



# PUBLIC NOTICE

FEDERAL COMMUNICATIONS COMMISSION  
1919 M STREET N.W.  
WASHINGTON, D.C. 20554

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News media information 202/632-5050. Recorded listing of releases and texts 202/632-0002.

August 31, 1994

## COMMISSION POLICY ON PRIVATE PRINTING OF FCC FORMS

[This policy is being reissued to announce new telephone numbers of the FCC contact person and the Forms Distribution Center listed below.]

The Federal Communications Commission has established a policy regarding the printing of blank FCC forms by private companies if they elect to do so as a matter of expediency and convenience to their clients or consumers. This applies to private companies or entities who wish to computer-generate FCC forms and submit them as completed applications or reports. This information is also referenced in 47 CFR 0.409. The policy is as follows:

(a) Blank FCC forms may be reproduced by private companies at their own expense provided the following conditions are met:

(1) Use a printing process resulting in a product that is at least comparable in quality to the original document, without change to the page size, image size, configuration of pages, folds or perforations, and matching as closely as possible the paper weight, paper color and ink color.

(2) Delete in its entirety any and all U.S. Government Printing Office (GPO) indicia that may appear in the margin(s), if applicable,

(3) If the printer wishes to identify a foreign country in which the forms are printed, a marginal notation must be added stating "No U.S. Government funds were used to print this document."

(4) Do not add to the form any other symbol, word or phrase that might be construed as personalizing the form or advertising on it.

(5) Except as specified above, do not delete from or add to any part of the form, or attach anything to it.

(6) Assure that the form being reproduced is an edition currently acceptable by the Commission, which will endeavor to keep the public advised of revisions to its forms, but cannot assume responsibility to the extent of eliminating any element of risk against the use of obsolete forms.

(b) These guidelines do not apply to forms which respondents may wish to reproduce as photocopies to satisfy application or report requirements.

Requests for permission to submit computer-generated forms to the Commission should be addressed to the Records Management Division, AMD-PIRS, 1919 M Street, N.W., Washington, DC 20554. For further information on computer-generating FCC forms, contact Judy Boley, telephone (202) 418-0214.

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For information concerning the status of a completed and mailed application or license, contact Consumer Assistance Branch, PRB, Gettysburg, PA, telephone (717) 337-1212.

To order blank copies of FCC forms, contact the FCC Forms Distribution Center (202) 418-FORM (3676).