# Federal Communications Commission (FCC) Experimental Licensing System (External) Users Manual

Version 3.0

**FINAL** 

Prepared for:

Federal Communications Commission Office of Engineering Technology

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#### 1.0 Introduction

This document provides the user with preliminary and general information that will be of assistance in using the Experimental Licensing System (ELS) WEB application. Included are procedures for:

- Applying for a new Radio Station Authorization
- Requesting for modifications to an existing Experimental License
- Applying for renewal of a current Experimental License
- Applying for Special Temporary Authority
- Renew a Special Temporary Authority application
- Request an assignment of one or more licenses
- Submitting and responding to correspondence

#### 1.1 OET Experimental Licensing System Web Site

The OET Experimental Licensing System web site allows the public to electronically file Forms 442, 405, 702, 703, request for Special Temporary Authority (STA) and include all necessary exhibits. In addition, several reporting options are also available. The web address is <a href="http://www.fcc.gov">http://www.fcc.gov</a>.

To access the OET Experimental Licensing System web page, from the FCC's web page, click on the E-filing hyperlink; when the FCC Electronic Filing and Public Access Systems page opens, click on the OET Experimental Licensing Branch Electronic Filing Site hyperlink. Clicking on the Alternate Server hyperlink in the same paragraph will also access this site.

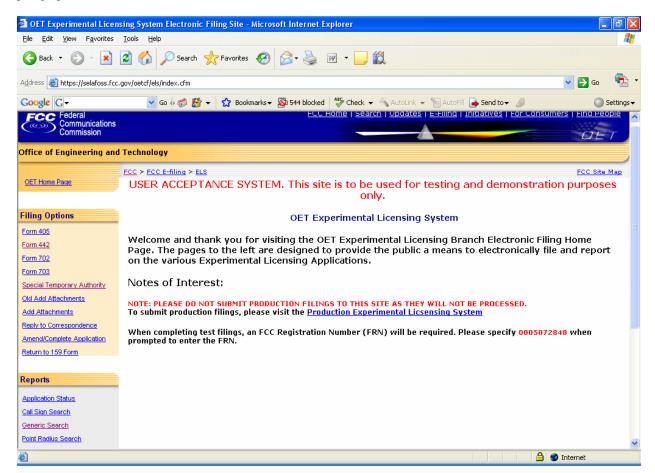


Exhibit 1-1: OET Experimental Licensing Branch Home Page

# 1.2 System Messages

System messages appear at the bottom of the ELS home page. These messages provide users with important notifications regarding the ELS system.

# **1.3** System Requirements

The minimum requirements to run the ELS web application are as follows:

- 1. Browser: Internet Explorer 6.0 or greater OR Mozilla Firefix 2.0 or greater
- 2. Adobe 8.0 Reader or greater



#### 2.0 EXPERIMENTAL LICENSING SYSTEM FEATURES

From this electronic filing site, users have the ability to:

- Apply for a Experimental License renewal, Form 405;
- Apply for a new or modified Radio Station Authorization, Form 442;
- Application for Consent to Assignment of Radio Station Construction Authorization, Form 702;
- Application for Consent to Transfer Control of Corporation Holding Station License, Form 703;
- Apply for Special Temporary Authority;
- Old Add Attachments;
- Add attachments to a pending ELS Application;
- Reply to correspondence sent by the OET ELS Branch;
- Add, modify, or delete antenna data on a pending Form 442 or STA Application;
- Add, modify, or delete frequency data on a pending Form 442 or STA Application;
- Complete an FCC Remittance Form 159;
- Find out the status of a pending ELS application;
- Search for a specific call sign on file with ELS;
- Search for one or more applications using a generic search;
- Perform a Point Radius search.
- Download electronic filing instructions in Adobe PDF format;
- Download any software needed to access all features of this WEB site; and
- Review a list of questions that have been asked and answered;

# 2.1 Completing an Application for Experimental License Renewal (Form 405)

To apply for an Experimental License Renewal, a FCC Form 405 must be completed. Select the Form 405 hyperlink and the following page appears.



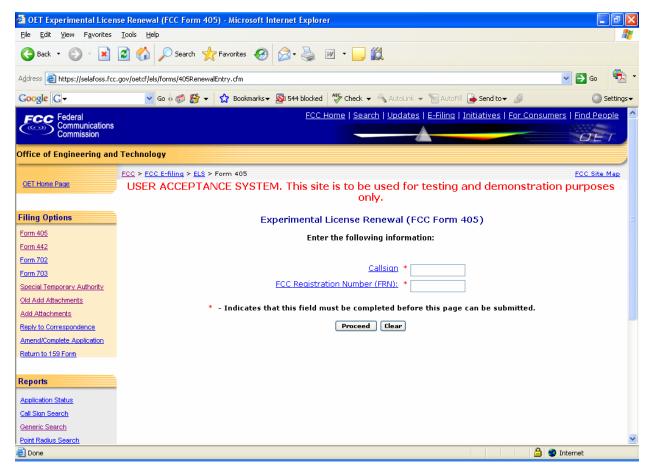


Exhibit 2-1: Sign In for Form 405 (Experimental License Renewal)

The following fields appear:

| Field                   | Definition   |
|-------------------------|--|
| Call sign               | In order to renew a license, the call sign of that license must be entered in this field. Once the "PROCEED" button is selected, the form will display pre-filled with information from the existing license. Renewals for a license will be accepted only within 90 days before or after its expiration date. |
| FCC Registration Number | Enter the 10 digit FCC Registration Number (FRN) obtained when you or your business registered with FCC Commission Registration System (CORES).  |

The following buttons appear on the form:

| Button  | Action  |
|---------|---|
| Proceed | Click this button to immediately begin the application for a new or modified Radio Station Authorization. |
| Clear   | Click on this button to delete information entered into the fields.                                       |



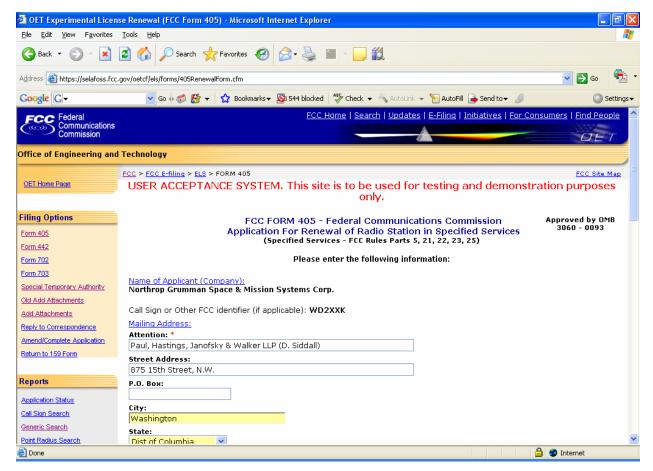


Exhibit 2-2: Experimental License Renewal (Form 405)

| Field             | Definition   |
|-------------------|--|
| Name of Applicant | The applicant's name displayed on this form is not modifiable by the applicant. A change to the applicant's name must be requested in writing and sent via mail to the Experimental Licensing Branch. (Refer to the address at the bottom of this document). |
| Mailing Address:  | The address information is initially displayed from the current license. Applicants may update this information as required. At a minimum, applicants must enter the first address line, city and state.   |

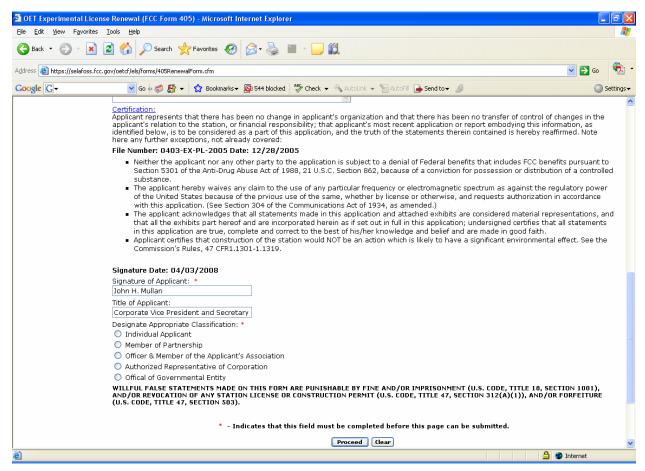
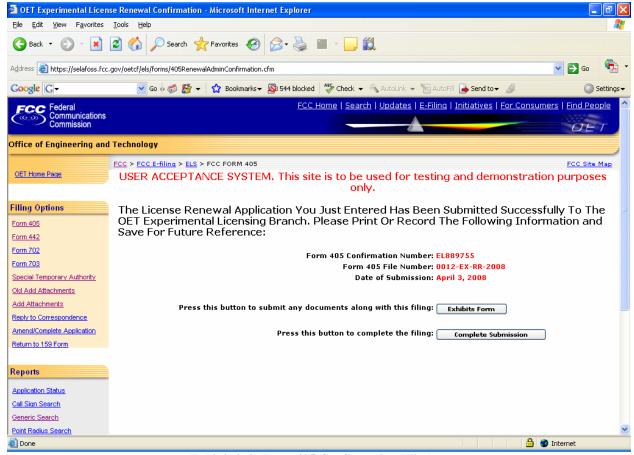


Exhibit 2-3: Experimental License Renewal (Form 405)

| Field                               | Definition  |
|-------------------------------------|---|
| <b>Identify the Rule Part</b>       | The FCC rule part displayed is associated with the current license and cannot be    |
|                                     | modified through this form.   |
| <b>Declaration of Conformity to</b> | Before submitting this renewal, applicants must verify the information listed in    |
| Existing License:                   | this section matches exactly to the existing license. This information is displayed |
|                                     | from the current license and is not modifiable by the applicant.                    |
| Note Any Changes                    | Note any changes such as discontinuance of use of a frequency, or of a type of      |
|                                     | emission or of a transmitter which have been made since the last application        |
|                                     | covering this station was filed:  |
| <b><u>Certification:</u></b>        | Before signing the application, applicants must verify the file number of the       |
|                                     | current license and current date. These fields are display only.                    |
| Signature Date                      | Defaults to the current date.   |
| Signature of the Applicant          | The applicant is required to enter their name in order to submit this application.  |
| -                                   | This will be accepted as the applicant's signature.                                 |
| Title of Applicant                  | If applicable, please specify the applicant's title within the organization holding |
|                                     | the current license.  |
| Designate Appropriate               | Applicants are required to select one of the classifications that apply to their    |
| Classification                      | position in this firm or organization.  |
|                                     |   |

When the applicant enters all required fields and selects the "Proceed" button, the following confirmation page displays:





**Exhibit 2-4: Form 405 Confirmation Window** 

The following buttons appear on the form:

| _Button             | Action   |
|---------------------|--|
| Exhibits Form       | Select this button to submit all required attachments along with                                 |
|                     | this filing.   |
| Complete Submission | Select this button to indicate the filing is complete and to proceed to the FCC Form 159 button. |

Applicants should print and retain this information for future reference.

From this page, applicants may proceed to submitting exhibits, indicate submission is complete or preview the filing.

### 2.2 Completing an Application for New or Modified Radio Station (FORM 442)

The New or Modified Radio Station Form 442 form should only be used for experiments lasting longer than six months. For experiments lasting a shorter duration, the Special Temporary Authority form should be used.

To apply, select the Form 442 hyperlink. The following page appears.

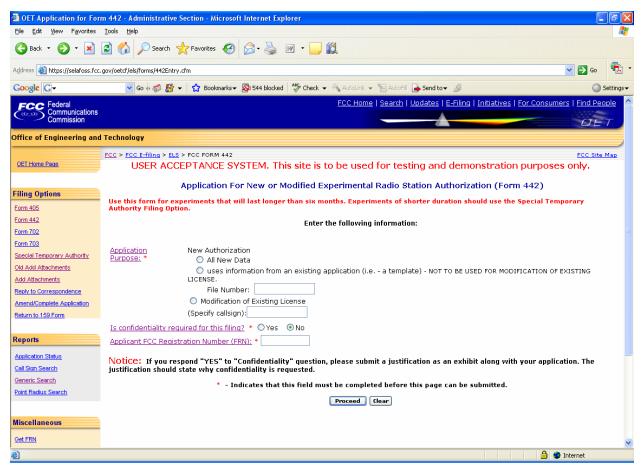


Exhibit 2-5: Application for New or Modified Experimental Radio Station Authorization (Form 442)

The following fields appear:

| Field  | Definition   |  |
|--|--|--|
| Application Purpose:                         |  |  |
| All New Data                                 | If this is a new license, and you wish to start fresh with a blank application, choose the "All New Data" option.  |  |
| Use information from an existing application | Use this option if you wish to extend an STA into a regular experimental license, or for filing for a new regular experimental license that is similar to an existing filing in the database. Remember to review the template information carefully and make any changes necessary to accurately reflect the current filing. |  |
| Modification of Existing License             | If this is a modification to an existing license, please specify the call sign associated with the license. The application will then be pre-filled with information from the current license.   |  |
| <b>Confidentiality Question</b>              | If portions of the application being filed are to be considered confidential, select the <b>YES</b> button. If no portion of the application   |  |



| Field _        | Definition   |  |
|----------------|--|--|
|                | being filed is to be considered confidential, select the <b>NO</b> button.   |  |
|                | <b>NOTE:</b> If you respond "YES", an exhibit stating why confidentiality is requested must be submitted.  |  |
| FCC FRN Number | Enter the 10 digit FCC Registration Number (FRN) obtained when first registered with FCC. To obtain an FRN number, select the <b>Get FRN Number</b> hyperlink. |  |

The following buttons appear on the form:

| Button  | Action  |
|---------|---|
| Proceed | Click this button to immediately begin the application for a new or modified Radio Station Authorization. |
| Clear   | Click on this button to delete information entered into the fields.                                       |

Once all the fields have been filled in, click on the **PROCEED** button. The application will verify that all the required fields were completed.

For modifications of existing licenses, the form will appear pre-filled with demographic and equipment information from the existing license. Any fields displayed are not modifiable by the applicant.

Form 442 is broken up into five screen shots with a brief description of each of the fields that the user needs to complete.

The first portion of Form 442 contains Items 1 through 5. The majority of the necessary information for Items 1 through 5 will pre-populate with the assigned grantee code information. This information can not be modified. If modifications are required contact the OET Experimental Licensing Branch with the incorrect and correct information, at the following address:

Federal Communications Commission
Office of Engineering and Technology Experimental Licensing Branch
445 12<sup>th</sup> Street, SW
Washington, D.C. 20554

Or send an email to fccinfo@fcc.gov.

The first portion of Form 442 contains Items 1 through 5.



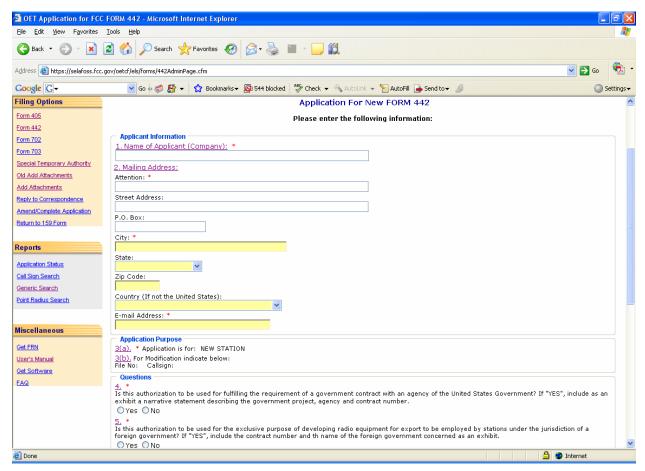


Exhibit 2-6: Form 442 Items 1 through 5

| Field                        | Definition  |
|------------------------------|---|
| Name of Applicant (Company): |   |
| Name of Applicant            | Enter the full name of the applicant. For modification of existing licenses, this field is pre-filled.                            |
| Mailing Address:             |   |
| Attention:                   | Enter the full name of the contact person. For modification of existing licenses, this field is pre-filled.                       |
| Street Address               | Enter the street address of the applicant. For modification of existing licenses, this field is pre-filled.                       |
| P.O. BOX                     | If a post office box is provided, enter it into this field. For modification of existing licenses, this field is pre-filled.      |
| City                         | Enter the applicant's city in this field. For modification of existing licenses, this field is pre-filled.                        |
| State                        | Enter the applicant's state in this field. For modification of existing licenses, this field is pre-filled.                       |
| Zip/Postal Code              | Enter the zip and/or postal code of the applicant in this field. For modification of existing licenses, this field is pre-filled. |
| Country                      | If the address is located outside the United States of America, select the country name in this field.                            |
| Email Address                | Enter the applicant's e-mail address. The e-mail address format is as follows: name@company.ext                                   |



| eld  | Definition   |
|--|--|
| pplication Purpose:  | = -  |
| pplication Type  | If this is a new application, this field will be pre-filled with "New Station.   |
| r Modification indicate below:                             | If this is a modification to an existing license, this section is pre-filled with  |
|  | the file number of the application that resulted in the current license to be  |
|  | granted. In addition, the call sign of current license is also pre-filled. If it's a   |
|  | new license being requested, this area is left blank. This section is not  |
|  | modifiable by the applicant.   |
| overnment Contract Affected                                |  |
| overnment Contract Affected                                |  |
|  |  |
|  |  |
|  |  |
|  | cheking on the ADD ATTACHIVIE 113 button.  |
|  | <b>NOTE:</b> When submitting this exhibit, please enter "OUESTION 4:   |
|  | STATEMENT REGARDING GOVERNMENT CONTRACT" in the  |
|  | description field and select "Text Documents" as the document type.  |
| atement of Foreign Government                              |  |
| reign Government   | Click on the appropriate button in response to the question. If the answer to  |
| _  | this question is YES, please provide the contract number and the name of the   |
|  |  |
|  |  |
|  | ATTACHMENTS button.  |
|  | NOTE: When submitting this exhibit please enter "OUESTION 5:   |
|  |  |
|  |  |
| overnment Contract Affected  atement of Foreign Government | description field and select "Text Documents" as the document type.  Click on the appropriate button in response to the question. If the answe |

The second portion of Form 442 contains Items 6 through 9.



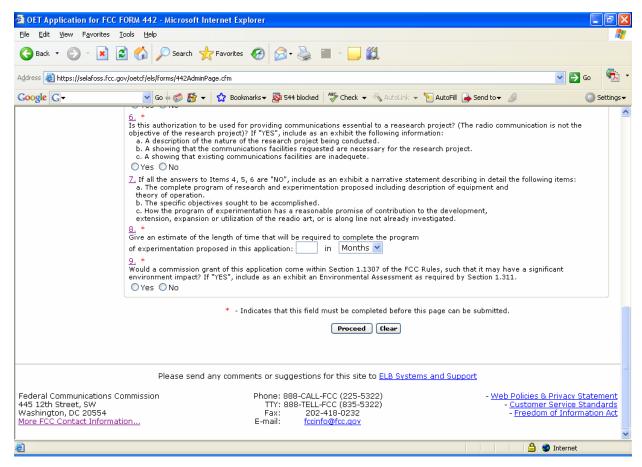


Exhibit 2-7: Form 442 Items 6 through 9

| Field                                 | Definition   |
|---------------------------------------|--|
| <b>Statement of Research Project:</b> |  |
| Research Project                      | Click on the appropriate button in response to the question. If the answer to this question is YES, please provide an exhibit with the following information: A description of the nature of the research project being conducted, a showing that the communications facilities requested are necessary for the research project involved, and a showing that existing communications facilities are inadequate. Exhibits may be entered immediately after submitting this form or later by clicking on the ADD ATTACHMENTS button.  NOTE: When submitting this exhibit, please enter "QUESTION 6: STATEMENT OF RESEARCH PROJECT" in the description field and select "Text Documents" as the document type. |
| <b>Purpose of Experiment:</b>         |  |

| Field                                 | Definition  |
|---------------------------------------|---|
| Purpose of Experiment                 | If the answers to Items 4, 5, and 6 are "NO" include as an exhibit a narrative statement describing in detail the following items:  i) The complete program of research and experimentation proposed including description of equipment and theory of operation.  ii) The specific objectives sought to be accomplished.  iii) How the program of experimentation has a reasonable promise of contribution to the development, extension, expansion or utilization of the radio art, or is along line not already investigated  Exhibits may be entered immediately after submitting this form or later by clicking on the ADD ATTACHMENTS button.  NOTE: When submitting this exhibit, please enter "QUESTION 7: PURPOSE OF EXPERIMENT" in the description field and select "Text Documents" as the document type. |
| <b>Estimated Experiment Duration:</b> |   |
| Estimated Experiment Duration         | Enter an estimate of time that will be required to complete the program of experimentation proposed in this application. Select from the drop down menu whether the estimate is in Years or Months.   |
| <b>Environmental Impact Question:</b> |   |
| Environmental Impact                  | Click on the appropriate button in response to the question. If the answer to this question is YES, please provide an exhibit with the Environmental Assessment. Exhibits may be entered immediately after submitting this form or later by clicking on the <b>ADD ATTACHMENTS</b> button.  NOTE: When submitting this exhibit, please enter "QUESTION 9: STATEMENT OF ENVIRONMENTAL IMPACT" in the description field and select "Text Documents" as the document type.   |



The third portion of Form 442 contains Items 10 through 15.

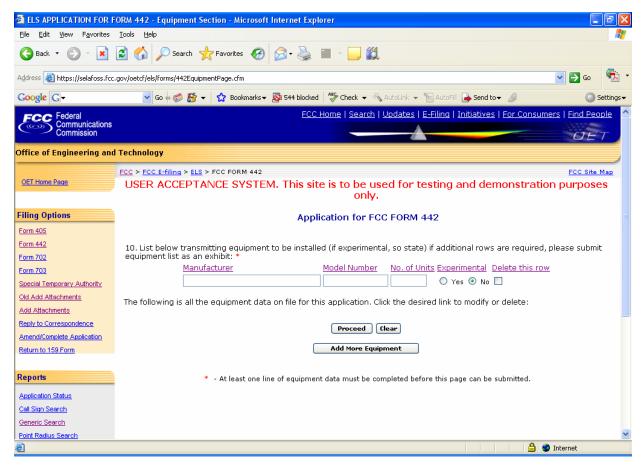


Exhibit 2-8: Form 442 Equipment Tab

| Field             | Definition  |
|-------------------|---|
| <b>Equipment:</b> |   |
| Equipment         | List the manufacturer of the transmitting equipment, model number, and the total number of units, for each model. Specify if the transmitting equipment is experimental. At least one row of equipment data is required to submit this application. The model number field is optional. |

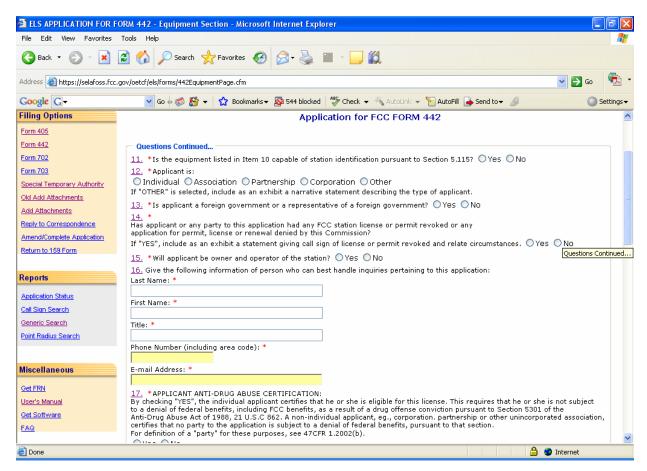


Exhibit 2-9: Form 442 Items 11 through 17

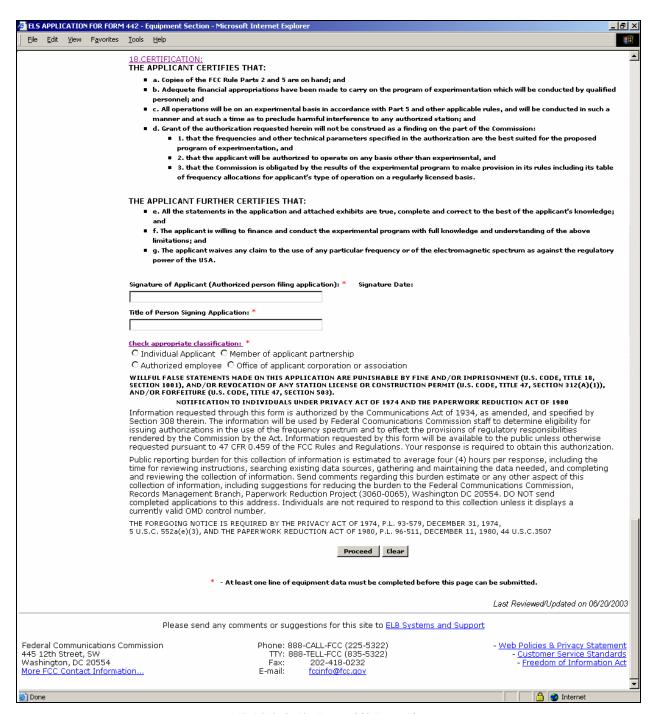
| Field                          | Definition  |
|--------------------------------|---|
| Transmitting Equipment:        |   |
| Transmitting Equipment         | Indicate all transmitting equipment that will be used in this experiment. At least one line of transmitting equipment must be entered before the application will be accepted. For each row of transmitting equipment, specify the manufacturer, number of units and whether it is for experimental use. The model number field is optional |
| <b>Station Identification:</b> |   |
| Station Identification         | Click on the appropriate button in response to the question. Refer to Section 5.152 of the FCC Rules for information.   |
| Applicant Identification       |   |
| Applicant Identification       | Click on the appropriate button that best describes the applicant. If the answer to this question is OTHER, please provide a narrative statement describing the type of applicant. Exhibits may be entered immediately after submitting this form or later by clicking on the <b>ADD ATTACHMENTS</b> button.                                |
| Foreign Government:            | <b>NOTE:</b> When submitting this exhibit, please enter "QUESTION 12: STATEMENT OF APPLICANT CLASSIFICATION" in the description field and select the type of document as "Text Documents".  |



| Field                               | Definition   |
|-------------------------------------|--|
| Foreign Government                  | Click on the appropriate button in response to the question.   |
|                                     | <b>NOTE:</b> Foreign governments <b>may not</b> apply for a new license or modification of license.  |
| Revoked or Denied License/Permi     | t  |
| Revoked or Denied<br>License/Permit | Click on the appropriate button in response to the question. If the answer to this question is YES, please provide an exhibit containing the call sign of the license or permit revoked and the related circumstances. Exhibits may be entered immediately after submitting this form or later by clicking on the <b>ADD ATTACHMENTS</b> button. |
|                                     | <b>NOTE:</b> When submitting this exhibit, please enter "QUESTION 14: STATEMENT OF PREVIOUS LICENSE DENIAL/REMOVAL" in the description field and select "Text Documents" as the document type.   |
| Owner and Operator                  |  |
| Owner and Operator of the station   | Click on the appropriate button in response to the question.   |
| <b>Contact Information</b>          |  |
| Last Name                           | Enter the contact's last name.   |
| First Name                          | Enter the contact's first name.  |
| Title                               | Enter the contact's title (e.g., Senior Product Engineer).   |
| Telephone Number                    | Enter the contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension.  |
| Email Address                       | Enter the contact's e-mail address. The e-mail address format is as follows: <a href="mailto:name@company.ext">name@company.ext</a>  |
| (Anti-drug abuse) Certification     |  |
| Drug Certification                  | Click on the appropriate checkbox in response to the question.   |

The fifth portion of Form 442 contains Item 18. The applicant is required to enter their name in order to submit this application. This will be accepted as the applicant's signature. In addition, please indicate the classification that best describes the person signing the application. If applicable, please specify the applicant's title within the organization holding the current license. By signing this application, the applicant certifies they have read and complied with the statements listed in the certification section of this application.





**Exhibit 2-10: Form 442 Item 18** 

| Field                               | Definition   |
|-------------------------------------|--|
| <b>Applicant Certification</b>      |  |
| Signature of Authorized Person      | Enter the name of the authorized person.                                       |
| Title of Authorized Person          | Enter the title of the authorized person signing the application (i.e., Senior |
|                                     | Product Engineer).   |
| Classification of Authorized Person | Click on the appropriate button in response to the question.                   |



After successful submittal of the Form 442 Application, a Form 442 Confirmation Number will be assigned to the application. The confirmation number will be required when adding exhibit attachments; and replying to correspondence from OET.

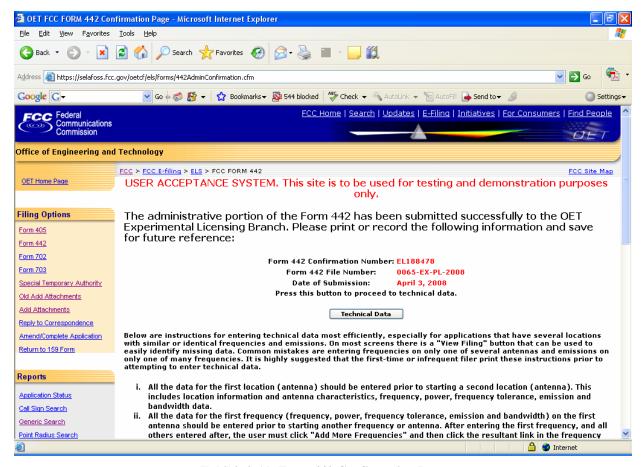


Exhibit 2-11: Form 442 Confirmation Page

The following buttons appear on the form:

| Button         | Action  |
|----------------|---|
| Technical Data | Click this button to begin entering technical data. This consists of Antenna Registration and all frequencies and emissions associated with each antenna. |

### 2.3 Antenna Registration

Application Form 442 will not be considered complete until the antenna registration form is entered.

The antenna registration is initiated immediately after completing Form 442 by clicking on the **TECHNICAL DATA** button. This registration form is used to add, modify or delete antenna information from the application.

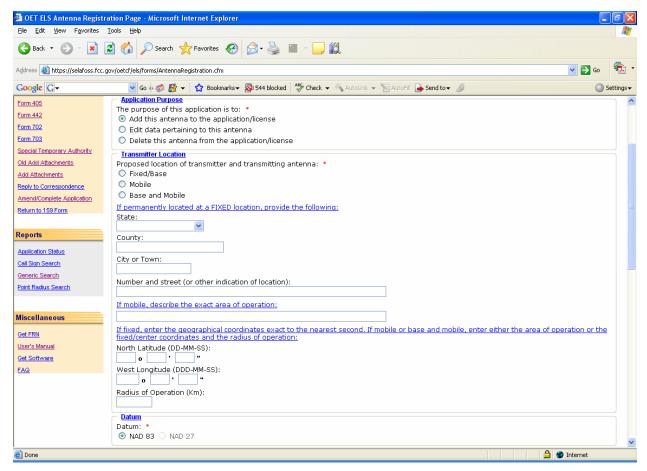


Exhibit 2-12: Antenna Registration Form Items 1 through 3

| Field                       | Definition   |
|-----------------------------|--|
| Application Purpose         | Click on the appropriate button in response to the question. Indicate the type of action to be performed for this antenna. If this is a new antenna, the "Add Antenna" radio button will be pre-selected. If this is an existing antenna, the only options available will be to modify or delete this antenna.  NOTE: Modifications and deletions of antenna data from the existing license will not occur once this application is submitted. They will be performed by the FCC once the changes/deletions have been reviewed and |
|                             | granted.   |
| <b>Transmitter Location</b> | Click on the appropriate button in response to the question. Indicate the intended location of the transmitter and transmitting antenna.   |
|                             | <b>NOTE:</b> If you indicated that this antenna is Fixed/Base or Base/Mobile then Question 2B must be completed.   |



| Field                      | Definition   |
|----------------------------|--|
| Fixed Location Information | If you indicated that this antenna is fixed or base and mobile, this section must be completed. For fixed antennas, please specify the state, county and as accurately as possible, the street address, city or town where the antenna exists. For base and mobile antennas covering large areas, please select either "UNITED STATES" or "OTHER" from the list of states. Also, please state in the Number and Street Address column the areas operation will occur. Basic Trading Area information (BTA), if applicable may be entered here as well. |
| Mobile Area of Operation   | If you indicated that this is a mobile antenna, please describe the exact area of operation.  NOTE: This field should be left blank if the antenna is not mobile.  |
| Geographical Coordinates   | If this is a fixed antenna, please enter the coordinates to the exact second and leave the radius of operation field blank. If it's a mobile or base and mobile antenna, please enter either the area of operation or the fixed/center coordinates and the radius of operation. Coordinates (latitude and longitude) should be accurate within +/- 5 m of the National Special Reference System.  NOTE: If coordinates entered are based on South Latitude and East Longitude, please submit them as an exhibit along with this application.           |
| <u>Datum</u>               | Datum is used in determining the geographical coordinates. The latitude and longitude for locations in the United States and the Caribbean Islands referenced to the North American Datum of 1983 (NAD 83). This by default is checked.  NOTE: The latitude and longitude for locations in the United States and the Caribbean Islands must be referenced to the North American Datum 1983 (NAD 83).   |



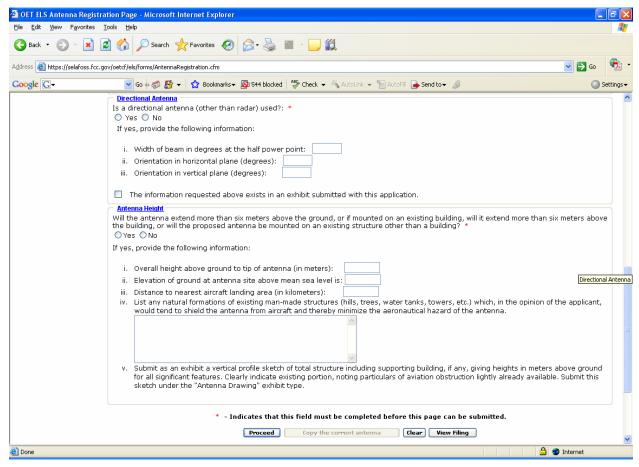
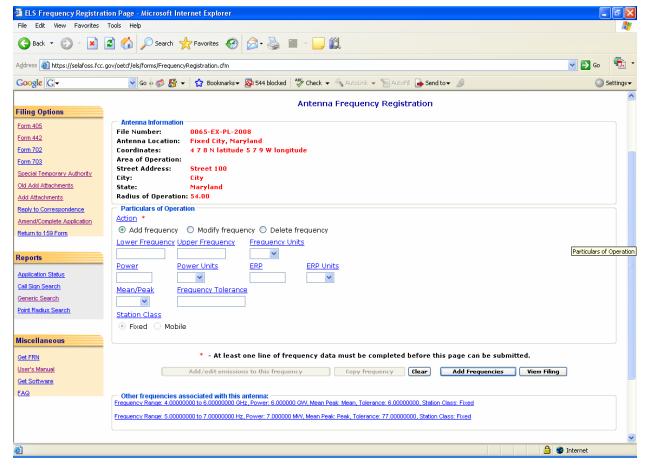


Exhibit 2-13: Antenna Registration Form Items 4 through 5

| Field                      | <b>Definition</b>  |
|----------------------------|--|
| View Filing                | When selected, the filing completed thus far is shown in a separate window.        |
|                            | The data contained in this window may not be edited.                               |
| <b>Directional Antenna</b> | If you indicated that this is a directional antenna, please enter please enter the |
|                            | (I) beamwidth, (II) horizontal orientation and (III) the vertical orientation. If  |
|                            | this information cannot be explained by numerical entries in the beamwidth         |
|                            | and orientation fields (such as more than one antenna type with differing          |
|                            | parameters being used at the location to which these data apply), then select      |
|                            | the checkbox that indicates an exhibit will be attached to explain the answer      |
|                            | to this question. You will be given an opportunity to upload this exhibit later    |
|                            | in the application process.  |
| Antenna Height             | Click on the appropriate button in response to the question. If you indicated      |
|                            | that this antenna extends more than six meters above ground or above an            |
|                            | existing building, you must analyze the structures pursuant to Part 17,            |
|                            | Subpart B, of the FCC rules, to determine if notification to the Federal           |
|                            | Aviation Administration (FAA) is required. If notification is required, submit     |
|                            | FAA Form 7460-1, (Notice of Proposed Construction of Alteration) to one of         |
|                            | the FAA Regional Offices listed on FCC Form 854, (Request for Antenna              |
|                            | Height Clearance and Obstruction Marking and Lighting Specifications). All         |
|                            | fields are required in this section. NOTE: If the overall height of the antenna    |
|                            | is not known, this field may be pre-filled with zeros. Exhibits may be entered     |
|                            | immediately after submitting this form or later by selecting the "Add              |



| Field | Definition   |
|-------|--|
|       | Attachments" option from this web site's menu.   |
|       | NOTE: When submitting this exhibit, please enter "QUESTION 5: ANTENNA VERTICAL PROFILE SKETCH" in the exhibit description. |



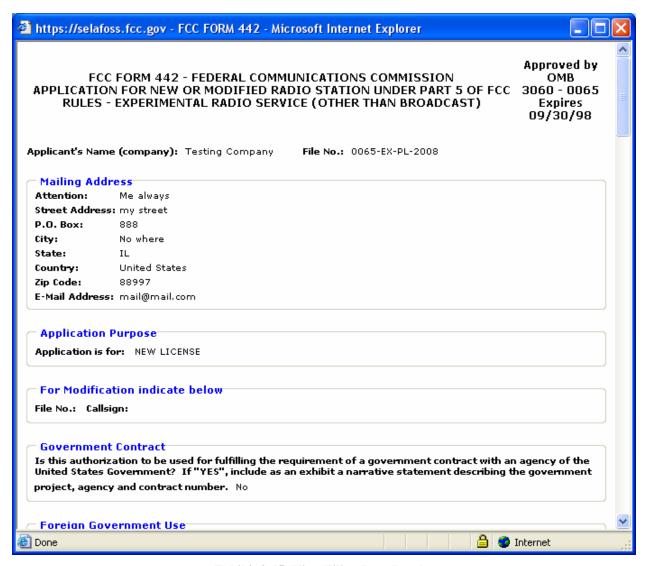
**Exhibit 2-14: Frequency Registration** 

The following buttons appear on the form:

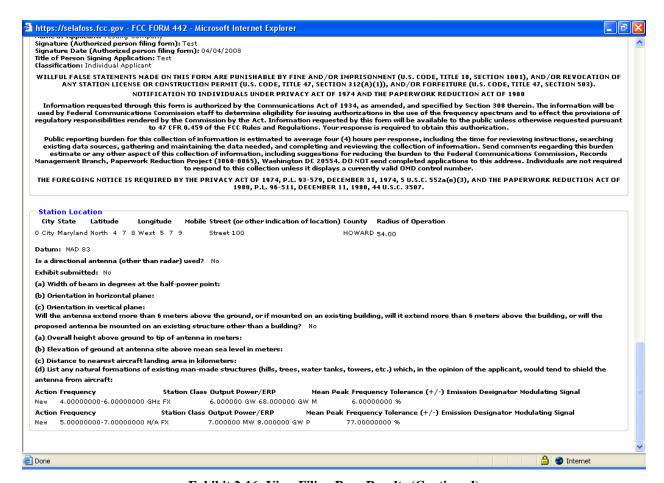
| Button                               | Action  |
|--------------------------------------|---|
| Add/edit Emissions to this Frequency | If one or more emissions are associated with this frequency, enter them by selecting this button. This button is disabled until the frequency has been entered and the "Add More Frequencies" button is selected. At this point, select the desired frequency from the frequency list at the bottom of the page. The frequency will appear in the editable fields, and this button will now be enabled. |
|                                      | Click this button to add/edit frequency information for this antenna.   |
| Copy Frequency                       | This button allows the applicant to copy a frequency already on file with this application. When selected, it duplicates the desired frequency and all of its associated emissions. To enable this  |



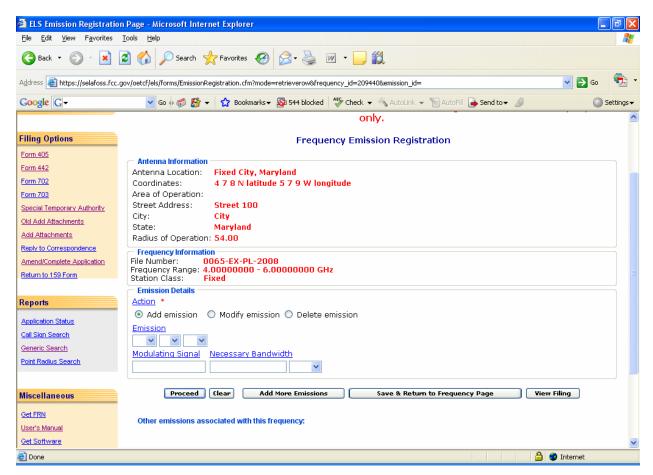
| Button               | Action   |
|----------------------|--|
|                      | button, the desired frequency to copy must be selected from the links below.   |
| Add More Frequencies | Click this button to save the frequency data currently in the  |
| Add Wore Prequencies | editable fields and refresh the page, allowing additional  |
|                      | frequencies to be entered.   |
| View Filing          | When selected, the filing completed thus far is shown in a separate window. The data contained in this window may not be |
|                      | edited.  |



**Exhibit 2-15: View Filing Page Results** 



**Exhibit 2-16: View Filing Page Results (Continued)** 



**Exhibit 2-17: Emission Registration** 

The following buttons appear on the form:

| Button                       | Action   |
|------------------------------|--|
| Add more Emissions           | Click this button to save the Emissions data currently in the editable fields and refresh the page, allowing additional emissions to be entered.  Note: Each frequency entered for this filing must contain at least one emission before proceeding. |
| Save and Return to Frequency | This button saves if any emission entered and returns to the   |
| Page                         | frequency registration page  |
| View Filing                  | When selected, the filing completed thus far is shown in a separate window. The data contained in this window may not be edited.   |

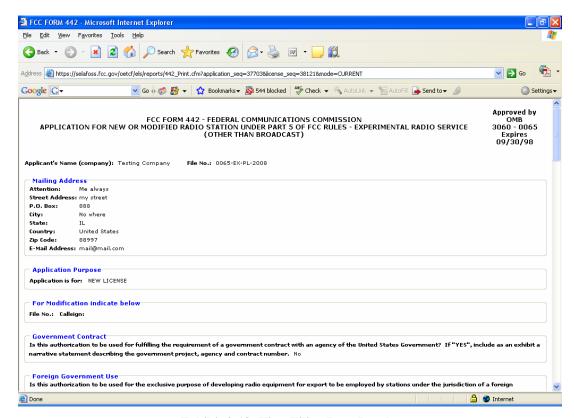
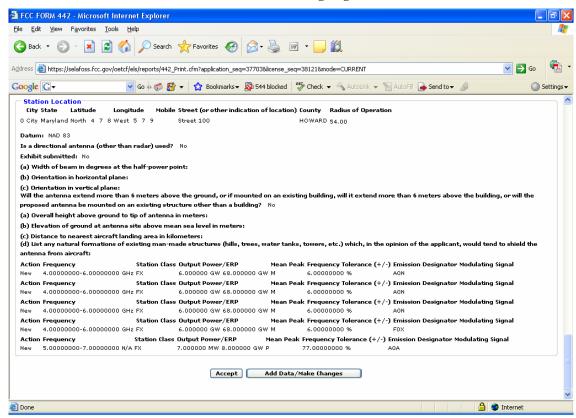


Exhibit 2-18: View Filing Page Results



**Exhibit 2-19: View Filing Page Results (Continued)** 



The following buttons appear on the View Filing form:

| Button                | Action   |
|-----------------------|--|
| Accept                | By selecting this button, the technical data section is completed and proceeding to the exhibit page to upload the required exhibits and submitting them to FCC.   |
| Add Data/Make Changes | When clicked on this button it adds the data to the database and takes back you to Amend Complete Application page, where any modifications to an Administrative Data or Technical Data can be modified. Select the link that needs to be modified and then click proceed. |



# 2.4 Assignment of License Application (FORM 702)

Firms that wish to transfer one or more of their experimental licenses to another firm or organization use this form. No technical data is entered. If changes are required to technical data, a Modification of License (Form 442) must be submitted in addition to this application.

To transfer one or more experimental licenses click on the **FORM 702** hyperlink. This will open a page requesting you to select whether you are 1) The assignor of the affected licenses or 2) The assignee requesting to assume ownership of the affected licenses.

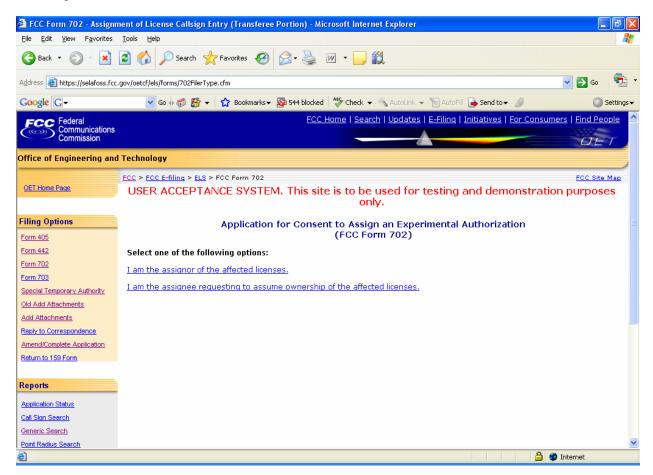
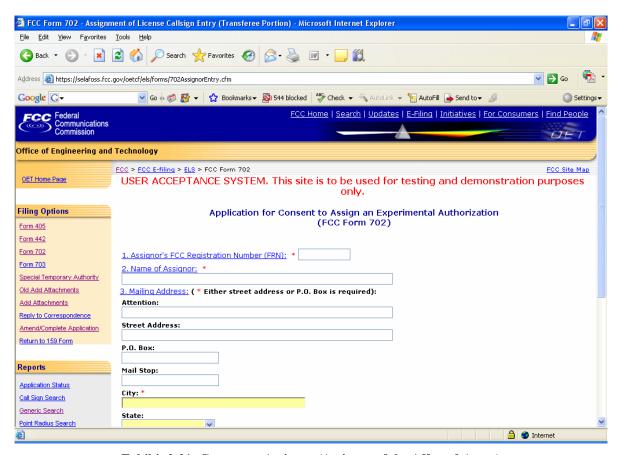


Exhibit 2-20: Application for Consent Form 702

## 2.4.1 Assignor of the Affected Areas

This form applies to all stations authorized under Part 5 of the FCC Rules. This application must be filed where the only change is the Transfer of Control takes place. If other changes are to be made or have been made, the Modification of License application (Form 442) should also be filed.



**Exhibit 2-21: Consent to Assignor (Assignor of the Affected Areas)** 

| Field                         | Definition   |
|-------------------------------|--|
| FCC Registration Number (FRN) |  |
| FRN Number                    | Enter the 10 digit numeric code obtained when first registered with FCC. To obtain an FRN number, click on the <b>Get FRN Number</b> button.   |
| Name of Assignor              |  |
| Name of Corporation           | Enter the name and address of the present permittee or licensee who is surrendering the license(s). At a minimum the name, first address line and city must be specified. In addition, the state is required if no country is specified (assuming United States) other than the United States. If a country other than the United States is specified, the state and zip code is not required. |
| Mailing Address:              |  |
| Attention:                    | Enter the full name of the contact person.   |
| Street Address                | Enter the street address of the applicant.   |
| P.O. BOX                      | If a post office box is provided, enter it into this field.  |
| City                          | Enter the applicant's city in this field.  |
| State                         | Enter the applicant's state in this field.   |
| Zip/Postal Code               | Enter the zip and/or postal code of the applicant in this field.   |
| Country                       | If the address is located outside the United States of   |



| Field         | Definition   |
|---------------|--|
|               | America, select the country name in this field.                                      |
| Email Address | Enter the applicant's e-mail address. The e-mail                                     |
|               | address format is as follows: <a href="mailto:name@company.ext">name@company.ext</a> |

The following buttons appear on the form:

| Button  | Action   |
|---------|--|
| Proceed | Click this button to proceed.                  |
| Clear   | Click this button to clear the current screen. |

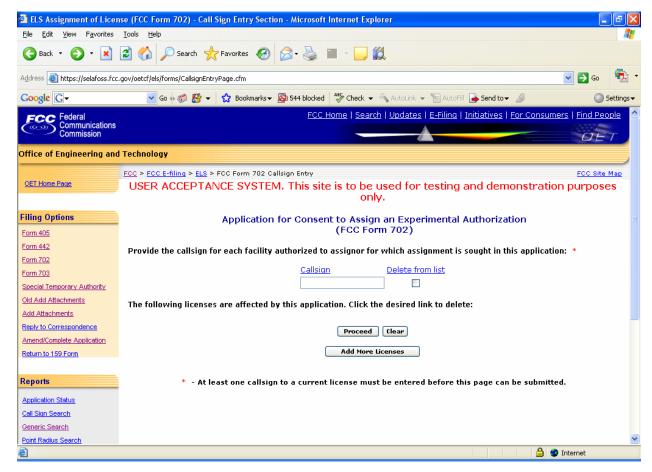
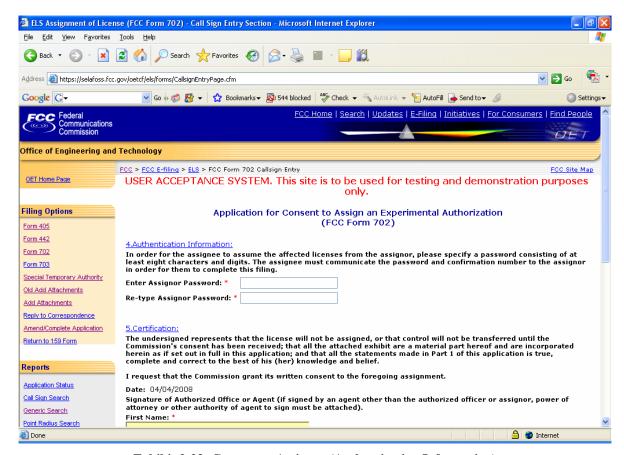


Exhibit 2-22: Form 702 Call sign Entry Screen

Once all the steps are performed properly, and the **PROCEED** button has been clicked, the FCC will validate that the license(s) have not expired and/or the license(s) are not part of an Assignment License pending.



**Exhibit 2-23: Consent to Assignor (Authentication Information)** 

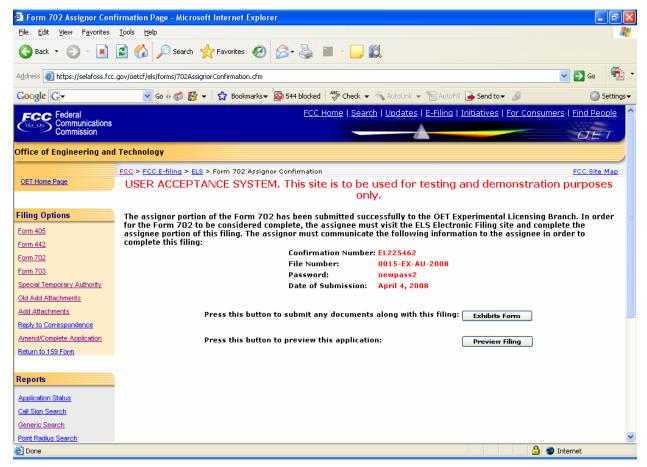
The following fields appear:

| Field                                     | Definition  |
|---|---|
| <b><u>Authentication Information:</u></b> |   |
| Authentication Information:               | In order for the Assignee to obtain and complete this filing, you must specify a password for this filing. The password can be any combination of characters and numbers up to 25 characters in length. It is the licensee's responsibility to inform the Assignee of the following information required to complete this filing:  1. Form 702 Confirmation Number  2. Form 702 File Number  3. Form 702 Password |
| <b>Certification:</b>                     |   |
| Certification                             | By entering the information in this section, the licensee agrees to the terms listed in this section. The person signing this portion of the application must enter at minimum their first and last name. The typed signature is considered to be valid signature.  |

The following buttons appear on the form:

| Button  | Action   |
|---------|--|
| Proceed | Click this button to proceed.                  |
| Clear   | Click this button to clear the current screen. |

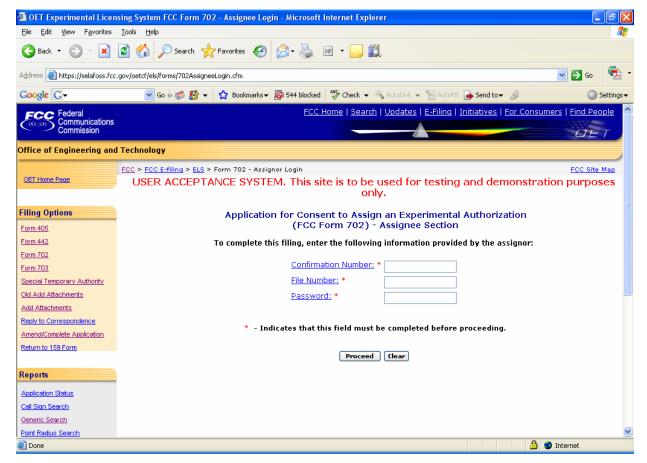




**Exhibit 2-244: Form 702 Confirmation Page** 

| Field          | Definition  |
|----------------|---|
| Exhibits Form  | Press this button to submit any documents along with this filing. |
| Preview Filing | Press this button to preview this application.                    |

## 2.4.2 Assignee requesting to assume ownership of the affected licenses



**Exhibit 2-255: Application for Consent (Assignee)** 

The following fields appear on the form:

| Field               | Definition  |
|---------------------|---|
| Confirmation Number | Enter the confirmation number for the filing that was provided by   |
|                     | the assignor.   |
| File Number         | Enter the file number that was provided by the assignor.            |
| Password            | Enter the password that was provided by the assignor. This field is |
|                     | case-sensitive.   |

The following buttons appear on the form:

| Button  | Action   |
|---------|--|
| Proceed | Click this button to proceed.                  |
| Clear   | Click this button to clear the current screen. |

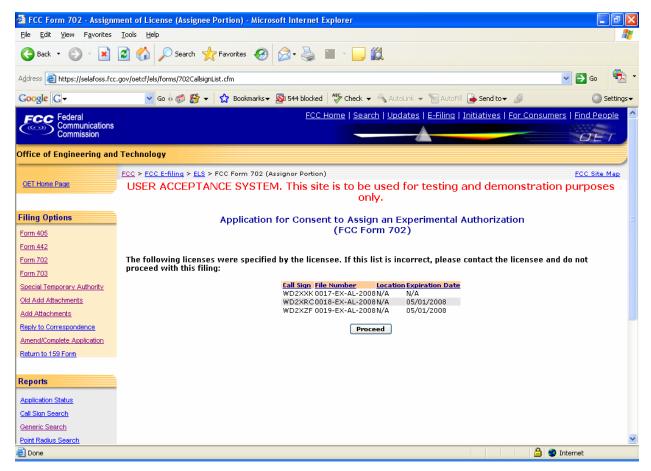


Exhibit 2-266: Call sign Confirmation Screen

A confirmation window providing the number of callsigns entered appears.

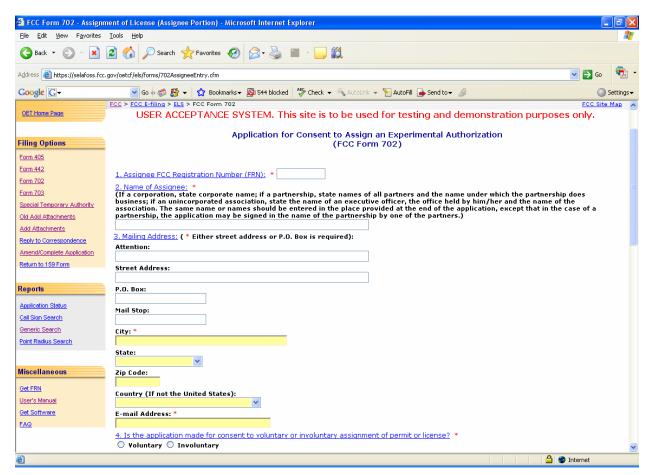


Exhibit 2-277: Form 702 (Assignee) Items 1 through 4

#### Part II to be complete by Assignee:

This section is to be completed by the Assignee that wishes to obtain the legal right to construct or to control the use and operation of a station. This will be as a result of voluntary act (contract or other agreement), or involuntary act (death or legal disability) of grantee of construction authorization or licensee, or by involuntary assignment of the physical property constituting the station in bankruptcy proceedings, or other court order, or by operation of law in any other manner.

| Field             | Definition   |  |
|-------------------|--|--|
| FRN Number:       | Enter the 10 digit numeric code obtained when first registered with FCC. To  |  |
|                   | obtain an FRN number, click on the GET FRN button.   |  |
| Name of Assignee: | Enter the name of the Assignee.  |  |
|                   | <b>NOTE:</b> If a corporation, state corporate name; if a partnership, state names of all partners and the name under which the partnership does                       |  |
|                   | Business; if an unincorporated association, state the name of an executive officer,  |  |
|                   | the office held by him/her, and the name of the association. The same name or  |  |
|                   | names should be signed in the place provided at the end of the application, except that in the case of a partnership, the application may be signed in the name of the |  |
|                   | partnership by one of the partners).   |  |
| Attention:        | Enter the full name of the contact person.   |  |
| Street Address:   | Enter the street address of the applicant.   |  |
| P.O. BOX:         | If a post office box is provided, enter it into this field.  |  |
| City:             | Enter the applicant's city in this field.  |  |



| Field                 | Definition  |
|-----------------------|---|
| State:                | Enter the applicant's state in this field.  |
| Country:              | Select country if other than United States.   |
| ZipCode:              | Enter the zip and/or postal code of the applicant in this field.  |
| E-mail Address        | Enter the Assignee's e-mail address. The e-mail address format is as follows: name@company.ext  |
| Voluntary/Involuntary | If this Assignment of License Request is not a voluntary action from the Assignee, submit an exhibit with the name of the present licensee, callsign and copy of the court order or other legal instrument by which assignee has obtained the legal right to construct or control the use and operation of station as a result of involuntary act or assignor. Exhibits may be entered immediately after submitting this form or later by selecting the <b>ADD ATTACHMENTS</b> button.  NOTE: When submitting this exhibit, please enter "QUESTION 6: INVOLUNTARY TRANSFER DOCUMENTATION" in the description field. |

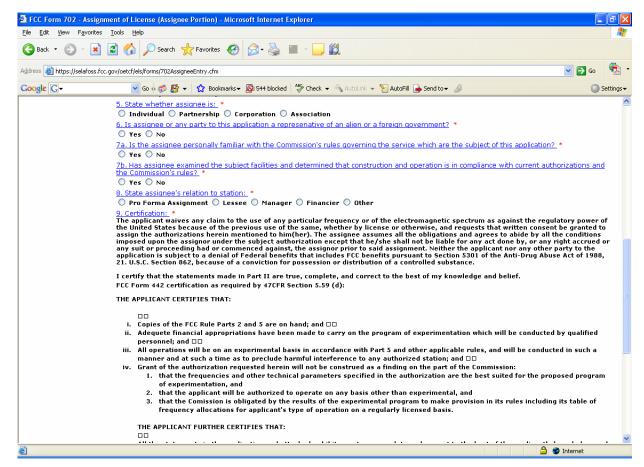


Exhibit 2-288: Form 702 Items 5 through 9

| Field                   | Definition  |
|-------------------------|---|
| Assignee Classification | Assignees are required to select one of the classifications that apply to their organization.   |
|                         | organization.   |
| Foreign Government      | Foreign governments may not submit Assignment of License Applications. This   |
| Question                | application will not submit with this question answered "YES".  |
| FCC Rule Familiarity    | Please ensure that both the Assignor and Assignee are familiar with the latest copy of the FCC Rules concerning Assignment of License Applications before |
|                         | answering this question.  |



| Field                | Definition   |
|----------------------|--|
| Relation to Assignor | Please select the classification that best describes assignee's relation to assignor. If |
|                      | "OTHER" is specified, submit an exhibit giving details of relation. In addition, if      |
|                      | assignee is a subsidiary, please specify the ultimate parent corporation name.           |
|                      | Submit on the exhibit the names and addresses of the controling individuals.             |
|                      | Exhibits may be entered immediately after submitting this form or later by               |
|                      | selecting the "Add Attachments" option from this web site's menu. <b>NOTE: When</b>      |
|                      | submitting this exhibit, please enter "ASSIGNEES RELATION TO                             |
|                      | ASSIGNOR" in the description field.  |

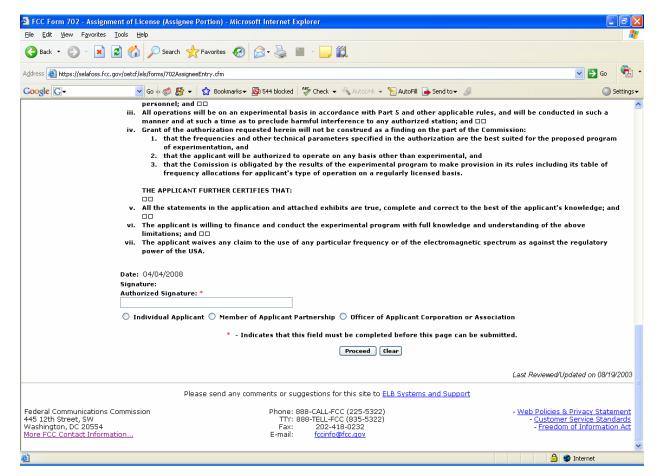


Exhibit 2-29: Form 702 Assignee Section (Continued)

The following fields appear on the form.

| Field                   | Definition   |
|-------------------------|--|
| Assignee Certification  | By entering the information in this section, the assignee agrees to the terms listed |
|                         | in this section. The person signing this portion of the application must enter their |
|                         | first and last name. The typed signature is considered to be a valid signature.      |
| Assignee Classification | Select one of the classifications that best apply to the organization.               |

If any of the required fields (denoted by asterisks before or after the field name) are not entered in, the applicant will receive an error message when they click the **PROCEED** button. When all fields pass the validation checks, the application will be submitted to the FCC and the applicant will receive a confirmation window.



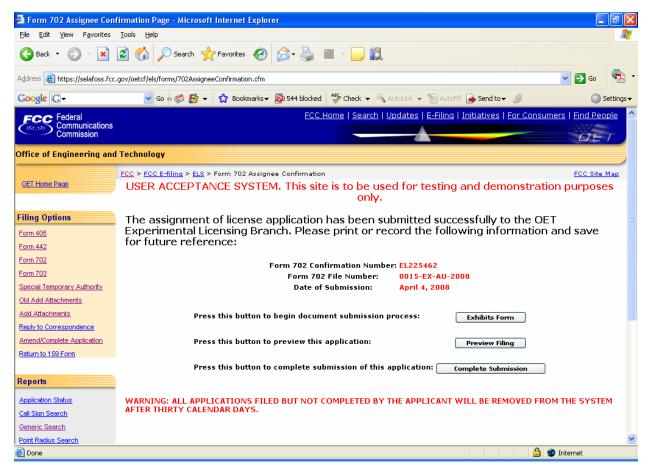
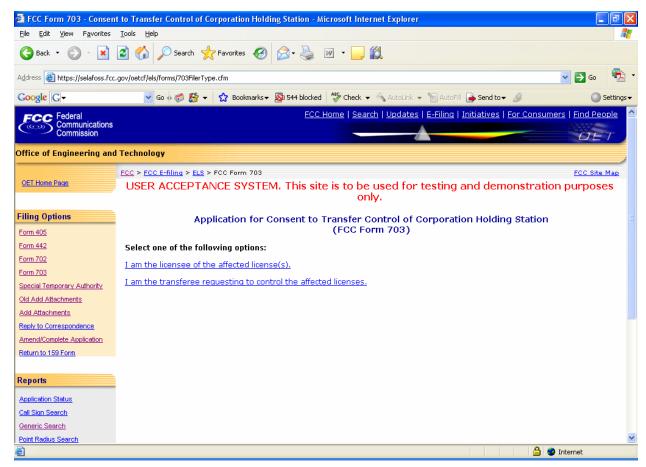


Exhibit 2-290: Form 702 (Assignee )Confirmation Window

At this point, the applicant may either proceed to the Exhibits Entry Page to upload any required exhibits or indicate the application is complete, proceeding them further to Form 159. For instructions on uploading exhibits please review Section 2.3.1. Adding Exhibits.

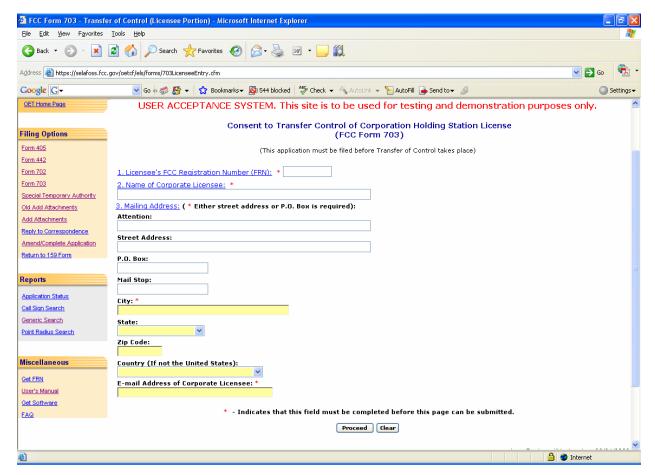
### 2.5 Transfer of Control (FORM 703)

This form applies to stations authorized under Parts 5, 80, 87, 90, and 95 of the FCC Rules. This application must be filed where the only change is the transfer of control of the corporate license. This form should be filed before the Transfer of Control takes place. If other changes are to be made or have been made, the Modification of License application (Form 442) should also be filed.



**Exhibit 2-301: Form 703** 

## 2.5.1 Assignee requesting to assume ownership of the affected licenses



**Exhibit 2-312: Consent to Transfer Control** 

| Field   | Definition   |
|---|--|
| <u>Licensee's FCC Registration Number (FRN)</u> |  |
| FRN Number                                      | Enter the 10 digit numeric code obtained when first registered with FCC. To obtain an FRN number, click on the <b>Get FRN Number</b> button.   |
| Name of Corporate License                       | <u>e:</u>  |
| Name of Corporation  Mailing Address:           | Enter the name of the current corporate licensee. If your answer differs from that of the current corporate licensee, an explanation should be provided. At a minimum, the name, first address line and city must be specified. In addition, the state is required if no country is specified (assuming United States) other than the United States. If a country other than the United States is specified, the state and zip code is not required. |
|   |  |
| Attention:                                      | Enter the full name of the contact person.   |
| Street Address                                  | Enter the street address of the applicant.   |
| P.O. BOX  | If a post office box is provided, enter it into this field.  |
| City  | Enter the applicant's city in this field.  |
| State   | Enter the applicant's state in this field.   |
| Zip/Postal Code                                 | Enter the zip and/or postal code of the applicant in this field.   |



| Field         | Definition  |
|---------------|---|
| Country       | If the address is located outside the United States of America, select the country name in this field.                                |
| Email Address | Enter the applicant's e-mail address. The e-mail address format is as follows: <a href="mailto:name@company.ext">name@company.ext</a> |

The following buttons appear on the form:

| Button  | Action   |
|---------|--|
| Proceed | Click this button to proceed.                  |
| Clear   | Click this button to clear the current screen. |

The following form appears as shown: 🗿 ELS Transfer of Control (FCC Form 703) - Call Sign Entry Section - Microsoft Internet Explorer File Edit View Favorites Tools Help 🔾 Back 🔻 🔘 🔻 🙎 🏠 🔎 Search 🤺 Favorites 🚱 🙈 🍓 🔳 🔻 🧾 👢 Address <equation-block> https://selafoss.fcc.gov/oetcf/els/forms/703CallsignEntryPage.cfm Google G ▼ Go 🎶 🚳 🛂 ▼ 🔯 Bookmarks ▼ 🔊 544 blocked 🎥 Check ▼ 🛝 AutoLink ▼ 🔚 AutoFill 🔓 Send to ▼ FCC Home | Search | Updates | E-Filing | Initiatives | For Consumers | Find People FCC Federal munications Office of Engineering and Technology FCC > FCC E-filing > ELS > FCC Form 703 Callsign Entry FCC Site Map OET Home Page USER ACCEPTANCE SYSTEM. This site is to be used for testing and demonstration purposes only. Filing Options Consent to Transfer Control of Corporation Holding Station (FCC Form 703) Form 405 Form 442 Provide the callsign for each facility authorized to licensee for which assignment is sought in this application: Form 702 Callsign Delete from list Form 703 Special Temporary Authority Old Add Attachments The following licenses are affected by this application. Click the desired link to delete: Callsign: WD2XZF , File Number: 0463-EX-PL-2006, Location: N/A, Expiration Date: 05/01/2008 Reply to Correspondence Callsign: WD2XJA , File Number: 0098-EX-RR-2006, Location: N/A, Expiration Date: 05/01/2008 Amend/Complete Application Return to 159 Form Proceed Clear Add More Licenses Reports Application Status At least one callsign to a current license must be entered before this page can be submitted. Call Sign Search Generic Search

Exhibit 2-33: Form 703 Call sign entry window

Enter the call sign of each license affected by this transfer of control filing. Each license must be active and not part of another transfer of control application pending. Once each call sign is validated, a link will display and contain the following information:

- Call sign: The unique identifier of the current license.
- File Number: The identifier of the application that resulted in the grant of the current license.
- Location: This column is not applicable to the OET Experimental Licensing Branch.



Point Radius Search

Done

🔒 🧼 Internet

• Expiration Date: The date in which this application is due to expire. Assignment of License applications will not be permitted containing expired licenses.

If the applicant chooses to enter additional call signs, the entry screen displayed as shown in the above exhibit will re-appear allowing the applicant to enter another call sign.

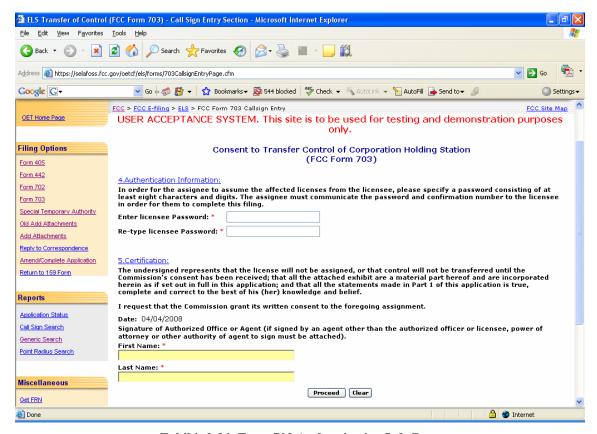


Exhibit 2-34: Form 703 Authentication Info Page

The following fields appear:

| Field                                     | Definition  |  |
|---|---|--|
| <b><u>Authentication Information:</u></b> |   |  |
| Authentication Information:               | In order for the transferee to obtain and complete this filing, you must specify a password for this filing. The password can be any combination of characters and numbers up to 25 characters in length. It is the licensee's responsibility to inform the transferee of the following information required to complete this filing:  1. Form 703 Confirmation Number  2. Form 703 File Number  3. Form 703 Password |  |
| <b>Certification:</b>                     |   |  |
| Certification                             | By entering the information in this section, the licensee agrees to the terms listed in this section. The person signing this portion of the application must enter at minimum their first and last name. The typed signature is considered to be valid signature.  |  |



The following buttons appear on the form:

| Button  | Action   |
|---------|--|
| Proceed | Click this button to proceed.                  |
| Clear   | Click this button to clear the current screen. |

The following confirmation window appears as follows:

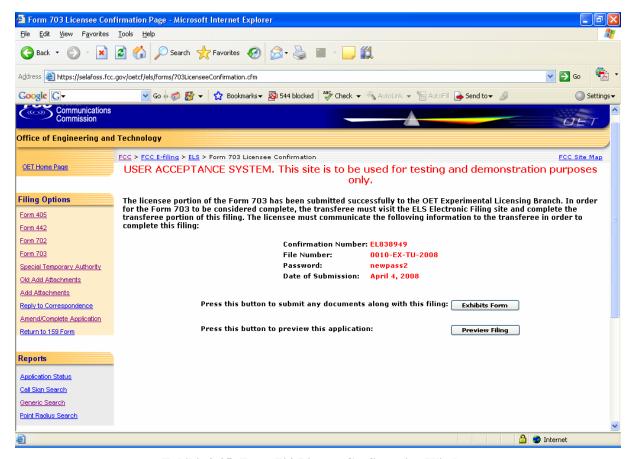


Exhibit 3-35: Form 703 License Confirmation Window

The following fields appear on the form:

| Field          | Definition  |
|----------------|---|
| Exhibits Form  | Press this button to submit any documents along with this filing. |
| Preview Filing | Press this button to preview the parent child applications.       |

#### 2.5.2 Assignee requesting to assume ownership of the affected licenses

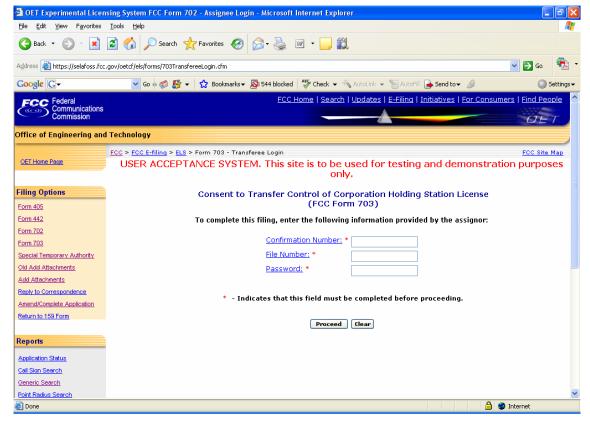


Exhibit 2-36: Form 703 Transferee Login Window

The following fields appear on the form:

| Field               | Definition  |
|---------------------|---|
| Confirmation Number | Enter the confirmation number for the filing that was provided by   |
|                     | the Licensee.   |
| File Number         | Enter the file number that was provided by the Licensee.            |
| Password            | Enter the password that was provided by the Licensee. This field is |
|                     | case-sensitive.   |

The following buttons appear on the form:

| Button  | Action   |
|---------|--|
| Proceed | Click this button to proceed.                  |
| Clear   | Click this button to clear the current screen. |

The list of licenses of Consent to Transfer of Control holding licenses page opens as below:

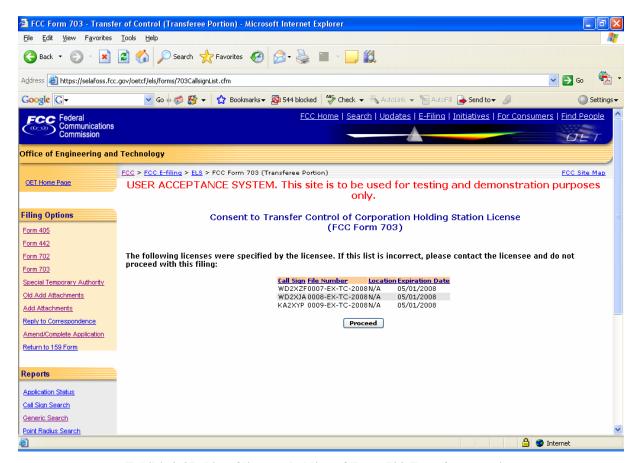


Exhibit 2-37: List of licenses holding of Form 703 Transferee portion

Click proceed button if the list of licenses specified are correct. A form appears which applies to stations authorized under Part 5 of the FCC Rules. This application must be filed where the only change is the transfer of control of the corporate license. This form should be filed before the Transfer of Control takes place. If other changes are to be made or have been made, the Modification of License application (Form 442) should also be filed.

The information to be given in this section should be that information which will be true after the Transfer of Control has taken place.

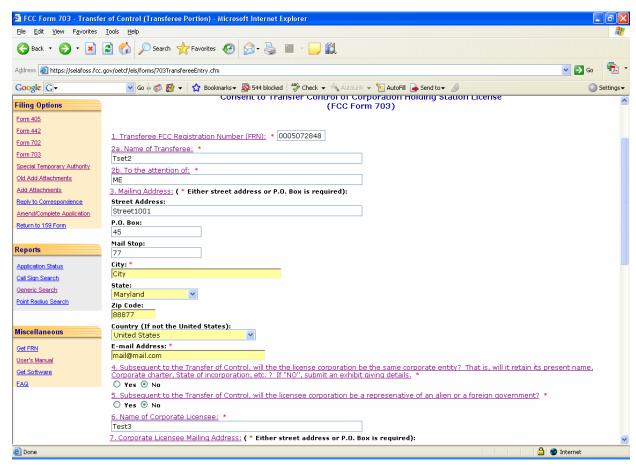


Exhibit 3-38: Form 703 Transfer Form Items 1 through 3

The following fields appear on the form:

| Field                         | Definition   |
|-------------------------------|--|
| Transferee FCC Registration   | Enter the 10 digit numeric code obtained when first registered with FCC. To        |
| Number (FRN):                 | obtain an FRN number, click on the GET FRN button.                                 |
| Name of Transferee            | Please enter the name of the transferee who will be assuming control of the        |
|                               | specified license(s)   |
| Street Address                | Please enter the address of the transferee who will be assuming control of the     |
|                               | specified license(s)   |
| P.O. BOX                      | This field is displayed from the first license specified. Modify as necessary.     |
| City                          | This field is displayed from the first license specified. Modify as necessary.     |
| State                         | This field is displayed from the first license specified. Modify as necessary.     |
| Zip/Postal Code               | This field is displayed from the first license specified. Modify as necessary.     |
| Email                         | Enter the Assignee's e-mail address. The e-mail address format is as follows:      |
|                               | name@company.ext   |
| Callsign and Radio Service of | The callsigns that have been entered on the Form 703 are displayed in this section |
| each affected License         | along with their type of radio service. These fields are not modifiable by the     |
|                               | applicant.   |
| Transferee Name and           | Enter the name and address of the transferee that will be assuming control of the  |
| Address                       | specified license(s). If applicable, also state the e-mail address.                |



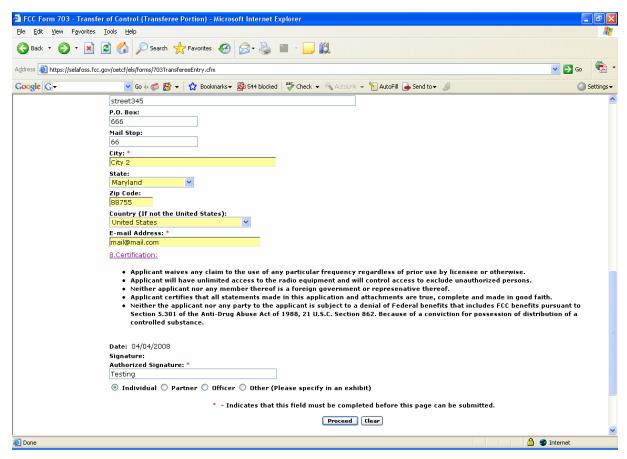


Exhibit 2-329: Form 703 Items 4 through 7

| Field                                | Definition   |
|--------------------------------------|--|
| Same Corporate Entity                | If the licensee corporation will not remain the same corporate entity subsequent to the Transfer of Control, an exhibit in the form of a narrative statement must be submitted along with this application. This statement must indicate all details of the corporate entity change. Exhibits may be uploaded and sent to the FCC immediately after filing this application or at at later date by selecting the "Add Attachments" button. Exhibits pertaining to this application will not be permitted after the Transfer of Control has been granted. |
| Foreign Governments                  | Transfer of Controls will not be permitted if subsequent to the Transfer of Control, the licensee corporate will be a representative of a foreign government.  |
| Question 6 is not applicable to the  | ne OET Experimental Licensing Branch. This question has been disabled.   |
| Transferee and Licensee<br>Signature | The application must be signed and dated by the transferee of the control of the licensee corporation. The 'typed' name of both will be accepted as signatures.  |
| Transferee Classification            | The transferee is required to select one of the classifications that apply to their organization.  |

If any of the required fields (denoted by asterisks before or after the field name) are not entered in, the applicant will receive an error message when they click the **PROCEED** button. When all fields pass the validation checks, the application will be submitted to the FCC and the applicant will receive a confirmation window.

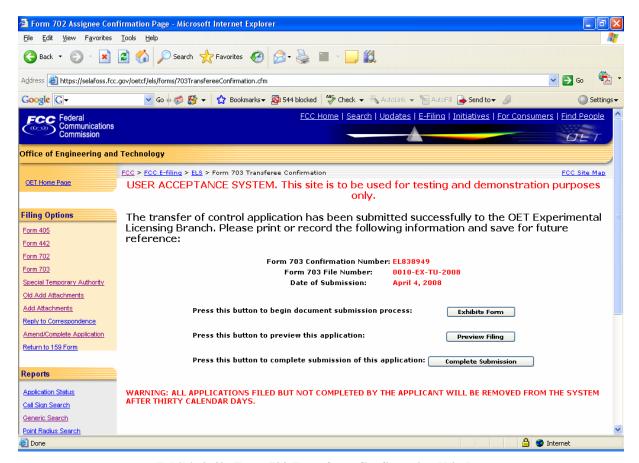


Exhibit 2-40: Form 703 Transferee Confirmation Window

At this point, the applicant may either proceed to the Exhibits Entry Page to upload any required exhibits or indicate the application is complete, preceding them further to Form 159. For instructions on uploading exhibits please review Section 2.7. Adding Attachments/Exhibits.

### 2.6 Completing an Application for Special Temporary Authority (STA)

Applicants may file to receive permission to operate transmitting equipment in special circumstances where it is not feasible to wait for a license to be issued.

STA applications can either be associated with or without an existing license. To apply for an STA, click on the STA button. This will open a screen, which will allow you to either apply for a new license or request an STA to use an existing license as a template.

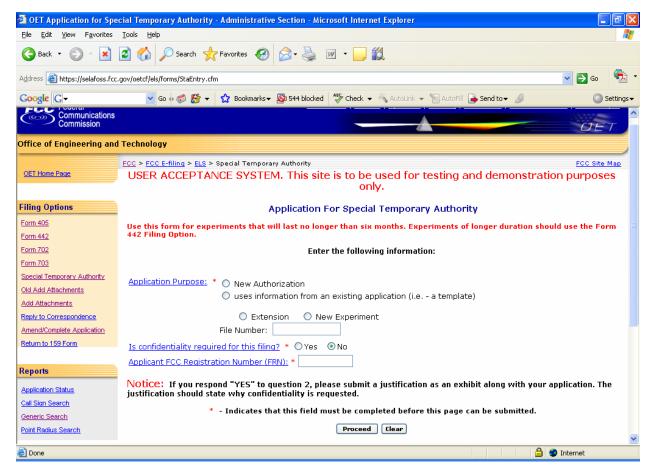


Exhibit 2-41: STA Sign-In (for entry into the STA Form)

Before proceeding to the application, please enter the following information:

| Field                         | Definition  |
|-------------------------------|---|
| <b>Application Purpose</b>    |   |
| New Authorization             | Select this option if the application is for a new authorization.   |
| Existing Application          | Select this option if the authorization pertains to an existing authorization. Applicants may also use this option to renew/extend the STA. It will be necessary to specify the file number of the existing license. If the applicant states that this is for an existing license, the form will display pre-filled with information from the current license data.   |
| Confidentiality               |   |
| Confidentiality               | If portions of the application being filed are to be considered confidential, click on the <b>YES</b> button. If no portion of the application being filed is to be considered confidential, click on the <b>NO</b> button. <b>NOTE:</b> If you respond "YES", an exhibit stating why confidentiality is requested must be submitted. Letters requesting confidentiality must be submitted to the FCC as an exhibit and contain: This letter must reference rule sections 0.457 and 0.459 under which the information is to be held confidential. |
| FCC Registration Number (FRN) |   |
| FRN Number                    | Enter the 10 digit numeric code obtained when first registered with FCC. To obtain an FRN number, click on the <b>Get FRN Number</b> button.  |



Once all the fields have been filled in, click on the **PROCEED** button. The application will verify that all the required fields were completed. If any of the required fields were not filled in, a window will appear stating the missing required field(s).

For an STA to an existing license, the form will appear pre-filled with demographic and equipment information from the existing license.

The STA Form is broken up into 3 screen shots with a brief description of each of the fields that the user needs to complete.

The first portion of the STA Form contains Items 1 through 7. The majority of the necessary information for Items 1 through 3 will pre-populate with the assigned callsign information. If modifications are required contact the OET Experimental Licensing Branch with the incorrect and correct information, at the following address:

Federal Communications Commission Office of Engineering and Technology Experimental Licensing Branch 445 12th St., S.W. Room 7-A322 Washington, DC 20554

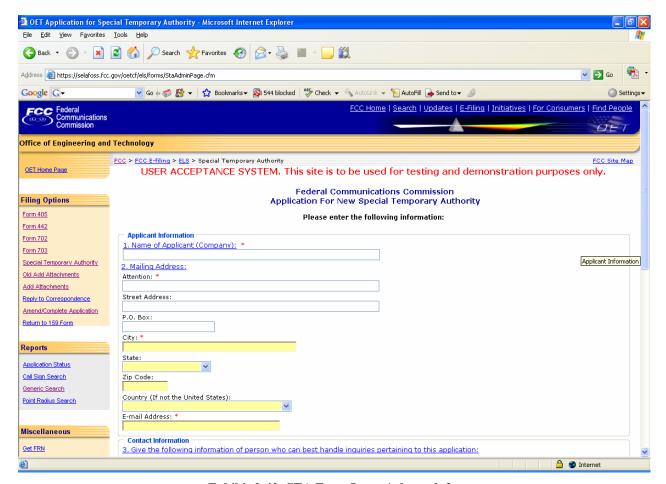


Exhibit 2-42: STA Form Items 1 through 3



The following fields appear on the form:

| Field                       | Definition  |
|-----------------------------|---|
| Name of Applicant (Company) |   |
| Applicant's Name            | If this STA application is not associated with a current license, please enter the applicant's complete name. If this is associated with an existing license, the applicant's name displayed on this form is not modifiable by the applicant. A change to the applicant's name in this case must be requested in writing and sent via mail to the Experimental Licensing Branch. (refer to the address at the bottom of this document). |
| Mailing Address:            |   |
| Attention                   | Enter the full name of the contact person.  |
| Street Address              | The address information is initially displayed from the current license. Applicants may update this information as required. At a minimum, applicant's must enter the first address line, city and state. Enter the street address of the applicant.  |
| P.O. BOX                    | If a post office box is provided, enter it into this field.   |
| City                        | Enter the applicant's city in this field.   |
| State                       | Enter the applicant's state in this field.  |
| Zip/Postal Code             | Enter the zip and/or postal code of the applicant in this field.  |
| Country                     | Select the Country, if outside the United States.   |
| Email Address               |   |
| Contact Information         |   |
| Last Name                   | Please indicate the person who can best handle inquiries by the FCC. If applicable, please include the contact person's e-mail address. Enter the contact's last name.  |
| First Name                  | Enter the contact's first name.   |
| Title                       | Enter the contact's title (e.g., Senior Product Engineer).  |
| Phone Number                | Enter the contact's phone number.   |
| Country                     | If the address is located outside the United States of America, select the country name in this field.  |
| Email Address               | Enter the contact's e-mail address. The e-mail address format is as follows: <a href="mailto:name@company.ext">name@company.ext</a>   |
| STA Explanation             | * *   |
| STA Explanation             | Before submitting this application, please explain in detail why this request for Special Temporary Authority is necessary.   |



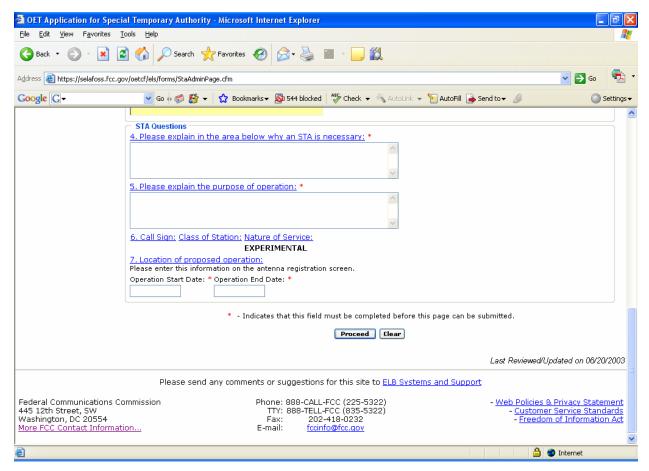


Exhibit 2-333: STA Form Items 4 through 7

| Field                                   | Definition   |
|---|--|
| Purpose of Operation                    |  |
| Purpose of Operation                    | Before submitting this application, please explain in detail the type of operation that will be performed as a result of this STA grant.   |
| Callsign                                |  |
| Callsign                                | This section of the form will be displayed only if this STA pertains to an existing license on file with the OET Experimental Licensing Branch. This section is not modifiable by the applicant.   |
| <b>Location of Operation Proposed O</b> | peration   |
| Location of Proposed Operation          | This information is entered on the antenna registration screen. Indicate the geographical location where the proposed operation indicated this STA will be performed. Please enter this information on the antenna registration screen. In addition, specify the estimated dates when this operation will begin and end. |

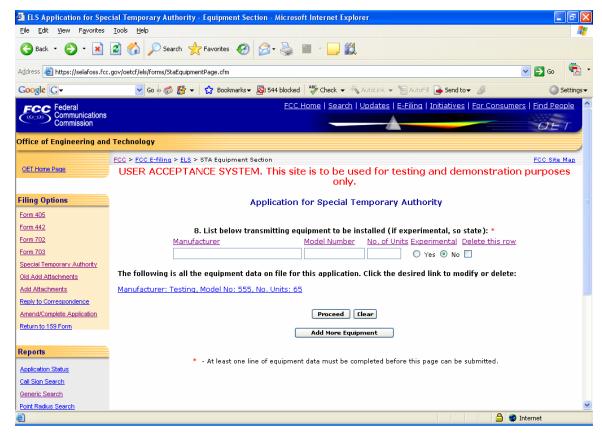


Exhibit 2-44: STA Form Item 8

| Field                        | Definition  |
|------------------------------|---|
| Item 8 – Equipment Operation |   |
| Equipment Operation          | Please indicate all equipment that will be involved in the operation indicated in this application. If this is in reference to an existing license, the equipment associated with that license will be displayed in this section. Please ensure the information displayed is accurate and includes all equipment applicable to this STA. At least one row of equipment information must be entered in order to submit this application. The model number field is optional. |

The last portion of the STA Form contains Item 9. The applicant is required to enter their name in order to submit this application. This will be accepted as the applicant's signature. If applicable, please specify the applicant's title within the organization holding the current license. By signing this application, the applicant certifies they have read and complied with the statements listed in the certification section of this application.

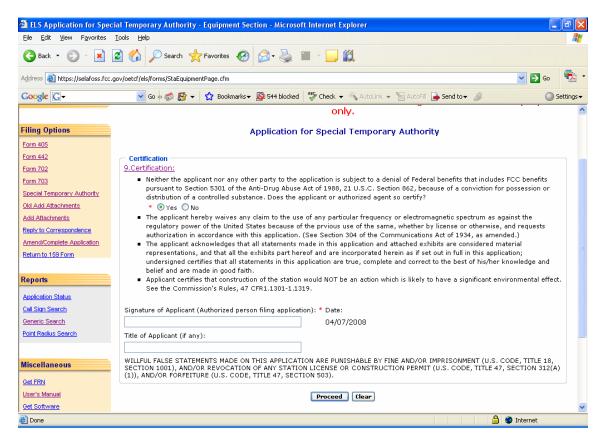
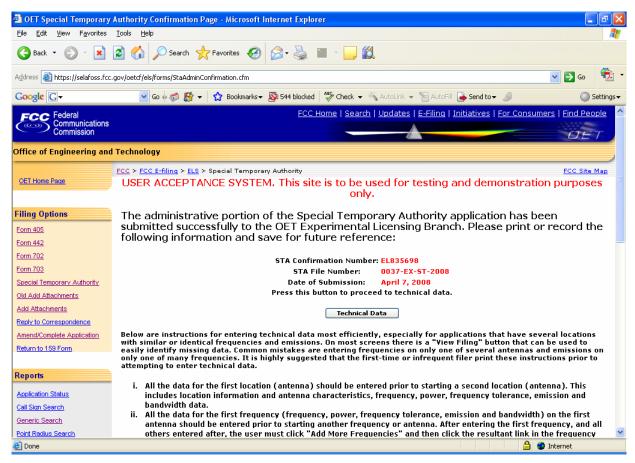


Exhibit 2-345: STA Item 9

Once the applicant has entered in all required fields and clicks the **PROCEED** button, the following confirmation window will appear:



**Exhibit 2-356: STA Confirmation Page** 

The information in this window should be printed and kept for future reference.

#### 2.6.1 STA Antenna Registration

The STA Application Form will not be considered complete until the antenna registration form is entered.

The antenna registration is initiated immediately after completing the STA Form by clicking on the **TECHNICAL DATA** button. This registration form is used to add, modify or delete antenna information from the application.

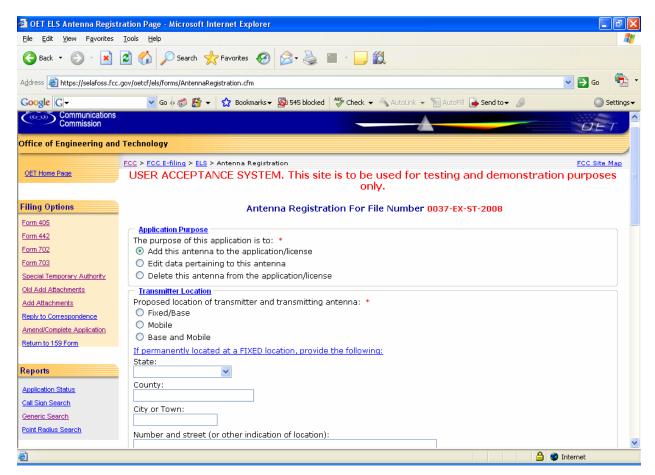


Exhibit 2-367: STA Antenna Registration Form

The following fields appear on the form.

| Field   | Definition  |
|---|---|
| Purpose of Application                          | Click on the appropriate button in response to the question. Indicate the type of action to be performed for this antenna. If this is a new antenna, the <b>ADD ANTENNA</b> button will be pre-selected. If this is an existing antenna, the only options available will be to modify or delete this antenna. |
|   | <b>NOTE:</b> Deletions of antenna data from the existing license will not occur once this application is submitted. The FCC will perform deletions once the deletions have been reviewed and granted.   |
| Transmitter Location                            | Click on the appropriate button in response to the question. Indicate the intended location of the transmitter and transmitting antenna.  NOTE: If you indicated that this antenna is Fixed/Base or Base/Mobile   |
|   | then Question 2B must be completed.   |
| Fixed/Base and Base/Mobile Location Information | Select the state from the drop down menu. Then specify the county and as accurately as possible, the street address, city or town where the antenna exists.   |
| Mobile Area of Operation                        | Describe the exact area of operation. <b>NOTE:</b> This field should be left blank if the antenna is not mobile.  |
| Geographical Coordinates                        | If this is a fixed antenna, please enter the coordinates to the exact   |



| Field      | Definition  |
|------------|---|
|            | second and leave the radius of operation field blank. If it is a mobile or Base/Mobile antenna, please enter either the area of operation or the  |
|            | fixed/center coordinates and the radius of operation. Coordinates   |
|            | (latitude and longitude) should be accurate within +/- 5 m of the   |
|            | National Spacial Reference System.  |
|            | <b>NOTE:</b> If coordinates entered are based on South Latitude and East Longitude, please submit them as an exhibit along with this application.   |
| Datum Used | Specify the Datum used in determining the geographical coordinates.   |
|            | <b>NOTE:</b> The latitude and longitude for locations in the United States and the Caribbean Islands must be referenced to the North American Datum of 1983 (NAD 83). Only NAD(83) is active. |

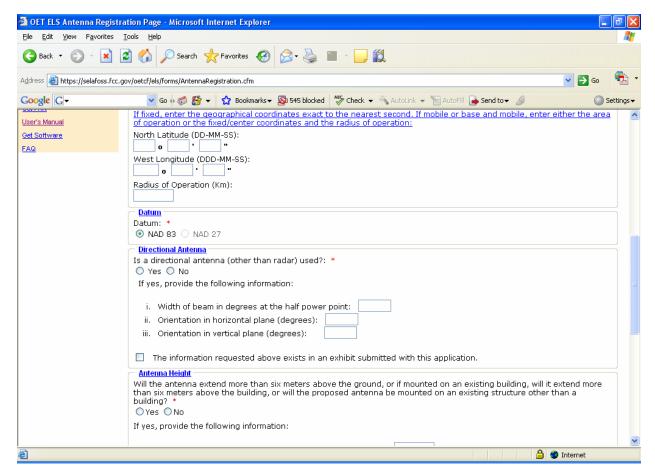


Exhibit 2-378: STA Antenna Registration Form (Continued)

The following fields appear on the form.

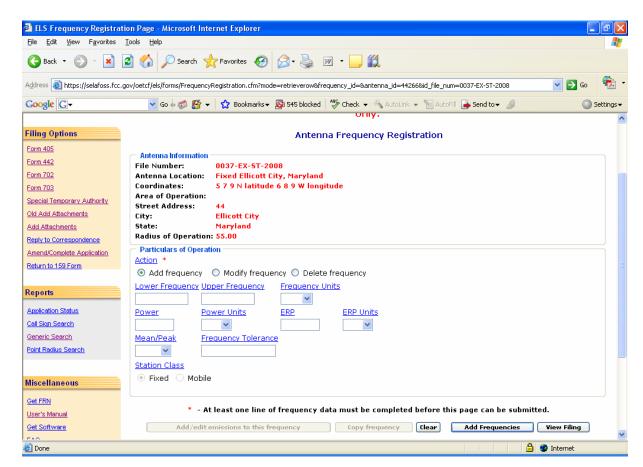
| Field                          | Definition  |
|--------------------------------|---|
| Directional Antenna:           | If 'Yes', enter the width of beam in degrees at the half-power point,   |
| If directional antenna is used | orientation in horizontal plane, and the orientation in vertical plane. |
| (other than radar)?            |   |
| Antennas that extend past Six  | Click on the appropriate button in response to the question. If the     |
| Meters                         | answer to this question is YES, analyze the structures pursuant to Part |
|                                | 17, Subpart B, of the FCC rules, to determine if notification to the    |



| Field | Definition   |
|-------|--|
|       | Federal Aviation Administration (FAA) is required. If notification is required, submit FAA Form 7460-1, (Notice of Proposed Construction of Alteration) to one of the FAA Regional Offices listed on FCC Form 854, (Request for Antenna Height Clearance and Obstruction Marking and Lighting Specifications). Exhibits may be entered immediately after submitting this form or later by clicking on the <b>ADD ATTACHMENTS</b> button. |
|       | <b>NOTE:</b> When submitting this exhibit, please enter "QUESTION 5: ANTENNA VERTICAL PROFILE SKETCH" in the description field and select the type of document as "Text Documents".  |

To submit the Antenna Registration Form click on the **PROCEED** button. If all required fields have not been entered an error message will display. Click on "**View Filing**" button to view the filing completed thus far is shown in a separate window. The data contained in this window may not be edited.

If the form passes validation, a Frequency registration page appears as shown below, which displays the antenna information of the filing.



**Exhibit 2-389: STA Frequency Registration Page** 

The following fields appear on the form:

| Field           | Definition  |
|-----------------|---|
| Frequency Range | Enter the lower and upper frequency in the block provided. In addition, please indicate the units by selecting from the drop- |
|                 | down list provided. For discrete frequencies, enter the   |



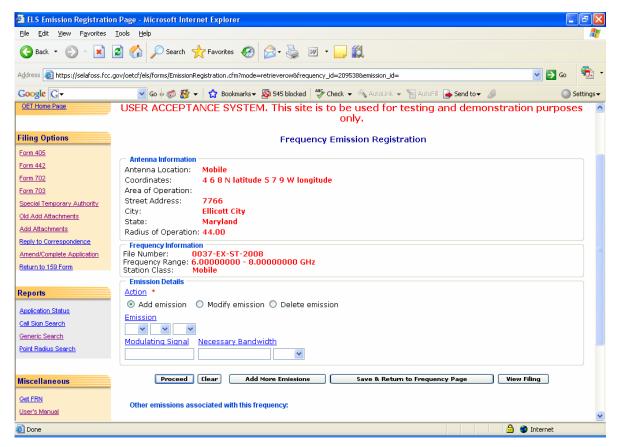
| Field                          | Definition  |
|--------------------------------|---|
|                                | frequency in the Lower Frequency field and leave the Upper Frequency field blank.   |
| Power Output                   | Please enter the maximum R.F. power at the transmitter terminals. In addition, specify the units by selecting from the drop-down list provided.   |
| Effective Radiated Power (ERP) | Please specify the maximum effective radiated power from the antenna (If pulsed emission, specify peak power). In addition, specify the units by selecting from the drop-down list provided.  |
| Mean or Peak                   | Please specify the level of power measured by selecting from the drop-down list (See definitions in Part 5 of the FCC rules).   |
| Frequency Tolerance            | The maximum permissible departure by the center frequency of the frequency band occupied by an emission from the assigned frequency or, by the characteristic frequency of an emission from the reference frequency Note: The frequency tolerance is expressed in percent of the assigned or reference frequency. |
| Station Class                  | Please select the class of station applicable to this frequency. This button is grayed out as it depends on Proposed location of transmitter and transmitting antenna:  |

The following buttons appear on the form:

| Button                               | Action  |
|--------------------------------------|---|
| Add/edit Emissions to this Frequency | If one or more emissions are associated with this frequency, enter them by selecting this button. This button is disabled until the frequency has been entered and the "Add More Frequencies" button is selected. At this point, select the desired frequency from the frequency list at the bottom of the page. The frequency will appear in the editable fields, and this button will now be enabled. |
|                                      | Click this button to add/edit frequency information for this antenna.   |
| Copy Frequency                       | This button allows the applicant to copy a frequency already on file with this application. When selected, it duplicates the desired frequency and all of its associated emissions. To enable this button, the desired frequency to copy must be selected from the links below.   |
| Clear                                | Clear button will clear off the info entered into the frequency fields.   |
| Add More Frequencies                 | Click this button to save the frequency data currently in the editable fields and refresh the page, allowing additional frequencies to be entered.  |
| View Filing                          | When selected, the filing completed thus far is shown in a separate window. The data contained in this window may not be edited.  |

By clicking on the "Add/Edit Emissions to this frequency" button will proceeds' to an emission registration page as shown below:





**Exhibit 2-50: Emission Registration Page** 

Valid actions are Add, modify and delete emissions. If the action type is not entered for newly-entered emission data, the value is defaulted to "Add". Antenna and frequency information is displayed on the top of the page of a particular filing.

The following fields appear in the form:

| Field               | Definition   |
|---------------------|--|
| Emission Designator | Select one value from each of the three drop-down list boxes provided.   |
| Modulating Signal   | Insert as appropriate for the type of modulation (e.g. The maximum speed for keying in bauds, maximum audio modulating frequency, frequency deviation of carrier, pulse duration and repetition rate). For complex emissions, submit an exhibit describing in detail the modulating signal and indicate the frequency range that it is associated with. Exhibits may be entered immediately after submitting this form or later by selecting the "Add Attachments" option from this web site's menu. NOTE: When submitting this exhibit, please enter "MODULATING SIGNAL DESCRIPTION". in the exhibit description. |
| Necessary Bandwidth | Indicate the necessary bandwidth measurement and indicate the units by selecting one of the values in the drop-down list. Submit an exhibit describing how the necessary bandwidth was calculated for all the indicated frequencies. Exhibits may be entered immediately after submitting this form or later by selecting the "Add Attachments" option from this web site's menu. NOTE: When submitting this exhibit, please enter "NECESSARY BANDWIDTH DESCRIPTION". in the exhibit   |

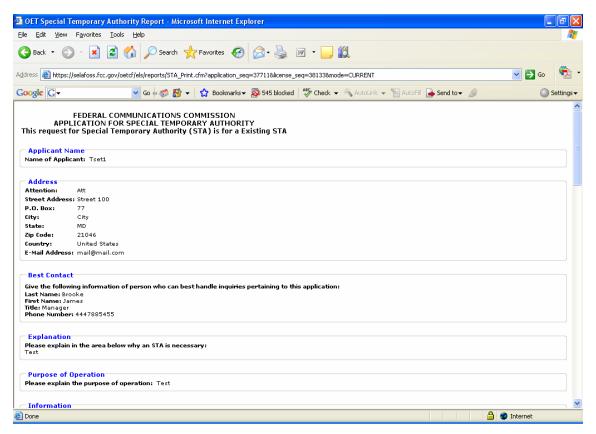


| Field | Definition   |
|-------|--------------|
|       | description. |

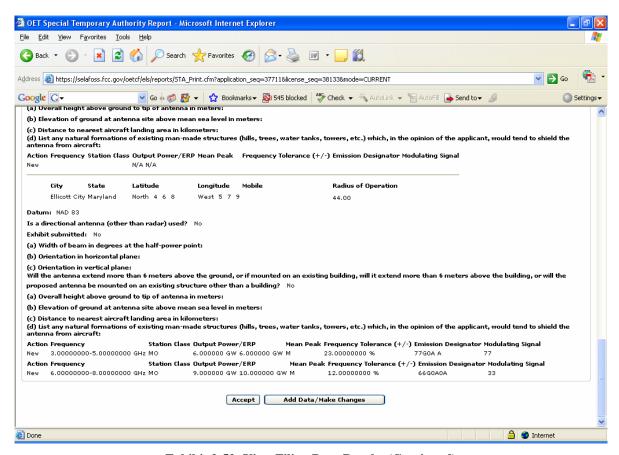
The following buttons appear in the form:

| Action   |
|--|
| This button will be enabled after adding a frequency to an   |
| antenna, click this button to add or edit emissions of a frequency.  |
| This clears the information entered.   |
| Click this button to save the Emissions data currently in the editable fields and refresh the page, allowing additional emissions to be entered. |
| <b>Note</b> : Each frequency entered for this filing must contain at least one emission before proceeding.                                       |
| This button saves if any emission entered and returns to the   |
| frequency registration page  |
| When selected, the filing completed thus far is shown in a separate window. The data contained in this window may not be edited.                 |
|  |

Other Emissions associated with this frequency will be displayed as hyperlinks. After proceeding final preview of the filing appears as shown below:



**Exhibit 2-51: View Filing Page Results** 



**Exhibit 2-52: View Filing Page Results (Continued)** 

The following buttons appear on the View Filing form:

| Button                | Action   |
|-----------------------|--|
| Accept                | By selecting this button, the technical data section is completed and proceeding to the exhibit page to upload the required exhibits and submitting them to FCC.  Note: Each antenna must contain at least one frequency and one   |
|                       | emission.  |
| Add Data/Make Changes | When clicked on this button it adds the data to the database and takes back you to Amend Complete Application page, where any modifications to an Administrative Data or Technical Data can be modified. Select the link that needs to be modified and then click proceed. |

After Accepting the changes and proceed, the conformation page appears as below:

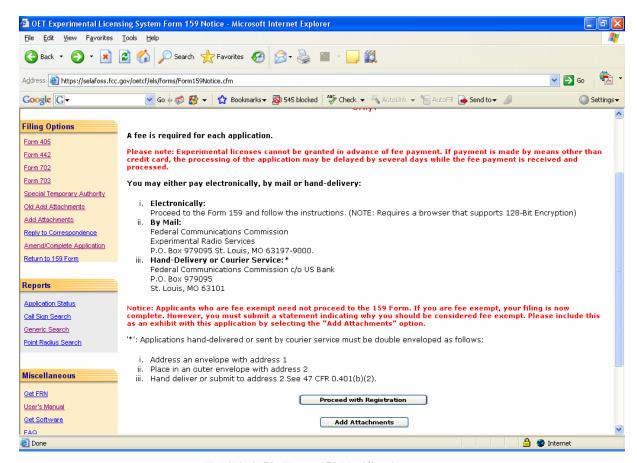


Exhibit 2-53: Form 159 Notification page

# 2.7 Adding Attachments/Exhibits

The adding exhibit option is available immediately after completing an FCC Form by clicking on the **EXHIBIT FORM** button on the confirmation window or by clicking on the **ADD ATTACHMENTS** button.

The following exhibit formats are acceptable for text exhibits:

- Microsoft Word (97 or earlier)
- Microsoft Excel (97 or earlier)
- WordPerfect (6.0 or earlier)
- Lotus 123

The following graphic types are accepted:

- Joint Photographic Experts Group (.jpg)
- Portable Document Format (.pdf)
- American Standard Code for Information Interchange (.txt)

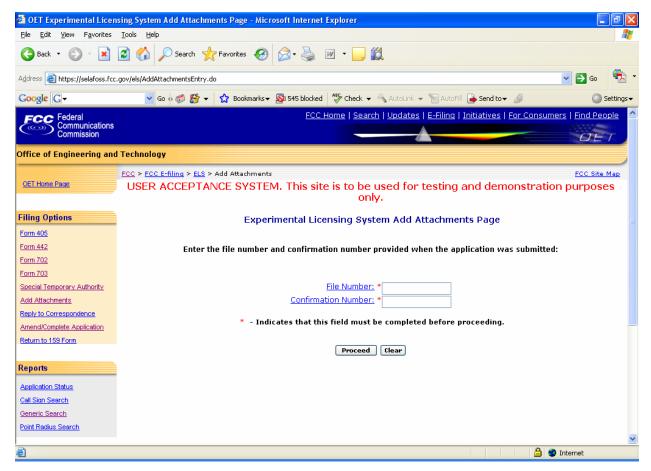


Exhibit 2-54: Add Attachments Page

Once the **ADD ATTACHMENTS** button is clicked on the form 159 notification page the Add Exhibits form appears.

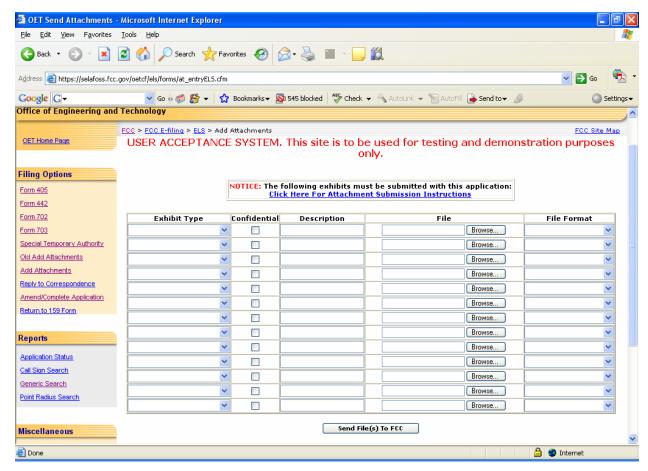


Exhibit 2-395: Add Attachments Form

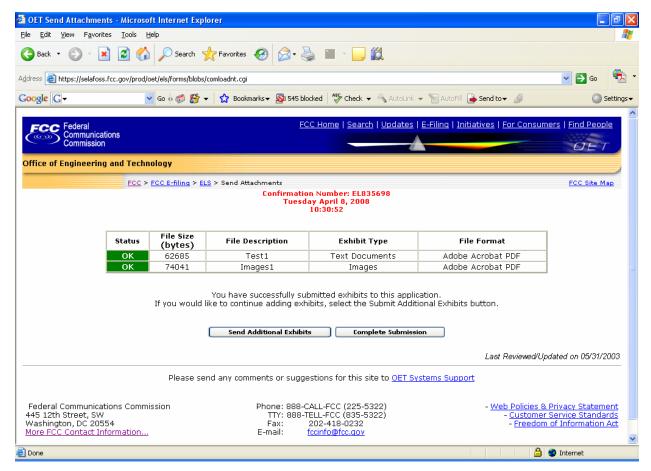
The following fields appear on the form:

| Field        | Definition  |
|--------------|---|
| Exhibit Type | Select from the drop down list the appropriate exhibit type.                      |
| Confidential | If the exhibit is to be kept confidential, click on the Confidential check box.   |
| Description  | Enter a brief, but specific description of the attachment to be uploaded.         |
| File         | Specify the actual file name to upload. Select the <b>BROWSE</b> button to search |
|              | local or network hard drives for the file.  |
| File Format  | Select from the drop down list the type of file that is being uploaded. Do not    |
|              | attempt to send a file type that is not on the list.                              |

Once all the steps are performed properly, and the **SEND FILES TO FCC** button has been clicked, the FCC should receive the files where they will be stored with the corresponding application.

A confirmation window stating that the files were or were not successfully uploaded will appear.

The confirmation window will provide a list of each exhibit's status, file size, file description, exhibit type and file format. From the confirmation window additional exhibits may be submitted by clicking on the **SEND MORE EXHIBITS** button.



**Exhibit 2-406: Exhibits Confirmation Page** 

The following buttons appear on the form:

| Button                   | Action   |
|--------------------------|--|
| Send Additional Exhibits | Click this button to send additional exhibits.   |
| Complete Submission      | Click this button to complete the submission of this Application. Applicants must click on this button to indicate the application is complete, otherwise it will not be recognized by the FCC. This step is not necessary when adding attachments to an application where the <b>COMPLETE SUBMISSION</b> button has already been pressed. |

# 2.8 Responding to FCC Correspondence

As applications are being reviewed the FCC's Engineer may request additional information from the applicant, notifying them through e-mail or fax. This option allows the applicant to respond directly to the Engineer concerning the correspondence received.

To respond to correspondence received by the FCC click on the **REPLY TO FCC MAIL** button. The correspondence page appears.

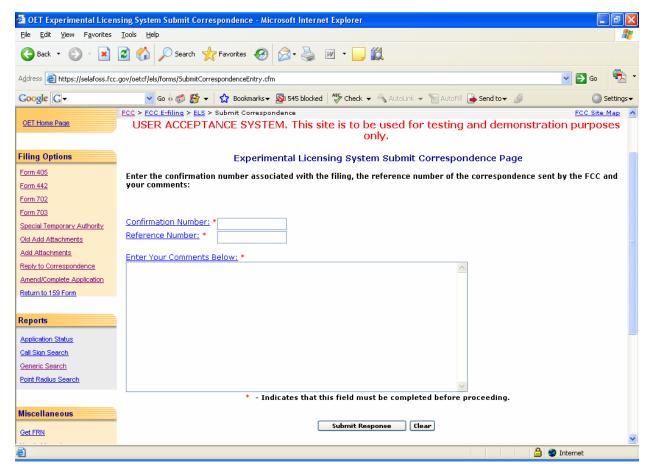


Exhibit 2-417: Reply To Correspondence Page

The applicant is required to enter the confirmation number given when the application was submitted. In addition, they are required to enter the reference number that identifies the original correspondence sent. This number is located on the upper right-hand portion of the correspondence sent by the FCC.

The applicant may enter their response to the correspondence in the text block indicated. There is no limit to the amount of text that can be entered into this field. Once the applicant selects the submit button, the following checks are performed:

- 1. Both the confirmation number and reference number have been provided and they match the application in question.
- 2. The application has not already been granted.

If either of these validations fails, the applicant will receive an error message instructing them to correct the error, if possible, and resubmit the correspondence reply. If the validations pass, the following message will appear, confirming that the reply was received:

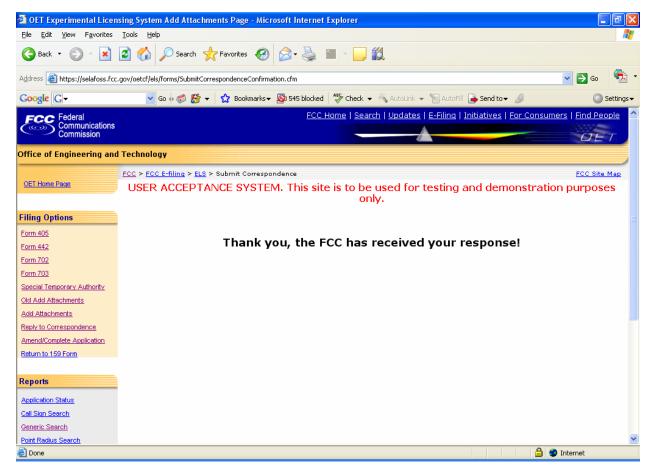


Exhibit 2-428: Reply to Correspondence Confirmation Window

The response is then associated with the application in question. If an exhibit needs to be included with this response, clicking on the **ADD ATTACHMENTS** hyperlink may perform this. Refer to the Adding Attachments/Exhibits section of this manual for details.

#### 2.9 Amend/Complete Application

To amend a pending application or to complete an incomplete application, click on the AMEND/COMPLETE APPLICATION button.

The Experimental Maintenance Form appears.

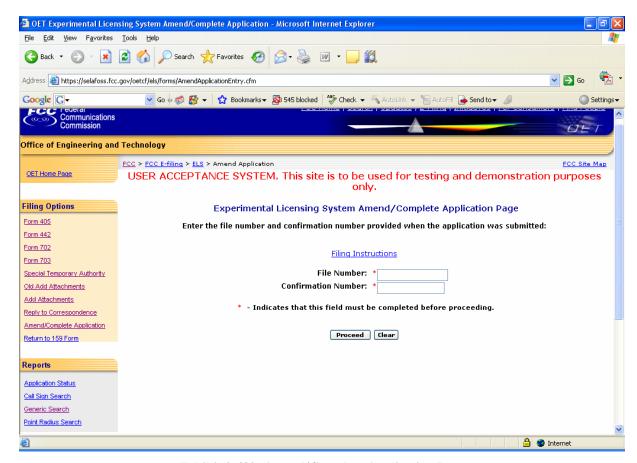


Exhibit 2-439: Amend/Complete Application Page

The following fields appear on the form:

| Definition  |
|---|
| Enter the fifteen-character file number. The FCC provided this number                 |
| when the application was originally submitted.  |
| Enter the confirmation number provided by the FCC when the application was submitted. |
| ļ   |

The following buttons appear on the form:

| Button  | Action   |
|---------|--|
| Proceed | Click this button to submit the file number entered. |
| Clear   | Click this button to clear the current screen.       |

The Experimental Maintenance page appears:

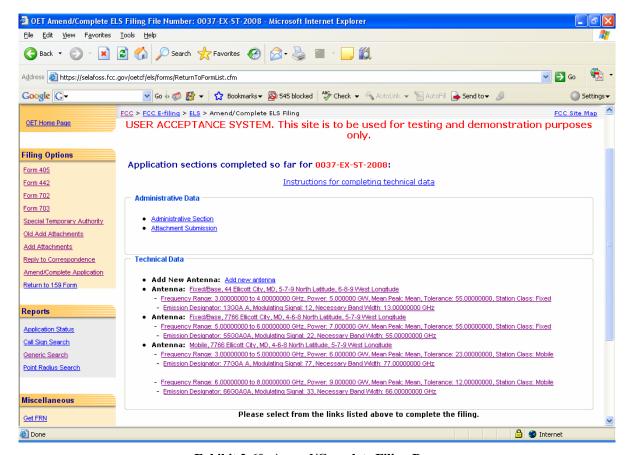


Exhibit 2-60: Amend/Complete Filing Page

The following buttons appear on the form:

| Button                | Action   |
|-----------------------|--|
| Administrative Data   | Click this button to modify the information on Form 442.   |
| Technical Data        | Click this button to modify the antenna(s) and their frequencies associated with this license/authorization. For information on adding or deleting antennas and frequencies please refer to Section 2.2. |
| Frequency Data        | Click this button to modify the frequencies associated with this license/authorization.  |
| Attachment Submission | Click this button to add additional exhibits to this license/authorization.  |
| Add new Antenna       | Click this link to completely add a new antenna.   |

# 2.10 Completing an FCC 159, Fee Remittance Advice

A fee is required for each application. This fee may be paid electronically, by mail or hand delivery.

The FCC fee payment process is initiated immediately after submitting exhibits by clicking on the **PROCEED TO FEE FORM** (159) button or by selecting the Return to 159 Form hyperlink.

The Electronic Form 159 log-in window appears.

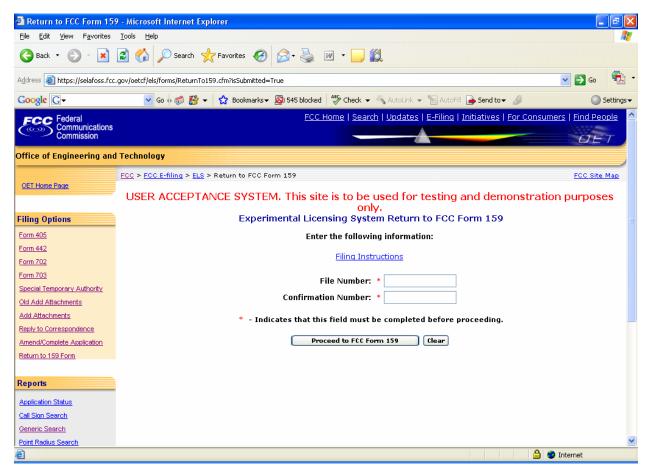


Exhibit 2-61: Electronic Form 159

The following fields appear on the form:

| Field               | Definition   |
|---------------------|--|
| File Number         | Please enter the file number provided at the time this application was submitted to the FCC. This number, as well as its associated confirmation number must be entered in order to proceed to the exhibit entry page. If the application was paperfiled, please contact the FCC OET Experimental Licensing Branch for this number.          |
| Confirmation Number | Please enter the confirmation number provided at the time this application was submitted to the FCC. This number, as well as its associated confirmation number must be entered in order to proceed to the exhibit entry page. If the application was paper-filed, please contact the FCC OET Experimental Licensing Branch for this number. |

### 2.10.1 Electronic Payments

To submit payments electronically proceed to Form 159 and follow all the steps in Section 2.3. However, at the payment summary window click on the **PAY NOW** button.

**NOTE:** If you choose to pay electronically, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer. Also, the payer TIN and the applicant TIN must be entered.

### 2.10.2 Paying by Mail

To submit payments by mail proceed to Form 159 and follow all the steps in Section 2.3. Mail the 159 forms and payment to the following address:

#### **Federal Communications Commission**

Equipment Radio Services P.O. Box 358320 Pittsburgh, PA 15251-5320

### 2.10.3 Hand Delivering a Payment

To hand deliver or to use a courier service, proceed to Form 159 and follow all the steps in Section 2.3. Deliver the 159 form along with payment double enveloped as follows:

1. Address an envelope with the following address:

#### **Federal Communications Commission**

Federal Communications Commission Experimental Radio Services P.O. Box 979095 St. Louis, MO 63197-9000.

2. Place in an outer envelope with the following address:

#### **Federal Communications Commission**

Federal Communications Commission c/o US Bank P.O. Box 979095 St. Louis, MO 63101

3. Hands deliver or submit the envelope to the 500 Ross Street address.

## 2.11 Experimental Licensing Reporting System

There are three types of reports that can be run:

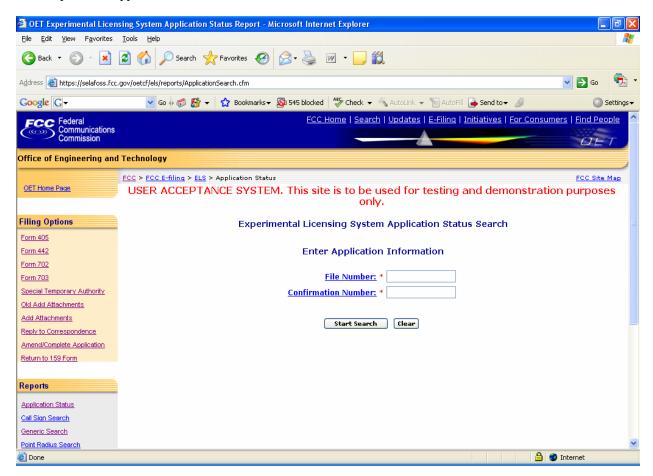
**Application Status Report** – Allows you to perform a search by the application's file number. The Application Status Report will provide you with status of an application.

**Callsign Search Report** – Allows you to perform a search on a specific callsign. The report provides you with several options. You may view the initial application submitted, view the current application (if applicable), view exhibits submitted, view public notes, view correspondence pertaining to the filing and view the grant issued. The report also provides the file number, applicant name, date the application was filed and the status of the application.

**Limited Search Report** – Allows you to perform a search based on one or all of the following: file number, callsign, applicant name, and frequency range, grant date range, receipt date range or by coordinate range in degrees, minutes and seconds.

# 2.12 Application Status Search

To perform an application status search, click on the **APPLICATION STATUS REPORT** button. The application status report form appears.



**Exhibit 2-62: Application Status Report Form** 

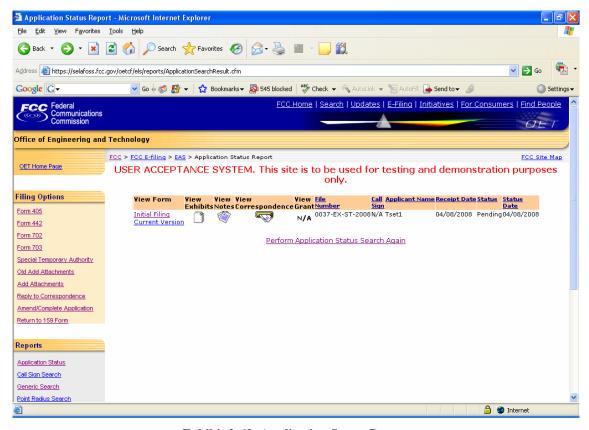
The following fields appear on the form:

| Field               | Definition   |
|---------------------|--|
| File Number         | Please enter the file number provided at the time this application was submitted to the FCC. This number, as well as its associated confirmation number must be entered in order to proceed to the exhibit entry page. If the application was paper-filed, please contact the FCC OET Experimental Licensing Branch for this number.         |
| Confirmation Number | Please enter the confirmation number provided at the time this application was submitted to the FCC. This number, as well as its associated confirmation number must be entered in order to proceed to the exhibit entry page. If the application was paper-filed, please contact the FCC OET Experimental Licensing Branch for this number. |

The following buttons appear on the form:

| Button       | Action   |
|--------------|--|
| Start Search | Click this button to submit the file number entered and to begin |
|              | executing the search.  |
| Clear Screen | Click this button to clear the current screen.                   |

The search results will be displayed:



**Exhibit 2-63: Application Status Report** 

#### **2.12.1** View Form

For electronically filed applications, the user will have the ability to view the form as it was originally filed. To view the original application, click on the <u>Initial Filing</u> hyperlink. If the application was filed electronically, the form will be recreated as filed. If modifications to the application were made the option to view the current version will be available. To view the current version of the application click on the <u>Current Version</u> hyperlink.

## 2.12.2 View Exhibits

Applications submitted may have exhibits that may be viewable to the public. To view non-confidential exhibits, click on the **View Exhibits** icon. A list of exhibits will be displayed.

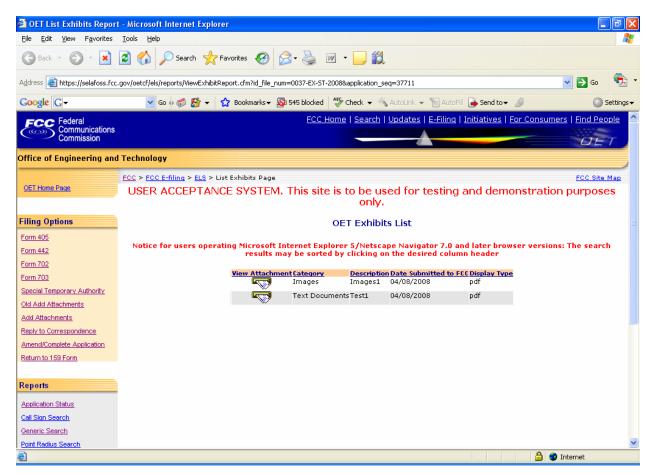


Exhibit 2-444: Exhibits List

To view the contents of an exhibit, click on the **Display Attachment** icon.

As directed, to view the image either wait 5 seconds or click on the hyperlink displayed. The image will be loaded in Acrobat Reader if it's PDF document or will be displayed in its native format if the document is a JPEG.

# 2.12.3 View Public Notes

Applications may have comments that may be viewable to the public. To view public comments, click on the **View Public Notes**icon. Comments will be displayed along with the date they were entered:



Exhibit 2-455: Public Notes

# 2.12.4 View Correspondence

Applications may have correspondence that may be viewable to the public. Correspondence may include any written or electronic communication between the Experimental Licensing Branch and the applicant. To view correspondence, click on the **View Correspondence** icon.

A list of correspondence records will be displayed.

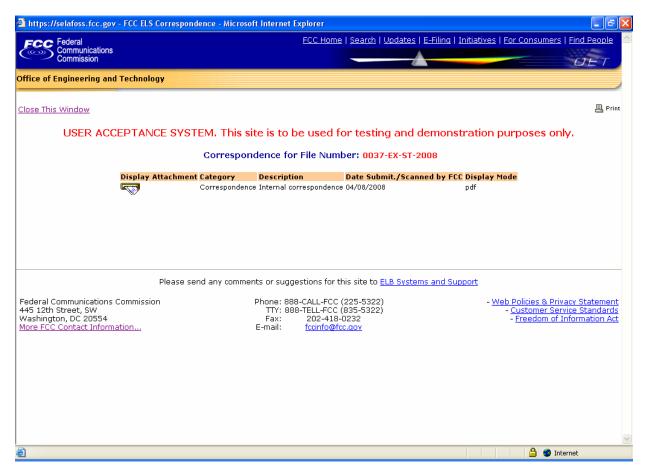


Exhibit 2-466: Correspondence List

To view the correspondence, click on the **Display Attachment** icon.

As directed, to view the image either wait 5 seconds or click on the hyperlink displayed. The image will be loaded in Acrobat Reader if it's PDF document or will be displayed in its native format if the document is a JPEG.

# 2.13 Call Sign Search

To perform a call sign search, click on the **CALL SIGN SEARCH** hyperlink. The callsign search report form appears.

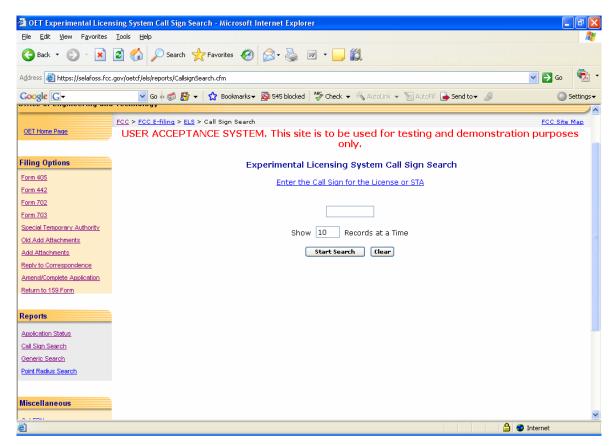


Exhibit 2-477: Callsign Search Form

The following fields appear on the form:



The following buttons appear on the form:

| Button       | Action   |
|--------------|--|
| Start Search | Click this button to submit the file number entered and to begin |
|              | executing the search.  |
| Clear        | Click this button to clear the current screen.                   |

The search results will be displayed:

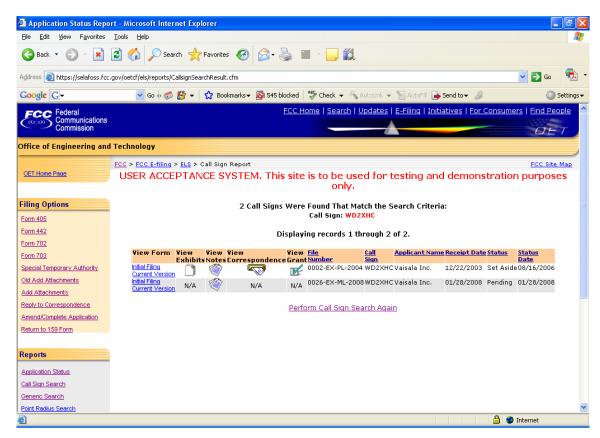


Exhibit 2-488: Callsign Search Results

#### **2.13.1** View Form

For electronically filed applications, the user will have the ability to view the form as it was originally filed. To view the original application, click on the <u>Initial Filing</u> hyperlink. If the application was filed electronically, the form will be recreated as filed. If modifications to the application were made the option to view the current version will be available. To view the current version of the application click on the <u>Current Version</u> hyperlink.

### 2.13.2 View Exhibits

Applications submitted may have exhibits that may be viewable to the public. To view non-confidential exhibits, click on the **View Exhibits** icon. A list of exhibits will be displayed.

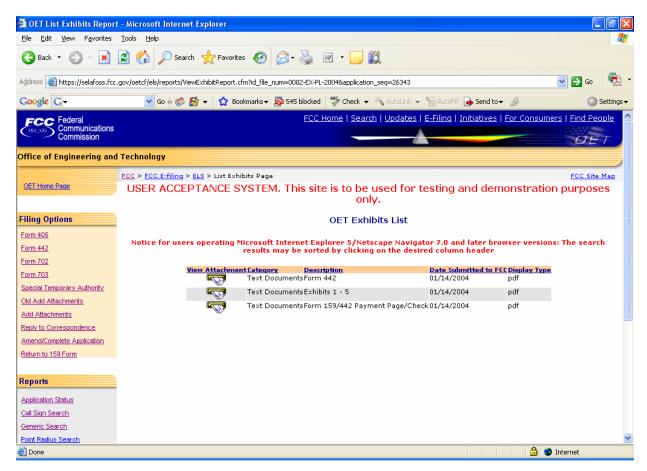


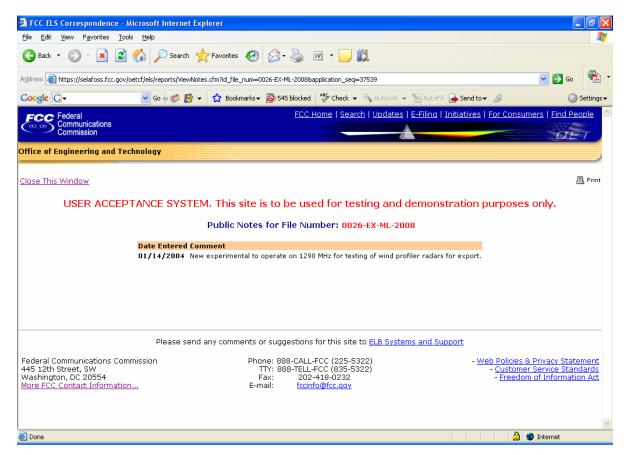
Exhibit 2-499: Exhibits List

To view the contents of an exhibit, click on the **Display Attachment** icon.

As directed, to view the image either wait 5 seconds or click on the hyperlink displayed. The image will be loaded in Acrobat Reader if it's PDF document or will be displayed in its native format if the document is a JPEG.

### 2.13.3 View Public Notes

Applications may have comments that may be viewable to the public. To view public comments, click on the View Public Notes icon. Comments will be displayed along with the date they were entered:



**Exhibit 2-70: Public Notes** 

## 2.13.4 View Correspondence

Applications may have correspondence that may be viewable to the public. Correspondence may include any written or electronic communication between the Experimental Licensing Branch and the applicant. To view correspondence, click on the **View Correspondence** icon.

A list of correspondence records will be displayed.

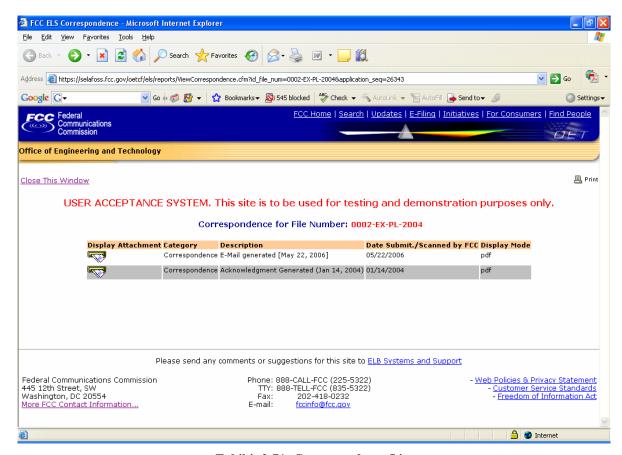


Exhibit 2-71: Correspondence List

To view the correspondence, click on the **Display Attachment** icon.

As directed, to view the image either wait 5 seconds or click on the hyperlink displayed. The image will be loaded in Acrobat Reader if it's PDF document or will be displayed in its native format if the document is a JPEG.

## 2.14 Generic Search

The Generic Search option allows the user to perform searches in the Experimental Licensing Branch database.

To perform a Generic Search, select the **GENERIC SEARCH** hyperlink. The Generic Search page appears.

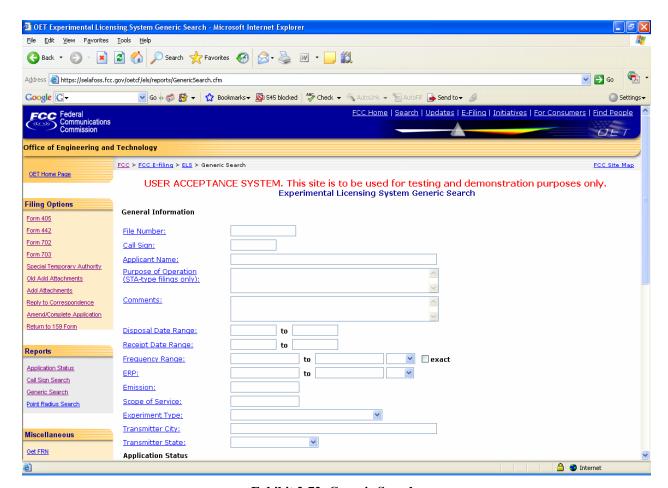
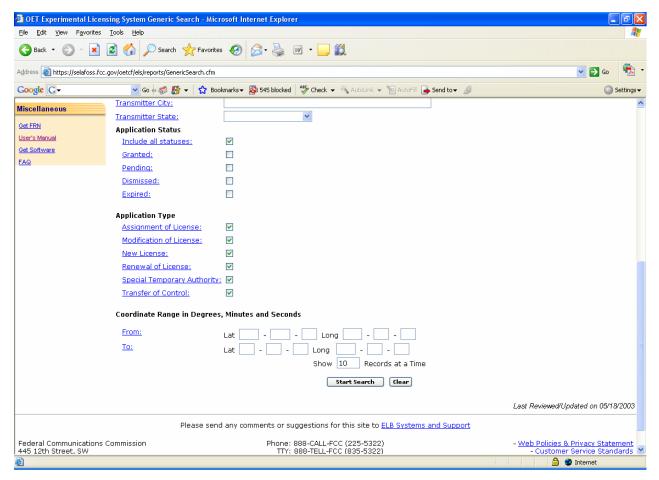


Exhibit 2-72: Generic Search



**Exhibit 2-73: Generic Search (Continued)** 

The following fields appear on the form:

| _Field               | Definition   |
|----------------------|--|
| File Number          | Enter the fifteen-character file number. The FCC provided this number when the         |
|                      | application was originally submitted.  |
| Call sign            | Enter the call sign.   |
| Applicant Name       | Enter the name of the applicant to be examined. This is what's known as a wild         |
|                      | card search. To use a wild card search, only enter the portion of the name on          |
|                      | which you wish to search, and the application will retrieve records with applicants    |
|                      | whose name contains the value entered.   |
| Purpose of Operation | Enter text that maybe found in the brief description of the experiment being           |
|                      | conducted under a Special Temporary Authority (STA). The Purpose of                    |
|                      | Operation appears on the granted authorization. Searches using this field, used        |
|                      | along with searches of the Comments field for all other types of experimental          |
|                      | authorizations, can be useful for investigating similar types of experiments. This     |
|                      | search is case sensitive. In order to obtain complete results it is suggested that the |
|                      | search be performed with all lower case, all upper case, and upper case for the        |
|                      | first letter of the first word of the search followed by all lower case for the        |
|                      | remainder of the search term. WARNING: Searches using a common word or                 |
|                      | short phrase may take a long time to run and bring back a large result set, if not     |
|                      | limited somehow by use of other search fields.   |

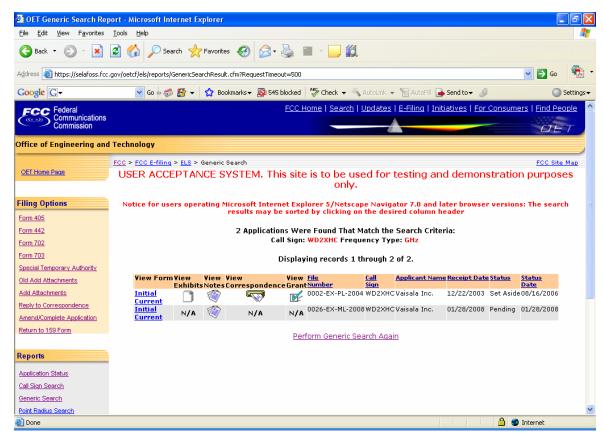
| Field               | Definition   |
|---------------------|--|
| Comments            | Enter text that maybe found in the brief description of the experiment being   |
| Comments            | conducted under all types of experimental authorizations other than STAs. The Comments appear on the monthly public notices entitled "Experimental Actions" located on the Web at <a href="http://www.fcc.gov/oet/info/">http://www.fcc.gov/oet/info/</a> , and they are also displayed when the "View Notes" icon is clicked on a row in a result set from a search of the Experimental Licensing System. Searches using this field, used along with                      |
|                     | searches of the Purpose of Operation field for STAs, can be useful for investigating similar types of experiments. This search is case sensitive. In order to obtain complete results it is suggested that the search be performed separately with all lower case, all upper case, and upper case for the first letter of the first word of the search followed by all lower case for the remainder of the search  |
|                     | term. WARNING: Searches using a common word or short phrase may take a long time to run and bring back a large result set, if not limited somehow by use of other search fields.   |
| Disposal Date Range | There are three options when using this search criteria:  1. Enter only Begin Disposal Date - If only a beginning disposal date is entered, only records granted after the date specified will be returned.  |
|                     | <ol> <li>Enter only End Disposal Date - If only an ending disposal date is entered, only records granted prior to or equal to the date specified will be returned.</li> <li>Enter both Begin and End Disposal Date - If both a beginning and an ending disposal date are entered, records will be retrieved which were granted between the dates specified.</li> </ol>   |
| Receipt Date Range  | <ol> <li>There are three options when using this search criteria:</li> <li>Enter only Begin Receipt Date – If only a begin receipt date is entered; only records received after the date specified will be returned.</li> <li>Enter only End Receipt Date – If only an end receipt date is entered, only records received prior to or equal to the date specified will be returned.</li> <li>Enter both Begin and End Receipt Date – If both a begin and an end</li> </ol> |
|                     | receipt date are entered, records will be retrieved which were received between the dates specified  |
| Frequency Range     | <ol> <li>There are three options when using this search criteria:</li> <li>Enter only lower frequency – If only lower frequency is entered, only records containing a transmitter using exactly that lower frequency will be returned.</li> <li>Enter only upper frequency – If only upper frequency is entered, only</li> </ol>   |
|                     | records containing a transmitter using exactly that upper frequency will be returned.  |
|                     | 3. <b>Enter both lower and upper frequency</b> – If both lower and upper frequencies are entered, records will be retrieved which contain a transmitter that transmits between the lower and upper frequency. <b>BOTH</b> upper and lower frequency must be within the bounds specified.   |
| ERP                 | Effective Radiated Power (=EIRP/1.64)  |
| Emission            | Basic characteristics of radio waves comprised of type of modulation of the main carrier, nature of signal modulating the main carrier, type of information to be transmitted, and bandwidth. These characteristics are described in Parts 2.201 and   |
|                     | 2.202 of the FCC's Rules. For example, the emission designator of a Frequency Modulated signal transmitted sound and using a necessary bandwidth of 200 kHz would be 200KF3E. This field is an automatic wild card search. For instance, if 'K0F' is entered, the results will include all applications with emissions that contain 'K0F' in them, such as '16K0F3E' and '15K0F7D.'  |
| Scope of Service    | Subsection of Part 5.3 of the FCC's Rules (47 CFR 5.3), designated by one or more of the letters a-k, which describes the scope of service that the licensee is operating under.   |
| Experiment Type     | Type of experiment that a licensee is conducting, chosen from a dropdown box.  |

| Field              | Definition  |
|--------------------|---|
|                    | Note: this may be blank.  |
| Transmitter City   | Name of the city where the transmitter operates.                                      |
| Transmitter State  | Name of the state where the transmitter operates.                                     |
| Application Status | The current status of the applications queried. The valid application statuses are as |
|                    | follows:  |
|                    | 1. All - Selects all applications, regardless of status                               |
|                    | 2. <b>Granted</b> - Selects applications that are in effect                           |
|                    | 3. <b>Pending</b> - Selects applications that have not been acted on yet              |
|                    | 4. <b>Dismissed</b> - Selects applications that were not approved                     |
|                    | 5. <b>Expired</b> - Selects applications that are no longer in effect                 |
| Application Type   | The type of ELS application on file. The valid values are as follows:                 |
|                    | 1. <b>Assignment of License</b> - Application assigning control of a license to       |
|                    | another party   |
|                    | 2. <b>Modification of License</b> - Application changing one or more technical        |
|                    | parameters of an existing license   |
|                    | New License - Application for an experimental license not previously authorized       |
|                    | 4. <b>Renewal of License</b> - Application requesting extending the term of an        |
|                    | existing license  |
|                    | 5. <b>Special Temporary Authority</b> - Authorization for an operation lasting six    |
|                    | months or less  |
|                    | 6. <b>Transfer of Control</b> - Application requesting consent to change control of a |
|                    | corporation holding a license   |
| Coordinate Range   | There are three options when using this search criteria:                              |
|                    | 1. Enter only lower lat/long – If only lower lat/long is entered, only records        |
|                    | containing a transmitter with a lat/long greater than the values entered will be      |
|                    | returned.   |
|                    | 2. Enter only upper lat/long – If only upper lat/long is entered, only records        |
|                    | containing a transmitter with a lat/long less than the values entered will be         |
|                    | returned.   |
|                    | 3. <b>Enter both lower and upper lat/long</b> – If both lower and upper lat/long are  |
|                    | entered, records will be retrieved which contain a transmitter located                |
|                    | EITHER above the lower lat/long or below the upper lat/long. This isn't a             |
|                    | BOX search.   |

The following buttons appear on the form:

| Button       | Action   |
|--------------|--|
| Start Search | Click this button to submit the file number entered and to begin |
|              | executing the search.  |
| Clear        | Click this button to clear the current entry.                    |

The search results will be displayed:



**Exhibit 2-74: Generic Search Results** 

#### **2.14.1** View Form

For electronically filed applications, the user will have the ability to view the form as it was originally filed. To view the original application, click on the <a href="Initial Filing">Initial Filing</a> hyperlink. If the application was filed electronically, the form will be recreated as filed. If modifications to the application were made the option to view the current version will be available. To view the current version of the application click on the <a href="Current Version">Current Version</a> hyperlink.

### 2.14.2 View Exhibits

Applications submitted may have exhibits that may be viewable to the public. To view non-confidential exhibits, click on the **View Exhibits** icon. A list of exhibits will be displayed.

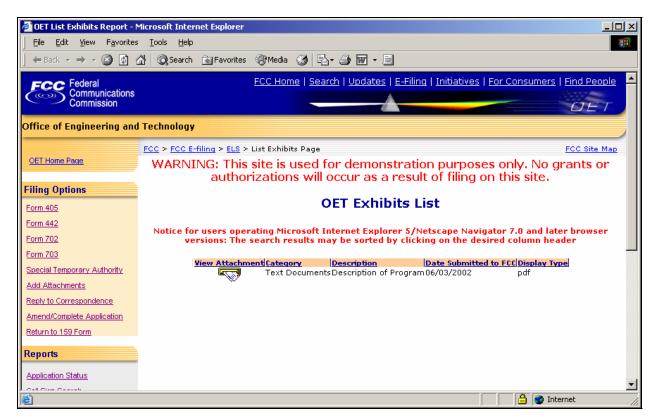


Exhibit 2-505: Exhibits List

To view the contents of an exhibit, click on the **Display Attachment** icon.

As directed, to view the image either wait 5 seconds or click on the hyperlink displayed. The image will be loaded in Acrobat Reader if it's PDF document or will be displayed in its native format if the document is a JPEG.

# 2.14.3 View Public Notes

Applications may have comments that may be viewable to the public. To view public comments, click on the **View Public Notes**icon. Comments will be displayed along with the date they were entered:

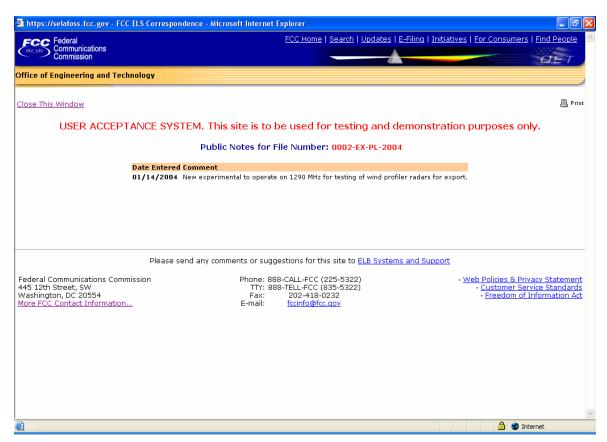


Exhibit 2-516: Public Notes

#### 2.14.4 View Correspondence

Applications may have correspondence that may be viewable to the public. Correspondence may include any written or electronic communication between the Experimental Licensing Branch and the applicant. To view correspondence, click on the **View Correspondence** icon.

A list of correspondence records will be displayed.

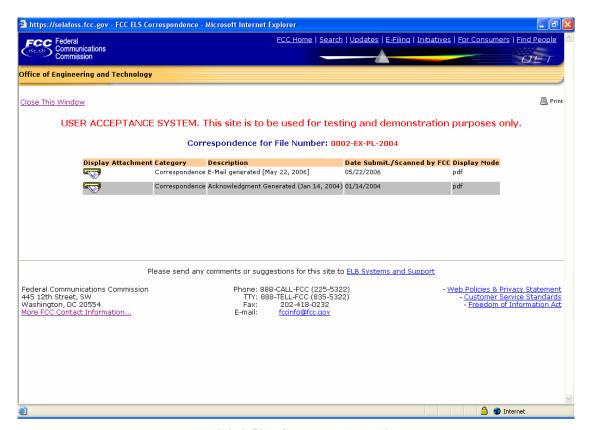


Exhibit 2-527: Correspondence List

To view the correspondence, click on the **Display Attachment** icon.

As directed, to view the image either wait 5 seconds or click on the hyperlink displayed. The image will be loaded in Acrobat Reader if it's PDF document or will be displayed in its native format if the document is a JPEG.

### 3.0 MISCELLANEOUS FUNCTIONS

Following are additional functionalities available in the ELS web application.

# 3.1 Frequently Asked Questions

Frequently Asked Questions (FAQ's) have been provided to address common problems. To access the FAQ's click on the **FAQ** button available at the OET Equipment Authorization Electronic Filing web page.

## 3.2 FCC Registration Number

Every entity doing business with the FCC that wishes to obtain a license, certificate, or submit FCC Remittance Advice Form 159 must obtain an FCC Registration Number (FRN) from the Commission's Entity Registration System (CORES)

If you do not have an FRN, you must register with CORES. Enter information about the entity and CORES will assign an FRN. The FRN and password will be displayed on the registration confirmation page. Print the registration confirmation for future reference.

**NOTE:** The FRN is not the same as the TIN, EIN or Correspondence Reference Number.

# 3.3 Downloading Instructions

To download instructions on how to use the ELS web application click on the **DOWNLOAD INSTRUCTIONS** button. Adobe Acrobat Reader will open the ELS web application user manual. The manual may be viewed on-line or it can be printed.

# 3.4 Downloading Required Software

The ELS web application uses the following software:

- Adobe Acrobat Reader
- Internet Explorer
- Mozilla Firefox

**NOTE:** If you choose to pay electronically, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer.

To download any of the above necessary software click on the **DOWNLOAD SOFTWARE** button.