



PUBLIC NOTICE

Federal Communications Commission
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Washington, D.C. 20554

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FCC ANNOUNCES

CLOSURE OF FILING WINDOW AT FCC HEADQUARTERS and PERMANENT CHANGE IN THE LOCATION AND HOURS FOR RECEIVING HAND-CARRIED FILINGS

Effective July 7, 2020, the Commission has **PERMANENTLY CLOSED** its filing location at FCC Headquarters: Open Window Counter, 445 12th Street, S.W., Room, TW-A325, Washington, D.C. 20554. This change is for security measures, and in anticipation of our upcoming FCC Headquarters move.

As explained in an Order released on May 28, 2020 and published in the Federal Register on June 30, 2020,¹ all hand-carried documents will no longer be accepted at the FCC headquarters and, after COVID-19 restrictions are lifted, the address identified below will be the only location where hand-carried documents for the Commission will be accepted.² At that time, the filing window for hand-carried documents will be open from 8:00 a.m. to 4:00 p.m., Monday through Friday. We will not accept hand-carried filings outside of those hours, including those for the Commission's Secretary. These changes are being made to enhance security measures and in conjunction with the Commission's upcoming relocation to a new headquarters building located at 45 L Street, NE, Washington, DC 20554, which is scheduled to occur later this year.

NEW FILING LOCATION FOR PAPER DOCUMENTS:

Federal Communications Commission
9050 Junction Drive
Annapolis Junction, MD 20701

¹ *Amendment of the Commission's Rules of Practice and Procedure*, Order, DA 20-562, (OMD rel. May 28, 2020), <https://docs.fcc.gov/public/attachments/DA-20-562A1.pdf>. See also 85 Fed. Reg. 39075 (June 30, 2020).

² On March 19, 2020, the FCC announced the closure of the filing window at its headquarters in light of the COVID-19 pandemic. See "FCC Announces Closure of FCC Headquarters Open Window and Change in Hand-Delivery Filing," DA 20-304, March 19 (the "COVID-19 Filing Window PN"). On March 26, 2020, the FCC announced that it was closing its hand-delivery filing location at the Commission's Gettysburg location. See "Wireless Telecommunications Bureau Announces Change In Hand-Delivery Filing For Commission's Gettysburg Location," DA 20-346, March 26, 2020 (the "Gettysburg Filing Window PN").

- This is the **ONLY** location where hand-carried or messenger-delivered filings for the Commission will be accepted.³
- The filing hours will change to Monday through Friday, 8:00 am to 4:00 pm.
- Originals and copies of each official filing must continue to be held together with rubber bands or fasteners. **HAND-CARRIED FILINGS MAY NOT BE SUBMITTED IN ENVELOPES OR BOXES.**
- As usual, “stamp and return” copies will be provided as long as each individual filing is accompanied by a self-addressed, stamped return envelope.
- Confidential documents should be clearly labeled as “Confidential” on the document and the cover letter.
- Documents intended to be received by specific staff members 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 should be held together with rubber bands or fasteners.

As the Commission continues to balance its efforts to be accessible to its customers with the need for heightened security measures, and in light of our anticipated upcoming headquarters move, we encourage our customers to take full advantage of the Commission’s Electronic Comment Filing System to facilitate the filing of applicable documents. Nothing in this Public Notice impacts the process for hand-delivery filings described in the FCC’s COVID-19 Filing Window PN or the Gettysburg Filing Window PN.

Please direct all questions and comments regarding this Public Notice to the Office of the Secretary, Attn: Geraldine Taylor, Geraldine.Taylor@fcc.gov, or (202) 418-0300.

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³ This Public Notice addresses hand-carried documents. As a reminder, all documents, packages and equipment sent to FCC Headquarters via UPS, FedEx, Freight, or any overnight commercial mail service must also be sent to the Annapolis Junction address. Mail sent through the United States Postal Service (USPS), including USPS First Class Mail, Express Mail, and Priority Mail should continue to be addressed to: Federal Communications Commission, Washington, DC 20554.