## **How to file an application for a New NCE FM Station Construction Permit in LMS**

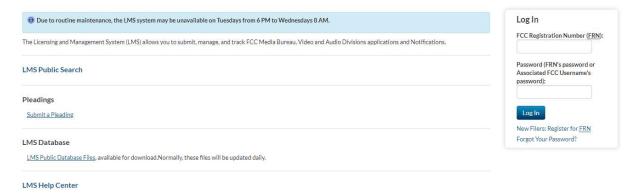
\*\*\* Note that construction permit applications for New NCE FM stations may only be filed during FCC designated open filing windows. \*\*\*

### Logging into the system

To start an application, log into LMS using the following site:

https://enterpriseefiling.fcc.gov/dataentry/login.html

New filers must first Register for an FRN and create a Password. If needed, use the "New Filers: Register for FRN" link shown below.

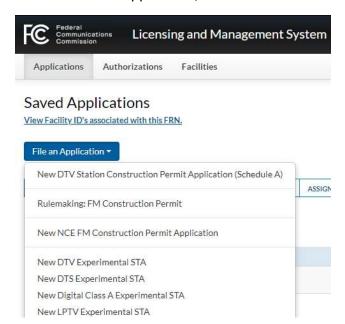


### Starting the form

Once logged into LMS, the system will take users to the landing page, which is the "Saved Applications" page in LMS.

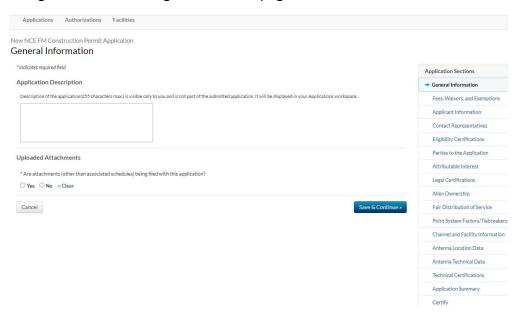


Click on "File an Application," then click on "New NCE FM Construction Permit Application"



### **Completing the form**

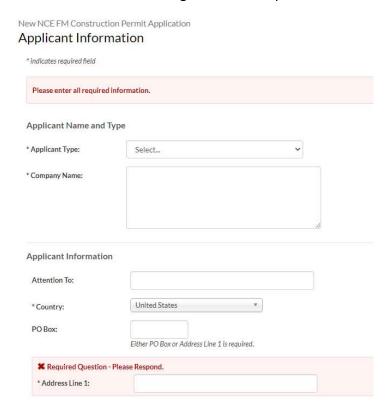
This will take you to the General Information page, below. You can navigate through these sections by completing the information and clicking the "Save & Continue" button at the bottom of each screen to continue, or by clicking on the various application sections in the Navigation Bar on the right side of the page.



For detailed instructions on completing the various sections, consult the application instructions for the relevant form. Instructions for all LMS forms can be found on the LMS Help Center: <a href="https://www.fcc.gov/media/radio/lms-help-center">https://www.fcc.gov/media/radio/lms-help-center</a>

An \*asterisk indicates a required field.

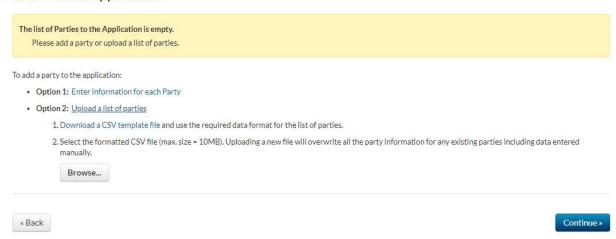
Questions that must be answered before the application can be filed will typically be highlighted in pink when trying to save that page. After answering the questions, you must click "Save & Continue" again. An example is shown below.



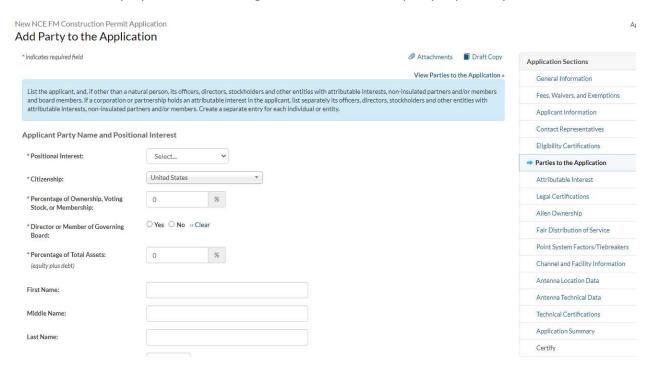
In some application sections there are buttons or links that must be clicked before the information can be entered. For instance, on the "Parties to the Application" page you have the choice of entering the information for each party separately (Option 1) or uploading your own List of Parties, using a CSV template (Option 2).

New NCE FM Construction Permit Application

#### Parties to the Application

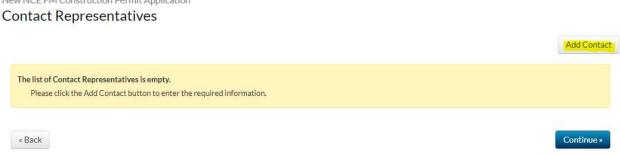


This screen is displayed when entering information for each party separately.



### On the "Contact Representatives" page you must click on "Add Contact".

New NCE FM Construction Permit Application



After clicking the "Add Contact" button, you must complete the appropriate questions.

New NCE FM Construction Permit Application

## **Contact Representatives**

* indicates required field	
Contact Type	
* Please select the contact type:	
O Legal Representative	
O Technical Representative	
Other	
Contact Name	
* First Name:	
Middle Name:	
* Last Name:	

Here are samples of pages requiring legal certifications.

### First page

New NCE FM Construction Permit Application

## Legal Certifications

\* indicates required field

#### Character Issues

\* Applicant certifies that neither the applicant nor any party to the application has or had any interest in, or connection with: (a) any broadcast application in any proceeding where character issues were left unresolved or were resolved adversely against the applicant or party to the application; or (b) any pending broadcast application in which character issues have been raised.

O Yes	( ) Max	" Clear
162	140	" CICOL

#### Adverse Findings

\* Applicant certifies that, with respect to the applicant and each party to the application, no adverse finding has been made, nor has an adverse final action been taken by any court or administrative body in a civil or criminal proceeding brought under the provisions of any laws related to any of the following; any felony; mass media-related antitrust or unfair competition; fraudulent statements to another government unit; or discrimination.

O Yes	No	· C	lear
-------	----	-----	------

### Second page

New NCE FM Construction Permit Application

# Alien Ownership

\* indicates required field

1	) is the applicant a foreign government or the representative of any foreign government as specified in Section 310(a) of the	he
	Communications Act?	

0	Yes	0	No	66	Clear
-		1	1.40		

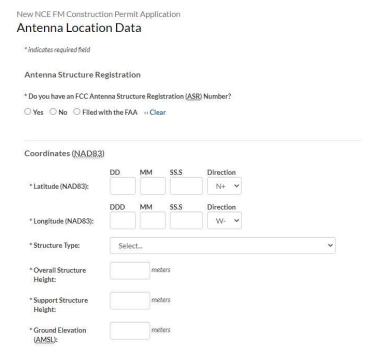
2) Is the applicant an alien or the representative of an alien? (Section 310(b)(1))

Was	C 21 N 1	-	-	lea
) Yes	UN	c) 4	G 5	100

 Is the applicant a corporation, or non-corporate entity, that is organized under the laws of any foreign government? (Section 310(b)(2))

O Yes	Mich	Clear
162	OFF	" Clea

Here is a sample page requiring the entry of technical information.

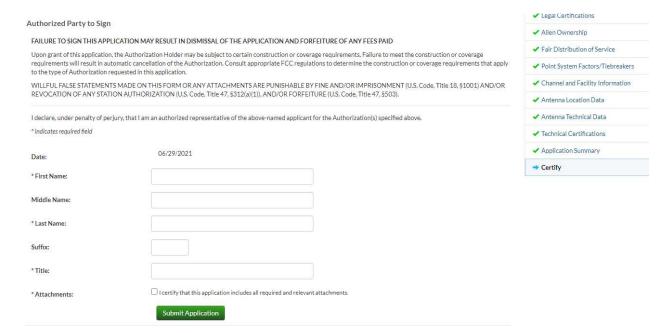


### Certifying and submitting the completed application

Once each page has a "Green Checkmark" under the "Application Sections" on the right side of every screen, you must proceed to the "Certify" page by clicking on the link below.



Once all application sections are completed and display Green Checkmarks, proceed to this Certify page, complete the Name and Title of the person signing the application, check the attachment certification box and click on "Submit Application."



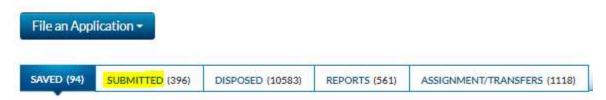
After filing, you will receive a confirmation that the application has been Submitted and it will also display the Application File Number (ten digit number starting with zero).

### Filing Amendments to pending applications:

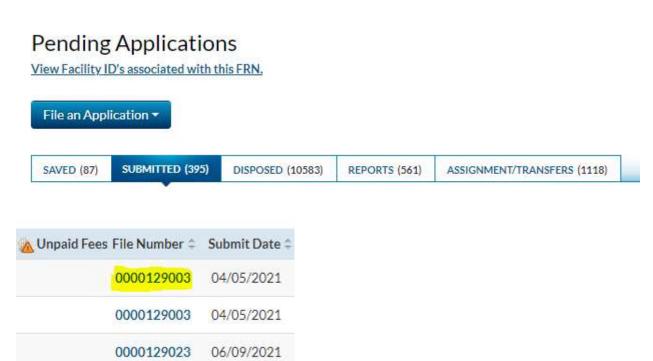
Once logged into LMS, on the "Saved Applications" page click on the 'Submitted" button.

## Saved Applications

View Facility ID's associated with this FRN.



This will take you to the "Pending Applications" page. From here, click on the File Number of the application to be amended.

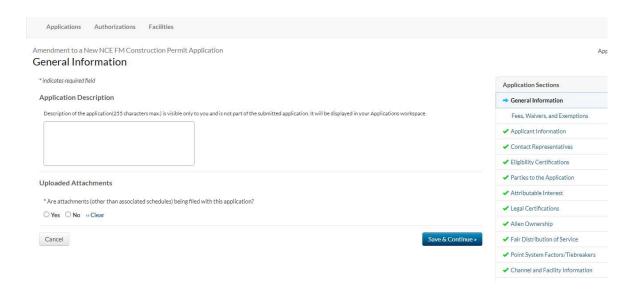


This will take you to the "Application Summary" page. From here, click the "File an Application" button, then select "Amend Application" from the drop-down menu.

# **Application Summary**



The same sections that appeared on the original application will be available to amend. At this point you can provide the amended information for the relevant section(s) and certify and submit the form in the same manner as the original application.



**Filing Pleadings** – Petitions, Objections and other Pleadings may be filed in LMS by selecting "Submit a Pleading" on the following page:

https://enterpriseefiling.fcc.gov/dataentry/login.html

