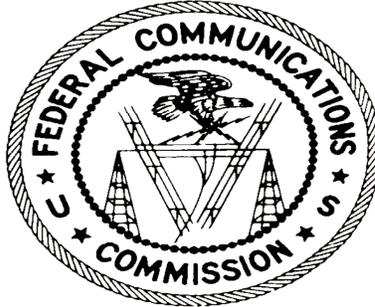


FEDERAL COMMUNICATIONS COMMISSION



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 may be obtained at Part I, Subpart G of the CFR or in the Commission's official decision implementing the Congressional Schedule of Charges.

Effective August 30, 2016

INTRODUCTION

The authority of the Federal Communications Commission (Commission) 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 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 Remittance Advice, Form 159*, and instructions on its use.

Part A provides instructions on how to pay a fee and identifies other processing services available to the requester. ***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's Equipment Authorization and Compliance Branch and Experimental Licensing Branch.

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 or at <http://www.fcc.gov/fees/appfees.html>. All fees are subject to modification as required by Congress.

PART A

IMPORTANT NOTICE FOR APPLICANTS/LICENSEES WHO SUBMIT FEEABLE FILINGS

Effective December 3, 2001, the use of the FCC Registration Number (FRN) is mandatory. Failure to register or include an FRN on your FCC Form 159 will result in your application being returned as unprocessable. If you do not yet have an FRN, you can obtain one through the FCC website listed below, or by filling out the registration form (Form 160) and submitting the registration form along with your payment and FCC Form 159. Unless the payer and the applicant are the same person or entity, a separate FRN number must be used for the payer FRN and the applicant FRN. If you are acting as an agent for an entity, and the remittance (i.e., check or credit card) carries your name as an official designated to pay on behalf of the entity, you must include the entity's name both as payer and applicant in order to use the same FRN. Failure to follow these instructions will result in your application being returned as unprocessable. **Please note that transactions with the FCC require the use of the FCC FRN. Therefore, please have the FRN available when contacting or submitting documents to the FCC.**

Ways to obtain a FCC Form 159:

- 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 TW-B200
- Call CORES Helpdesk at 1-877-480-3201.

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, you have already been pre-registered. You may want to check CORES to determine if you are still registered, or if you have forgotten your registration number.

Ways to obtain an FCC Registration Number (FRN):

- Go to www.fcc.gov/cores and click Register link.
- Check for your pre-assigned number at www.fcc.gov/cores by clicking on the search link.
- File FCC Form 160, (CORES Registration). You may obtain the form at <http://www.fcc.gov/formpage.html> or by calling the FCC's CORES Helpdesk at 1-877-480-3201. You may also pick up the form in Commission Room TW-B200. Mailing instructions are on the form.

If you are unable to register electronically, you can still submit your application for a Registration Number (FCC Form 160) directly to U.S. Bank (along with your filing documents and payment) or fax the FRN registration form to the CORES Helpdesk at (202) 418-7869 for some filing procedures. U.S. Bank will register you and you will receive a confirmation letter from the FCC through the U.S. Postal Service mail.

DEBT COLLECTION IMPROVEMENT ACT

In accordance with the Debt Collection Improvement Act (DCIA), the Commission will begin withholding action on applications and other requests for benefits upon discovery that the entity applying for or seeking benefits is delinquent in its non-tax debts owed to the Commission, and dismiss such applications or requests if the delinquent debt is not resolved. Our application fee rules have been amended to state that we will withhold action on applications or other requests if payment of the delinquent debt is not made or satisfactory arrangements for payment are not made. Those rule amendments are effective October 1, 2004.

REMITTANCE ADVICE - FCC FORM 159

The Remittance Advice, FCC Form 159, must accompany payment to the Federal Communications Commission for Regulatory Fees, Application 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. Please refer to Part B/C of this guide for specific form requirements. 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.

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." No postdated, altered or third party checks will be accepted. No checks will be accepted for processing if older than six months. The Commission will accept Visa, MasterCard, American Express, and Discover credit cards. **Online credit card payments are also acceptable. Online credit card payment is an available option when filing electronic application submissions. If you choose this method of combined filing/payment, do not send an FCC Form 159 to U.S. Bank.**

If paying by wire, 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 transfer fee added from your bank for this service. If an additional cost is required by your bank, and you have not included additional funds to cover this cost, it will be taken out of the funds that will be transferred. This will result in your remaining transfer amount being insufficient to cover the fee for the filing. Please check with your bank prior to completing this transaction to determine their policy. For further instructions in making payment by wire see our website at <http://www.fcc.gov/fees/wiretran.html>.

Payment of fees, fines, and other debts may also be made by electronic payment. This 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 a U.S. financial institution.

To obtain more information about electronic payment and how it works, please contact the Revenue and Receivables Operations Group at (202) 418-1995. For further information on making payment by electronic transfer see our website at <http://www.fcc.gov/fees/electran.html>.

NONFEEABLE APPLICATIONS

All non-feeable applications filed in Washington, DC must be filed directly with the Secretary's Office, Room TW-B204, 445 12th Street, SW, Washington, DC 20554 and should be captioned Attention: Enforcement Bureau.

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 1.1116 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 & 1.1117 govern the Commission's policies 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 12th Street, SW, Room 1-A625
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. If the Commission grants the waiver request or the fee determination results in a lower fee, a refund will be issued. Deferrals of fees are also filed in Washington, DC, and have a limit of up to six months with good cause. Deferrals of fees are considered when the inability to pay the required fee is due to a financial hardship (i.e., bankruptcy), and must be accompanied by supporting documentation.

REFUND PROCESS

The appropriate Bureau/Office handles routine refund requests. When a Bureau/Office determines that a refund is warranted, it is forwarded to the Office of the Managing Director, Revenue and Receivables Operations Group for processing. The Revenue and Receivables Operations Group (RROG) handles all approved refund requests. Once the refund request is

approved, the refund process usually takes 7-10 business days. Once a request has been reviewed and processed by RROG, 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 1.1115 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 U.S. Bank – Government Lockbox# 979095, SL-MO-C2-GL, 1005 Convention Plaza, St. Louis, MO 63101 (Attention: FCC Government Lockbox). **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

EQUIPMENT APPROVAL SERVICES

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ELECTRONIC FILINGS

A. Assignment of an Applicant / Grantee Code must be obtained electronically.

Fees for assignment of an applicant/grantee code may be paid by check, bank draft, money order, wire transfer, or credit card (either online or mail-in). An online credit card payment requires a system that supports at least 128-bit encryption. *

PAPER FILINGS

To retrieve a blank *Form 159*, visit: <http://www.fcc.gov/formpage.html>. Fees may be paid by check, bank draft, money order, wire transfer, or credit card (mail-in). See Pages B6, B7, B9

* For an online credit card payment the *Remittance Advice, FCC Form 159*, should not be sent to U.S. Bank.

FEE PAYMENT INFORMATION FOR APPLICANT / GRANTEE CODE ASSIGNMENT

All entities doing business with the FCC **MUST** have an FCC Registration Number (FRN). To obtain an FRN, visit <https://apps.fcc.gov/coresWeb/publicHome.do>. No fee is required for the assignment of an FRN. The PAYER's FRN must be provided in Item 11 of the *FCC Remittance Advice, Form 159*. If the PAYER and APPLICANT are different entities, the APPLICANT's FRN (Item 21) must also be provided.

Assignment of Applicant / Grantee Code

To obtain a Grantee Code, click Grantee Registration under Filing Options at <https://apps.fcc.gov/oetcf/eas/index.cfm>.

Payment for a Grantee Code must be submitted in a timely manner. If the payment is not received / verified within thirty (30) calendar days of the date the Grantee Code is assigned, the Grantee Code will automatically be removed from our database. The applicant will then be required to obtain another Grantee Code.

It is suggested that the payment be submitted no later than seven (7) calendar days after the Grantee Code assignment. It is also suggested that labels should not be printed unless / until the fee payment has been verified.

Fees may be paid by check, bank draft, money order, wire transfer, or credit card (either online or mail-in). The option to submit an online credit card payment is presented immediately after the assignment of the Applicant / Grantee code, OR click Return to 159 Form under Filing Options at <https://apps.fcc.gov/oetcf/eas/index.cfm>. An online credit card payment requires a system that supports at least 128-bit encryption.*

An *Application for Equipment Authorization, FCC Form 731* may be submitted through a Telecommunications Certification Body (TCB)

- a) as soon as the Grantee Code payment is validated by the Commission or
- b) at any later time

* For an online credit card payment the *Remittance Advice, FCC Form 159*, should not be sent to U.S. Bank.

METHODS OF PAYMENT

(ALSO SEE PART A OF THIS OET FEE GUIDE)

Fees may be paid by check, bank draft, money order, wire transfer, or credit card (either online or mail-in). Online credit card payments are also available; see below. Your remittance must be denominated in U.S. dollars, drawn on a U.S. financial institution and made payable to "FCC." No postdated, altered or third party checks will be accepted. Also, checks older than six (6) months will not be accepted for processing. The Commission accepts Visa, MasterCard, American Express, and Discover credit cards.

Check; Money Order; Credit Card (mail-in)

Send payment, along with *FCC Remittance Advice, Form 159* * to U.S. Bank. See Pages B6, B7, B9. **Do not send any other paperwork or correspondence. See Page B3.**

Online credit card payment requires a system that supports at least 128-bit encryption. For an online credit card payment the *FCC Remittance Advice, Form 159*, should not be sent to U.S. Bank. It is suggested that the successful online payment acknowledgment be retained for future reference.

Online credit card payment for a Grantee Code assignment (Page B3): The option to submit an online credit card payment is presented immediately after the assignment of the Applicant / Grantee code, **OR** click Return to 159 Form under Filing Options at <https://apps.fcc.gov/oetcf/eas/index.cfm>.

*To retrieve a blank *FCC Remittance Advice, Form 159*: <http://www.fcc.gov/formpage.html>

Continued on Page B5

METHODS OF PAYMENT
Continued

Wire Transfer – Also see Wire Transfer for Application Fee Payment or other Filings at <http://www.fcc.gov/fees/wiretran.html>

On the same business day, a completed *FCC Remittance Advice, Form 159* must be sent to U.S. Bank at least one (1) hour before the wire transfer is submitted. Indicate "Wire Transfer – Application Fee Payment" on the *Form 159* * and FAX it to U.S. Bank at (314)418-4232. Do not FAX Form 159 for any other method of payment. All pertinent Items of the *Form 159* must be completed, including, but not limited to Item 28A (and Item 28B, if necessary) and Item 29A (and Item 29B, if necessary).

The following information should be given to your bank in order to complete the wire processing transfer:

ABA Routing Number: 021030004
Receiving Bank: TREAS NYC
BNF: FCC/AC—27000001

The following pertinent information must be keyed in the OBI Field:
(Skip one space between each information item)

"APPLICATION PAY"

FCC ACCOUNT NO: Enter the Payer FRN (FCC Registration Number)

FCC CODE 1: Enter information that is shown in Item 28A of *Form 159* (see Page B6)

FCC CODE 2 (Item 29A): Enter information that is shown in Item 29A of *Form 159* (see Page B6)

PAYOR NAME: Enter Name of Person Responsible for Payment

DAYTIME TELEPHONE NO: Enter information that is shown in Item 9 of *Form 159*

Please note: The bank performing the wire transfer (or the bank draft) may charge a service fee, which is separate from the fees required for the FCC filing. Do not deduct the bank's service fee from the fees due to the FCC.

Electronic Payments

We can no longer offer our customers the option of paying their application processing fees electronically and filing the associated paperwork with the Commission. This former payment method, known as the Customer-Initiated Payment Plan (CIP), is not supported by our current lockbox bank.

*To retrieve a blank *FCC Remittance Advice, Form 159*: <http://www.fcc.gov/formpage.html>

HOW TO COMPLETE AN FCC REMITTANCE ADVICE, FORM 159

For an online credit card payment, the *FCC Remittance Advice, Form 159* should not be sent to U.S. Bank.

To retrieve a blank *FCC Remittance Advice, Form 159*: <http://www.fcc.gov/formpage.html>

It is suggested that a copy of the completed *Form 159* be retained for future reference.

Item 1 LOCKBOX # - Enter 979095

Item 3 – Enter total amount due

Section A – Complete PAYER INFORMATION

Item 11 – Enter PAYER FRN *

Item 12 – Leave blank – FRN replaces TIN

Section B – If PAYER and APPLICANT are different entities, complete Section B – APPLICANT INFORMATION - in addition to Section A

Item 21 – If PAYER and APPLICANT are different entities, enter APPLICANT FRN *

Section C – Refer to Page B9 and complete Items 24A; 26A; 27A

Item 28A and Item 29A:

If submitting payment for the assignment of Grantee Code (Page B3), enter the grantee code (i.e., XYZ) into Item 28A, and enter the grantee code preceded by 13EA into Item 29A (i.e., 13EAXYZ)

* All entities doing business with the FCC **MUST** have an FCC Registration Number (FRN). To obtain an FRN, visit <https://apps.fcc.gov/coresWeb/publicHome.do>. The FRN for the PAYER must be provided in Item 11 of the *FCC Remittance Advice, Form 159*. If the PAYER and APPLICANT are different entities, the FRN for the APPLICANT (Item 21) must also be provided.

FEE PAYMENT MAILING ADDRESS(ES)

To retrieve a blank *FCC Remittance Advice, Form 159*: <http://www.fcc.gov/formpage.html>.

It is suggested that a copy of the completed *Form 159* be retained for future reference.

If paying with a check or money order, send JUST the check or money order along with the completed *FCC Remittance Advice, Form 159* to U.S. Bank. **Do not send any other paperwork or correspondence.**

If paying by credit card (not online *), send JUST the completed *FCC Remittance Advice, Form 159* to U.S. Bank. Complete, sign, and date Section E-Credit Card Payment Information, in addition to all other pertinent items. **Do not send any other paperwork or correspondence.**

Place either of the above payments into an envelope addressed to:

Federal Communications Commission
Equipment Approval Services
Post Office Box 979095
St. Louis, MO 63197-9000

(Post Office Box 979095 in the above mailing address corresponds with Item (1) LOCKBOX # on *FCC Form 159*, and notifies U.S. Bank that the payment is being submitted for an *Equipment Authorization Grantee Code Assignment*.)

If payment is being mailed, mail to above address.

To hand-deliver or to submit payment via courier service (i.e., DHL, FedEx, UPS, etc.), the envelope addressed to above should be placed into an outer envelope addressed to

Federal Communications Commission
c/o U.S. Bank – Government Lockbox 979095
SL-MO-C2-GL
1005 Convention Plaza
St. Louis, MO 63101

(Attention: FCC Government Lockbox)

It is suggested that the delivery service tracking number be retained for future reference.

*** For an online credit card payment the *FCC Remittance Advice, Form 159*, should not be sent to U.S. Bank.**

QUESTIONS / CONTACTS

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

Federal Communications Commission
Laboratory Division
Customer Service Branch
Telephone: 301-362-3000
Facsimile: 301-362-3290

Web: www.fcc.gov/oet/ea - To obtain Equipment Authorization Filing Information
Web: www.fcc.gov/labhelp - To submit inquiries at our Knowledge Database (KDB) site

TYPE OF APPLICATION	FCC FORM # OR DOCUMENT	PAYMENT TYPE CODE	FEE AMOUNTS
ASSIGNMENT OF GRANTEE CODE For all Application Types	EL Assignment of Code & EL Form 159 OR PA Form 159	EAG	\$70.00

The fee for the assignment of an Applicant / Grantee Code is a **one-time charge**. Payment must be submitted in a timely manner. If the payment is not received / verified within thirty (30) calendar days of the date of the Grantee Code assignment, the Grantee Code will be automatically removed from the OET Grantee Code Database and the applicant will then be required to obtain another Grantee Code. It is suggested that the payment be submitted no later than seven (7) calendar days after the Grantee Code assignment. It is also suggested that labels not be printed unless / until the fee payment has been verified.

All grantee codes are obtained on the website and Form 159 applications may be filed in paper or electronically.

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 pages C2 and C3 of this guide. Applications for all experimental radio licenses, other than those that are classified (**CONFIDENTIAL OR SECRET**) for National Security purposes, must be submitted electronically on the OET Experimental Licensing System, which can be found on www.fcc.gov, then clicking "Online Filing" from the "Business & Licensing" pull-down menu and scrolling to "OET Experimental Licensing System Electronic Filing." Instructions for filing classified applications can be found on page C2 of this guide. 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, credit card (including online use of credit card) 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 fee payment, except for online credit card payment.**

- **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
445 12th St., S.W.
Washington, DC 20554
Telephone (202) 418-2479 - Facsimile (202) 418-1918
E-mail: elb@fcc.gov

EXPERIMENTAL RADIO SERVICES FEES

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

Submit Experimental Radio Services fee payments, along with Form 159, to one of the addresses below. (Do not send Form 159 for an online credit card payment.) 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 979095
St. Louis, MO 63197-9000

2. Hand-Delivery or Courier Service: *

Federal Communications Commission
c/o U.S. Bank—Government Lockbox 979095
SL-MO-C2-GL
St. Louis, MO 63101
(Attention: FCC Government Lockbox)

*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.

FILING OF CLASSIFIED APPLICATIONS:

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

- File all unclassified data electronically as described on page C1 of this guide. This may require the entry of dummy data in place of the classified data to pass system validations. Submit an electronic attachment stating that the classified portion of the application has been submitted to the FCC's Security Operations Staff or the FCC's Operations Center in accordance with the instruction below.
- Submit the remaining portion of the application to: Federal Communications Commission, Security Operations Staff, OSMD, Room 1B458, 445 12th St, SW, Washington, DC 20554. Alternatively, the classified portion of the application may be submitted to the FCC's Operations Center via secure fax to (202) 418-0908 or via secure email through SIPRNet to FCCOC@ADNET.sgov.gov. Classified faxes or emails should be marked to the attention of Michael Crowe (phone: (202) 418-2863, email: Michael.Crowe@fcc.gov). The Operations Center's phone number is (202) 418-1122.

TYPE OF APPLICATION	FCC FORM NO. OR DOCUMENT	FEE TYPE CODE	FEE PER FORM OR DOCUMENT
1. New Station Authorization	442 & 159	EAE	\$70.00
2. Modification of Authorization	442 & 159	EAE	\$70.00
3. Renewal of Station Authorization	405 & 159	EAE	\$70.00
4. Assignment of License or Transfer of Control	702 or 703 & 159	EAE	\$70.00
5. Special Temporary Authority	159 and Correspondence	EAE	\$70.00
6. Additional fee required for any of the above applications that request withholding from public inspection <u>1/</u>	159 and Correspondence	EAE	\$70.00

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.

