannot be honored. Special filing packets are available for use in applying for codes prior to submission of FCC Form 731 from the Application Processing Branch at the address shown under "**QUESTIONS**" below.

After a grantee code is assigned by the FCC, it is **valid only for, and is issued permanently to, the applicant specified in the "Notification of Code Assignment"**. The **same** grantee code must be used to formulate the proposed FCC Identifier (FCC ID) for all equipment covered in subsequent FCC Forms 731 submitted by the specified applicant.

- o **NAME, ADDRESS CHANGE(S) AND SALE/MERGERS OF GRANTEEES**

Pursuant to Sections 2.934 and 2.935 of the Rules, the FCC must be notified of changes in name, address and sale/mergers of its grantees. These changes must be reported **directly to the Application Processing Branch at the address shown under "QUESTIONS"** below. Failure to report name, address changes and sales/merges will result in administrative processing delays of applications. Currently, there are no fees for reporting name, address changes and sale/merges of grantees.

- o **QUESTIONS**

Do not send inquiries concerning filing procedures, fees and other administrative matters related to radio frequency equipment to the fee addresses. Send inquiries to: Federal Communications Commission, Equipment Authorization Division, 7435 Oakland Mills Road, Columbia, MD 21046, Telephone: (301) 725-1585 - Facsimile: (301) 344-2050, or e-mail: labinfo@fcc.gov.

EQUIPMENT APPROVAL SERVICES FEES

FEE PAYMENTS: Applicants may select different fee payment options. Refer to Part A and page B1 for detailed fee payment information.

Equipment Approval Services applications with fees **must** be submitted 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
Equipment Approval Services
P.O. Box 358315
Pittsburgh, PA 15251-5315

2. Hand-Delivery or Courier Service: *

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
Attn: Wholesale Lockbox 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

FCC FORM NO. TYPE OF APPLICATION	FEE TYPE OR DOCUMENT	FEE PER FORM 731 CODE	OR DOCUMENT
CERTIFICATION: <u>1/</u>			
a) All Receivers (except TV and FM)	731 & 159	EEC	\$365.00
b) Devices under Parts 11, 15 & 18 (except receivers)	731 & 159	EGC	940.00
c) All other Devices	731 & 159	EFT	475.00
d) Modification and Class II Permissive Changes <u>2/</u>	731 & 159	EAC	45.00
e) Request for confidentiality <u>3/</u>	731 & 159	EBC	135.00
ADVANCE APPROVAL OF SUBSCRIPTION TV SYSTEMS <u>4/</u>			
a) Request for confidentiality <u>3/</u>	159 and Corres.	EIS	2,885.00
	159 and Corres.	EBS	135.00
ASSIGNMENT OF APPLICANT CODE <u>5/</u>			
a) New Applicants for all Application Types, except Subscription TV	159 and Corres.	EAG	45.00

EQUIPMENT APPROVAL SERVICES FOOTNOTES

- 1/ Certification is an authorization issued by the Commission for equipment designed to be operated without an individual license under Parts 15 and 18 of the Rules and/or for categories of transmitting equipment pursuant to a station license, based on representations and test data submitted by the applicant. The requisite fees are also charged for abbreviated application procedures (changes in identification of presently certified equipment).

- 2/ Modifications and Class II permissive changes apply **only to equipment that is presently authorized**. Proposed modifications in authorized equipment may not be made **prior** to authorization of the change(s) by the FCC. Modifications that result in a change in equipment identification shall be submitted as a "change in identification" filing and be accompanied by the requisite fees for the specific authorization procedure.

- 3/ Pursuant to Section 0.459 of the Rules, a **written justification** is required for requests to the Commission to withhold any information in an application for equipment authorization from public inspection pursuant to the provisions of 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 \$135.00 fee, **in addition** to the requisite fee for the specific type of equipment authorization. A request for confidentiality involving a pending application requires an **amended** FCC Form 731 accompanied by the required \$135.00 fee. Confidentiality can not be granted for a Notification application since no data or description is required to be filed.

- 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, type acceptance, and notification. **No grantee code is assigned for subscription TV system applicants.**

Requests for advance assignment of a grantee code, **prior** to submission of FCC Form 731, must be accompanied by the required \$45.00 fee **and FCC Form 159**. No application form has been designated for requesting advance assignment of a grantee code. A letter requesting assignment of a grantee code, specifying the complete, legal, business name and address of the prospective grantee, is acceptable. A request for assignment of a code submitted **on Form 731 at the same time as a grant of equipment authorization is requested**, must be accompanied by the required \$45.00 fee, **in addition** to the requisite fee for the specific type of equipment authorization.

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**".

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 **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).

o 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 C1 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.

- o Submit the remaining portion of the application to: Federal Communications Commission, Security Operations Staff, OSMD, Room 411, 1919 M Street, N.W., 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	\$45.00
2.	Modification of Authorization	442	EAE	\$45.00
3.	Renewal of Station Authorization	405	EAE	\$45.00
4.	Assignment or Transfer of Control	702 or 703	EAE	\$45.00
5.	Special Temporary Authority	159 and Correspondence	EAE	\$45.00
6.	Additional fee required for any of the above applications that request withholding from public inspection <u>1/</u>	159 and Correspondence	EAE	\$45.00

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.