WIRELESS TELECOMMUNICATIONS BUREAU

FACT SHEET

FEDERAL COMMUNICATIONS COMMISSION
1270 FAIRFIELD ROAD
GETTYSBURG, PA 17325-7245

MANUAL FILING INSTRUCTIONS FOR FCC 601 WITH A SIMPLE PURPOSE

Effective with FCC Receipts of July 3, 2014
FCC Application for Radio Service Authorization: Wireless Telecommunications Bureau or Public Safety and Homeland Security Bureau

For information on ULS electronic filing and most current information, visit WTB's website at http://wireless.fcc.gov/uls or call (877) 480-3201 (TTY 717-338-2824). To provide quality service and ensure security, all telephone calls are recorded.

The instructions that follow are for filing FCC 601 applications for simple purposes only (Administrative Update, Cancellation, Duplicate, Renewal Only & Withdrawal). Determine the radio service and purpose of filing in the information that follows. Fee information and mailing requirements for electronic filing are provided on-line when the application is submitted.

FEE EXEMPTION:
Eligibles filing as governmental entities, civil air patrol, stations used in connection with non-commercial educational broadcast stations and duplicate requests (for Broadcast Auxiliary, Cellular, Offshore Radio, Paging and Radiotelephone, and Rural Radio licenses only) are exempt from fee payment. Certain non-profit entities are eligible for a partial fee exemption. If you are uncertain if you qualify, please refer to the current Fee Filing Guide or call ***(877) 480-3201 (TTY 717-338-2824)***.

FCC 159, "Remittance Advice", and FCC 159-C, (Continuation Sheet) is a multi-purpose form that must accompany any payment to the Federal Communications Commission (e.g., Regulatory Fees, Processing Fees, Auctions, Fines, Forfeitures, Freedom of Information Act (FOIA) Billings, or any other debt due to the FCC). The information on FCC 159 is collected to ensure credit for full payment, to ensure you receive any refunds due, to service public inquiries, and to comply with the Debt Collection Improvement Act of 1996. (If filing electronically, this form will be provided on-line.) (See Attachment)

FCC 601 Main Form is necessary for all of the simple purposes for Public Mobile Services, Personal Communications Services, General Wireless Communications Services, Private Land Mobile Radio Services, Broadcast Auxiliary Services, Fixed Microwave Services, Maritime Services (excluding ships), and Aviation Services (excluding aircraft). Please read these instructions prior to completing your application. (See Attachment) If filing for multiple call signs/file numbers, you will also require **Schedule A** to list additional call signs/file numbers. (See Attachment)

AU - (No Fee Required) Administrative Update: To request a change of any administrative data on a license such as licensee name (without a change in ownership, control or corporate structure), mailing address, telephone and or fax numbers, e-mail address, contact information and control point information. Complete the following items on FCC 601 Main Form:

Mandatory items required for submission of "AU" purpose are as follows:

Application Purpose
Call Sign (if filing for multiple Call Signs, list additional call signs on Schedule A)
FCC Registration Number (FRN)
Signature and Date

One or more of the following items may be corrected with "AU" purpose:

Licensee Name (without a change in ownership) (Also answer "If the Licensee Name is being…")
Entity Name (without a change in ownership, control, or corporate structure) (Also answer "If the Licensee Name is being…")
Mailing Address
Telephone Number
FAX Number
E-Mail Address
Contact Information
Control Point Information

Note: When updating control point information, only one call sign may be filed per application. Submit appropriate Schedule with the Main Form for specific radio service.

CA – (No Fee Required) Cancellation of License: To cancel an existing license complete the following items on FCC 601 Main Form:

Mandatory items required for submission of "CA" purpose are as follows:

Application Purpose
Call Sign (if filing for multiple Call Signs, list additional call signs on Schedule A)
FCC Registration Number (FRN)
Telephone Number
Signature and Date

WD - (No Fee Required) Withdrawal of Application: To withdraw a previously filed, currently pending application(s), complete the following items on FCC 601 Main Form:

Mandatory items required for submission of "WD" purpose are as follows:

Application Purpose
File Number (if filing for multiple File Numbers, list additional File Numbers on Schedule A)
FCC Registration Number (FRN)
Signature and Date

SEND NONFEEABLE APPLICATIONS WITH OR WITHOUT WAIVER OF THE REQUIREMENT TO FILE ELECTRONICALLY TO:

Federal Communications Commission
1270 Fairfield Road
Gettysburg, PA 17325-7245

DU - Duplicate License: To request a hard copy duplicate of an existing license(s), complete the following items on FCC 601 Main Form (See **GENERAL FEE EXEMPTION** to determine if a fee is required):

Mandatory items required for submission of "DU" purpose are as follows:

Radio Service Code
Application Purpose
Call Sign (if filing for multiple Call Signs, list additional call signs on Schedule A)
Fee Status
FCC Registration Number (FRN)
Signature and Date

PAYMENT FOR A DUPLICATE LICENSE

- FCC 601
- FCC 159
- Payment/Fee Type Code: PADM - $65.00 Fee

NOTE: Payment is due for Marine Coast (Part 80), Aviation Ground (Part 87), Land Mobile (Part 90), 218-219 MHz (Part 95), Common Carrier Point-To-Point Microwave, Local Television Transmission, Millimeter Wave Service and DEMS (Part 101), and Private Point-To-Point Microwave and DEMS (Part 101).

FILINGS REQUIRING A FEE SHOULD BE MAILED TO:

Federal Communications Commission
P. O. Box 979097
St. Louis, MO 63197-9000

FILINGS NOT REQUIRING A FEE SHOULD BE MAILED TO:

Federal Communications Commission
1270 Fairfield Road
Gettysburg, PA 17325-7245

MANDATORY FIELDS TO BE COMPLETED FOR RENEWAL ONLY PURPOSE

RO - Renewal Only: To renew an existing authorization within the specified renewal time frame **(must be filed no later than expiration date of the authorization and no sooner than 90 days prior to expiration date)** where **no changes** in the conditions are being requested at the time of renewal. (To make any modifications to your existing authorization, use the Renewal/Modification purpose and also include the appropriate Schedule for that particular Radio Service.)

Mandatory items required for submission of 'RO' purpose are as follows:

Radio Service Code
Application Purpose
Call Sign (if filing for multiple Call Signs, list additional call signs on Schedule A)
Fee Status
FCC Registration Number (FRN)
Aeronautical Advisory Station (Unicom) Certification (For Aviation Services Only)
Broadband Radio Service and Educational Broadband Service (For BR/ED Services Only)
Signature and Date

Optional Items: Requested Authorization Expiration Date MM/DD

NOTE: To renew an existing STA, you must select purpose of 'RO' and enter the appropriate Call Sign.

FILINGS REQUIRING A FEE SHOULD BE MAILED TO:

Federal Communications Commission
P. O. Box 979097
St. Louis, MO 63197-9000

FILINGS NOT REQUIRING A FEE SHOULD BE MAILED TO:

Federal Communications Commission
1270 Fairfield Road
Gettysburg, PA 17325-7245

PAYMENT TYPE CODES AND FEE DUE FOR RENEWAL IN SPECIFIC RADIO SERVICES

PART 22 CELLULAR RADIOTELEPHONE SERVICE

Must file electronically via ULS.

- FCC 601
- FCC 159
- Payment/Fee Type Code: CAC - $65.00 Fee (Per Call Sign)

PART 22 OFFSHORE RADIO SERVICE

Must file electronically via ULS.

- FCC 601
- FCC 159
- Payment/Fee Type Code: CAF - $65.00 Fee (Per Call Sign)

PART 22 PAGING AND RADIOTELEPHONE SERVICE

(Including 900 MHz Nationwide Paging Renewal)
Must file electronically via ULS.

- FCC 601
- FCC 159
- Payment/Fee Type Code: CAD - $65.00 Fee (Per Call Sign)

PART 22 RURAL RADIOTELEPHONE SERVICE

Must file electronically via ULS.

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: CARM - $65.00 Fee (Per Call Sign) **AND**
  Regulatory Payment/Fee Type Code: CARR - $150.00 Fee

PART 27 BROADBAND RADIO SERVICE

Must file electronically via ULS.

- FCC 601
- FCC 159
- Payment/Fee Type Code: CJM - $290.00 Fee (Per Call Sign)

PART 74 BROADCAST AUXILIARY RADIO SERVICE

(Aural Microwave, TV Microwave, Remote Pickup and Low Power)

- FCC 601
- FCC 159
- Payment/Fee Type Code: MAA - $65.00 Fee (Per Call Sign)

PART 80 MARINE COAST RADIO SERVICE

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: PBMM - $130.00 Fee (Per Call Sign) **AND**
  Regulatory Payment/Fee Type Code: PBMR - $550.00

Non-Profit (filings must be accompanied with a current Determination Letter from the Internal Revenue Service documenting non-profit status under IRS Code Section 501 or a current certification as a non-profit corporation or other non-profit entity by state or other governmental authority) or PUBLIC COAST (CMRS)

- FCC 601
- FCC 159
- Payment/Fee Type Code: PBMM - $130.00 Fee (Per Call Sign)

PART 87 AVIATION GROUND RADIO SERVICE

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: PBVM - $130.00 Fee **AND**
  Regulatory Payment/Fee Type Code: PBVR - $150.00 (Per Call Sign)

Non-Profit (filings must be accompanied with a current Determination Letter from the Internal Revenue Service documenting non-profit status under IRS Code Section 501 or a current certification as a non-profit corporation or other non-profit entity by state or other governmental authority)

- FCC 601
- FCC 159
- Payment/Fee Type Code: PBVM - $130.00 Fee (Per Call Sign)

PART 90 LAND MOBILE RADIO SERVICE

See Section 1.913 on mandatory electronic filing.

Frequencies below 470 MHz (except 220 MHz), 902 – 928 MHz, Radiolocation and 3650-3700 MHz Band (PMRS)

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: PALM - $65.00 Fee **AND**
  Regulatory Payment/Fee Type Code: PALR - $150.00 (Per Call Sign)

Frequencies 470 MHz and above and 220 MHz (Local)

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: PALM - $65.00 Fee **AND**
  Regulatory Payment/Fee Type Code: PALS - $400.00 (Per Call Sign)

220 MHz Nationwide

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: PALM - $65.00 Fee **AND**
  Regulatory Payment/Fee Type Code: PALT - $400.00 (Per Call Sign)

Non-Profit (filings must be accompanied with a current Determination Letter from the Internal Revenue Service documenting non-profit status under IRS Code Section 501 or a current certification as a non-profit corporation or other non-profit entity by state or other governmental authority)

- FCC 601
- FCC 159
- Payment/Fee Type Code: PALM - $65.00 Fee (Per Call Sign)

PART 95 218-219 MHz RADIO SERVICE

Must file electronically via ULS.

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: PAIM - $65.00 Fee (Per Call Sign) AND
  Regulatory Payment/Fee Type Code: PAIR - $750.00

Non-Profit (filings must be accompanied with a current Determination Letter from the Internal Revenue Service documenting non-profit status under IRS Code Section 501 or a current certification as a non-profit corporation or other non-profit entity by state or other governmental authority)

- FCC 601
- FCC 159
- Payment/Fee Type Code: PAIM - $65.00 Fee (Per Call Sign)

PART 101 COMMON CARRIER DIGITAL ELECTRONIC MESSAGE SERVICE
Must file electronically via ULS.

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: CJLM - $290.00 Fee (Per Call Sign) **AND**
  Regulatory Payment/Fee Type Code: CJLR - $200.00 Fee

PART 101 COMMON CARRIER POINT-TO-POINT MICROWAVE,
LOCAL TELEVISION TRANSMISSION
& MILLIMETER WAVE SERVICE
Must file electronically via ULS.

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: CJPM - $290.00 Fee (Per Call Sign) **AND**
  Regulatory Payment/Fee Type Code: CJPR - $200.00 Fee

PART 101 PRIVATE POINT-TO-POINT MICROWAVE

and PRIVATE DEMS RADIO SERVICE

- FCC 601
- FCC 159
- Application Payment/Fee Type Code: PEOM - $290.00 Fee **AND**
  Regulatory Payment/Fee Type Code: PEOR - $200.00 Fee (Per Call Sign)

Non-Profit (filings must be accompanied with a current Determination Letter from the Internal Revenue Service documenting non-profit status under IRS Code Section 501 or current certification as a non-profit corporation or other non-profit entity by state or other governmental authority.)

- FCC 601
- FCC 159
- Payment/Fee Type Code: PEOM - $290.00 Fee (Per Call Sign)

GENERAL FEE EXEMPTIONS

Further fee exemptions may be identified with a specific radio service in this guide. See 47 CFR, Part 1, § 1.1116 of the Commission's Rules for further explanation of who qualifies as a fee exemption.

The following are exempt from ALL fee requirements:

- Governmental Entities
- Non-commercial Educational Broadcast stations.
- Educational Broadband Service.

The following are exempt from either application and/or regulatory fee requirements:

- Non-profit applicants in the Special Emergency and Public Safety Radio Services are exempt from the application fee, provided a current Determination Letter accompanies the application from the Internal Revenue Service documenting their non-profit status under IRS Code Section 501(c)(3).

- All Special Emergency and Public Safety Radio Service applicants are exempt from the regulatory fee.

- Non-profit applicants in radio services other than Special Emergency and Public Safety is required to pay the application fee. However, they are exempt from paying the regulatory fee, provided a current Determination Letter accompanies the application from the Internal Revenue Service documenting their non-profit status under IRS Code Section 501 or current certification as a non-profit corporation or other non-profit entity by state or other governmental authority.

METHOD OF PAYMENT

Payment of fees must be made by a single check, bank draft, money order, credit card (Visa, MasterCard, American Express and Discover), or by wire transfer. **NOTE:** The U.S. Treasury will reject Credit Card transactions greater than $49,999.99. This limit includes multiple transactions on the same Credit Card totaling more than this limit in a single day. For transactions greater than $49,999.99, an alternative method of payment must be used. Payment methods can be found at http://www.fcc.gov/fees. Reference: Treasury Bulletin No. 2005-03 (http://www.fms.treas.gov/TFM/vol1/bull.html). 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". 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. No postdated, altered or third party checks will be accepted. No checks will be accepted if issue date is older than six months. *DO NOT SEND CASH.*

COURIER OR HAND DELIVERY OF APPLICATIONS

If you wish to hand carry or courier your feeable application to St. Louis, it should be enclosed in a sealed envelope with the appropriate post office box address clearly marked on the outside. Applications may be delivered to the bank at the following address:

Attn: FCC Government Lockbox #979097, SL-MO-C2-GL
U. S. Bank
1005 Convention Plaza
St. Louis, MO 63101

This address is for hand delivery only. **DO NOT use it for mailing applications**.

FEE EXEMPT hand deliveries should be directed to:

Federal Communications Commission
1280 Fairfield Road
Gettysburg, PA 17325

APPLICATION FORMS

Several manufacturers place application forms and applicable information in boxes of radio equipment for sale. The forms present in your radio equipment box may be outdated and reflect erroneous information causing delay in processing and possibly dismissal of your application.

You may obtain application forms from the Commission's Forms Distribution Center, 9300 East Hampton Drive, Capital Heights, MD 20743, call toll free (800) 418-FORM (3676). Most forms are available from the FCC's Internet site at http://www.fcc.gov/formpage.html or from the FCC's Fax Information System by dialing (202) 418-0177.

QUESTIONS

If you have any questions regarding your application and/or fee, you may call (877) 480-3201 (TTY 717-338-2824). To provide quality service and ensure security, all telephone calls are recorded.