



# PUBLIC NOTICE

Federal Communications Commission  
445 12<sup>th</sup> St., S.W.  
Washington, D.C. 20554

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DA 20-304

Released: March 19, 2020

## FCC ANNOUNCES CLOSURE OF FCC HEADQUARTERS OPEN WINDOW AND CHANGE IN HAND-DELIVERY FILING

As the number of reported COVID-19 cases in the United States increases and the World Health Organization has classified COVID-19 as a pandemic, the FCC, effective immediately, has **CLOSED** its current hand-delivery filing location at FCC Headquarters: Open Window Counter, 445 12<sup>th</sup> Street, S.W., Room TW-A325, Washington, D.C. 20554. This step is consistent with FCC guidance from March 12, 2020 announcing that we are no longer allowing visitors into our facilities, absent clear operational necessity and special permission from the Office of Managing Director.

We encourage outside parties to take full advantage of the Commission's various electronic filing systems for filing applicable documents. Except when the filer requests that materials be withheld from public inspection, any document may be submitted electronically through the Electronic Comment Filing System.<sup>1</sup>

When it is necessary to submit documents on paper, such as confidential filings,<sup>2</sup> the Commission encourages parties to use our current guidelines for sending paper filings. UPS, FedEx, Freight or any overnight mail service should be addressed to:

Federal Communications Commission  
9050 Junction Drive  
Annapolis Junction, MD 20701

All USPS First Class Mail, Express Mail and Priority Mail should continue to be sent to FCC headquarters at 445 12<sup>th</sup> Street, SW, Washington, DC 20554. Any party that is unable to meet a filing deadline due to the closure may request a waiver of the applicable deadline, to the extent

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<sup>1</sup> See 47 CFR § 1.49(f)(3). Filings associated with an existing docket may be submitted through <https://www.fcc.gov/ecfs/filings>. Those not associated with an existing docket can be submitted at <https://www.fcc.gov/ecfs/filings/nodocket>. INBOX-1.41 is available for miscellaneous filings that do not fit one of the other listed categories.

<sup>2</sup> Persons submitting confidential filings are also encouraged to contact the appropriate Bureau/Office representative regarding the submission of courtesy copies for the staff.

permitted by law. This is a temporary measure that will remain in effect for the foreseeable future and is being taken to help protect the health and safety of our employees, and to mitigate or slow the transmission of COVID-19 within the community.

Please direct all questions regarding this Public Notice to the Office of the Secretary, [Marlene.Dortch@fcc.gov](mailto:Marlene.Dortch@fcc.gov) or [Geraldine.Taylor@fcc.gov](mailto:Geraldine.Taylor@fcc.gov) (202) 418-0305.

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