

## UPDATED Facts About Application Fees

Please share with your VEs and sponsoring clubs, as applicable.

**Fact 1 - Application fees go into effect on Tuesday, 19 April 2022 at 00:00:01 EDT.**

**Fact 2 -** The application fee related to the Amateur Radio Service is \$35 with two exceptions as noted in the table below:

Purpose		Fee
<b>New License (NE)</b>	Technician, General, or Amateur Extra	<b>\$35</b>
<b>Modify a License (MD)</b>	<b>Upgrade license class and/or request a systematic call sign change</b>	<b>FREE</b>
	Request a Vanity call sign	<b>\$35</b>
<b>Renew License (RO)</b>	Renew license only	<b>\$35</b>
	Renew license and modify license	
	Renew license and update admin data (Change name, change mailing address, e-mail address).	
<b>Administrative Update (AU)</b>	<b>Change one or more of the following:</b> <ul style="list-style-type: none"> <li>• Licensee name</li> <li>• Mailing address</li> <li>• E-mail address</li> <li>• Phone number</li> </ul>	<b>FREE</b>

**Fact 3. VEs WILL NOT collect application fees.**

**Fact 4. Payment of application fees is the sole responsibility of the applicant.**

**Fact 5. CAUTION.** The [2018 Wireless Telecommunications Bureau Fee Filing Guide](#) is being updated and may change some of the information below. The new filing guide is expected to be released on 19 April 2022.

**Fact 6.** From the date the ULS assigns a File Number Once to an application, whether the application is submitted online or via a VEC, applicants have 10 calendar days, to pay the application fee.

6.1. If the payment is not received with the 10-day period, the application will be dismissed. This includes application fees submitted electronically or manually by mail.

6.2. Application fees received after the 10-day period will be deposited with the US Treasury and are not refundable.

**Fact 7.** Applicants will have two options for entering CORES to pay their application fee.

7.1. With an FCC Username:

<https://apps.fcc.gov/cores/userLogin.do>

7.2. With a Payer FRN (**This is a temporary option**):  
<https://apps.fcc.gov/cores/paymentFrnLogin.do>

**Fact 8.** Applicants have two options available to them when paying the application fee.

8.1. Payment can be made **Electronically** or **Manually (By mail)**. **Manual payments are a temporary option.**

8.1.1. **Electronic payments** are preferred and are made via CORES.

8.1.2. Manual payments can also be made **without going through CORES.**

8.1.2.1. Download and complete FCC Form 159

8.1.2.2. If a second party (e.g., Parents, grandparents, spouses, significant others, a friend, etc.) is going to pay the application fee for the applicant, they must complete Part A of Form 159. A second party who pays the application fee for an applicant must have an FRN also.

8.1.2.3. Indicate a credit card, if applicable, or attach the form of payment (e.g., Check, money order, etc.) and mail it to the address below and the bank will transfer the payment to the US Treasury:

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

**Fact 10.** VECs will continue to receive Response Files for the applications that were submitted to the FCC/ULS via EBF.

10.1. The Laurel VEC VE Portal will continue to forward copies of the Response Files to the applicable Regional Coordinators and team leaders.

10.2. The Laurel VEC VE Portal will send an e-mail to each of our applicants who applied for a new license or license renewal, informing them when their application has been issued a file number.

10.3. The FCC will also send an e-mail to each applicant who applied for a new license or license renewal, informing them when their application has been issued a file number.

**Fact 11.** The Response File will have a new look beginning 19 April 2022.

**RS|B|04/20/2022|Indian River|MI|0**

RA|1234567101|William|T|Sherman||17325||T|0003479326|2|PRAM|1|35.00

RA|1234567102|Ulysses|S|Grant||39759|NN5TZN|G|8843600000|G|||

RA|1234567103|George|G|Meade|Jr|30452|NN4AA||5933600000|2|PRAN|1|35.00

RA|1234567104|George|A|Custer||80920|NN7AA|E|0003218674|G|||

RA|1234567104|Thomas|J|Jackson||80920|NN6AAA|G|0003218674|2|||

RA||Robert|E|Leell|Jr|49759||T|L07654321|655682

11.1. All applications that require an application fee will be assigned status code 2.

11.2. The **Payment Code** follows the status code (2).

11.2.1. **PRAM** - This payment code refers to applications for a **new license**.

11.2.2. **PRAN** - This payment code refers to applications to **renew an existing license**.

11.3. Following the Payment Code is the **Quantity**. The default is the numeral "1".

11.4. Following the Quantity is the **Application Fee amount**: 35.00

11.5. Applications that do not require a fee and the conditions listed below apply, will be assigned status code 2.

11.5.1. Name Mismatch (Any application other than for a new license).

11.5.2. Applicant is on the FCC Alert List.

11.5.3. Applicant answered the felony question "Yes". Applications to change license administrative update are exempt from the Felony Question and application fees.

**Fact 12.** When an applicant applies for a new license, an upgrade, a systematic call sign change, and/or a license renewal and answers the Felony Question "Yes" but does not submit their felony explanation within the 14-day window, the FCC will dismiss their application without prejudice.

12.1. However, **the application fee they paid, if applicable, will not be refunded.**

**Fact 13.** When a licensee applies for a Vanity Call Sign, pays the application fee, and **DOES NOT** get the call sign they requested (for any reason), their application will be dismissed without prejudice.

13.1. However, **the application fee they paid will not be refunded.**

**Fact 14.** When an application is dismissed by the FCC, the FCC will send the applicant a letter via e-mail stating that the application was dismissed "*without prejudice*" ([47 CFR § 1.934](#)) and why the application is dismissed.

**Fact 15.** When an application is submitted to the FCC/ULS via a VEC, the applicant pays the fee, the application is granted, and then the application is found to be defective, the grant will be reversed and the application will be withdrawn.

15.1. **The application fee they paid will not be refunded**, regardless of who is responsible for the error related to the application.

15.2. The defective application can be corrected and resubmitted, **but the applicant will have to pay an additional \$35 application fee.**

**Fact 16.** Applicants can have their pending application withdrawn. This can be done online or through a VEC.

**Fact 17.** Applications that are dismissed can be resubmitted as long as the original CSCE has not expired.

**Fact 18.** The FCC will not notify the VECs if or when an applicant pays their application fee or if or when an applicant's application is granted or dismissed.

18.1. The FCC will notify each applicant by e-mail when their application is granted.

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