



Equipment Authorization / TCB

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Customer Service Branch

**Federal Communications Commission
Office of Engineering and Technology
Laboratory Division**



OVERVIEW

- Grantee Codes
 - Grantee Registration
 - Modify Grantee Information
 - Return to 159 Form
- Application Dismissals
 - Procedures / Justifications
- Avoid Administrative Actions
 - Incomplete Applications
 - Applications Missing Required Exhibits



GRANTEE REGISTRATION (NEW CODES)

- Effective April 5, 2005, New Codes Must be
 - Grantee Code Registration Number (GC#) assigned
 - One Code assigned to specific company at specific
 - Contact Information = Applicant contact, not Test Firm
 - Info should not be ALL CAPS



MODIFY GRANTEE INFORMATION

FCC Home | Search | Updates | E-Filing | Initiatives | For Consumers | Find People

Office of Engineering and Technology

FCC > FCC E-filing > TCB Home Page

USER ACCEPTANCE SYSTEM: This system is to be used for testing and demonstration purpose only.

**Welcome to the Office of Engineering & Technology
Telecommunications Certification Bodies Electronic Filing Site**

Notes of Interest and Up-Coming Events:

Effective August 10, 2004, the Commission amends its Schedule of Application Fees to adjust the fees for processing Equipment Authorization applications (FCC Form 731) and other related filings, pursuant to Report and Order FCC 04-150, GEN Docket No. 86-285. To view the Order, related Public Notices, and the 2004 Office of Engineering and Technology (OET) Fee Filing Guide, visit www.fcc.gov/fees/appfees.html.

Effective December 3, 2002, all applications for certification of "Learned Mode" or "Trainable" transmitters must be submitted to the FCC Laboratory for processing. These devices are defined in the October 28, 2002, Public Notice DA 02-2850, found at www.fcc.gov/oet/info. If a TCB is presently processing an application for such a device, the TCB should contact Ray LaForge at raymond.laforge@fcc.gov, at the FCC Laboratory for guidance. TCBs will be notified when they may process these applications.

Frequently Asked Questions (FAQ) regarding 'Ultra Wide Band Compliance Measurements' can also be found in the [OET Interpretations Data Base](#)

Filing Options

- Grantee Registration
- Modify Grantee Information**
- Accreditor Login
- TCB Login
- Test Firm Accrediting Body Login
- Return to 159 Form

Reports

- Accreditor List
- Test Firm Accrediting Bodies
- TCB Search
- Generic Search
- Grantee Search
- Pending Grantee Search
- Test Firms

Miscellaneous

- Knowledge Database
- Get FRN
- User's Manual



MODIFY GRANTEE INFORMATION (Continued)

- Effective April 5, 2005, Changes Must be Submitted Electronically
 - Requires Grantee Code and Grantee Code Registration Number (GC#)
 - Request GC# from easadmin@fcc.gov
 - Change Address or Contact Only
 - Immediate Results



MODIFY GRANTEE INFORMATION (Continued)

- Change Name, Including Address and/or Contact
 - Applicant Name Change Request Requires
 - Reason for Change Request
 - Letterhead attachment explaining details (i.e., merger; who retains equipment, etc)
 - Change Request Reviewed by Laboratory Personnel
 - Additional Changes Blocked During Review
 - Application can be Granted



ADDITIONAL INFORMATION

- Grantee Code Changes do not Apply to FRN Changes
- Return to 159 Form



APPLICATION DISMISSALS

➤ Procedures

- Send Dismissal Request / Justification to easadmin@fcc.gov
- Within 30 days of Grant, TCB may send request
 - If Applicant requests dismissal, letter from Applicant should be included
- 30 days after Grant, Applicant must provide request
- Minimize Dismissal Requests – Check to Ensure Accuracy Before Grant



TCB REPORT OPTIONS

FCC TCB Electronic Filing Site - Microsoft Internet Explorer

Address: https://selafoffs.fcc.gov/oetwl/ValidTcbFrame.html

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ASSUME RESPONSIBILITY FOR TCB APPLICATIONS

- Review Incomplete Applications
 - Section II not Completed
 - Grant not Accepted
- Review Applications Missing Required Exhibits
- Applications Awaiting Info / Samples



Questions and Answers

Thanks!