



# PUBLIC NOTICE

Federal Communications Commission  
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## FCC ANNOUNCES CHANGE IN FILING LOCATION FOR PAPER DOCUMENTS

**NEW FILING LOCATION FOR PAPER DOCUMENTS:** Effective **December 28, 2009**, the Commission's contractor will begin receiving hand-delivered and/or messenger-delivered paper filings for the Commission's Secretary at the **FCC Headquarters** building located at **445 12<sup>th</sup> Street, SW, Room TW-A325, Washington, DC 20554**.

- The filing hours will be Monday through Friday, 8:00 am to 7:00 pm.
- This is the **ONLY** location where hand-delivered or messenger-delivered paper filings for the Commission's Secretary will be accepted. **Accordingly, the Commission will close the filing location at 236 Massachusetts Avenue, NE, Suite 110, Washington, DC 20002.**
- Originals and copies of each official filing must continue to be held together with rubber bands or fasteners. And as usual, "stamp and return" copies will be provided as long as they accompany each individual filing. **ALL FILINGS MUST BE SUBMITTED WITHOUT ENVELOPES.** See [www.fcc.gov/osec/](http://www.fcc.gov/osec/) for further information on filing instructions.
- Documents intended to be received by specific staff members within the 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 should be held together with rubber bands or fasteners.
- Documents sent by overnight mail (*other than* United States Postal Service (USPS) Express Mail) must be addressed to **9300 East Hampton Drive, Capitol Heights, MD 20743**.
- All USPS First Class Mail, Express Mail and Priority Mail should continue to be addressed to **FCC Headquarters at 445 12<sup>th</sup> Street, SW, Washington, DC 20554**. See [www.fcc.gov/osec/guidelines.html](http://www.fcc.gov/osec/guidelines.html) for further instructions on FCC filing addresses.

As the Commission continues to balance its efforts to be accessible to its customers with the need for heightened security measures, we encourage our customers to take full advantage of the Commission's Electronic Comment Filing System to facilitate the filing of applicable documents.

Please address any questions about this Public Notice to Ginger Weasenforth at [ginger.weasenforth@fcc.gov](mailto:ginger.weasenforth@fcc.gov) (202) 418-0330 or Geraldine Taylor at [geraldine.taylor@fcc.gov](mailto:geraldine.taylor@fcc.gov) (202) 418-0305.