



PUBLIC NOTICE

FEDERAL COMMUNICATIONS COMMISSION
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FCC Announces Changes in Filing Procedures

*This is a notice for all persons wishing to hand-deliver documents to the Wireless Telecommunications Bureau, delivery can be made at the rear entrance of 35 York Street, Gettysburg, PA 17325.
Hours of Operation: 8:00AM to 4:30PM*

As a precautionary measure, effective immediately and until further notice, the following procedure is in place:

- The staff at the Gettysburg office's filing counter at 35 York Street will not accept documents enclosed in envelopes.
- Originals and copies of each official filing must continue to be addressed to the Commission and held together with rubber bands or fasteners. As usual, "stamp and return" copies will be provided as long as they clearly accompany each individual filing.
- Documents intended to be received by specific staff persons within Bureaus and Offices must be clearly labeled on the first page of the document or with a cover sheet indicating the destination. As appropriate, originals and copies must be held together with rubber bands or fasteners.
- Filings requesting confidential treatment under the Commission's rules must also be filed without envelopes. As long as the request for confidential treatment is clearly indicated on the first page of the filing, the staff at the filing counter will enclose the filing in a Commission envelope labeled "confidential" to signal that the filing contains material that is subject to a request for confidential treatment.
- The Gettysburg office will work with specific Bureaus and Offices, as appropriate, to handle bulk filings in accordance with the precautionary measures described above.

As the Commission continues to balance its efforts to be accessible to its customers with the need for heightened security measures, the Commission encourages its customers to make full use of the Commission's electronic filing systems to facilitate the filing of documents. Please address any questions about this Public Notice to the Building & Facility Management Specialist at rhewitt@fcc.gov or call (717)338-2535.

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1270 Fairfield Road
Gettysburg, PA 17325