

Update to the Guide to Form 730 - sections on fees, and on information sources

(The Guide to Form 730, last updated May, 1998, is largely, but not completely, current. This update addresses application submission, and sources of information.)

Source: FCC Part 68 Staff

July 21, 1999: Some items to note:

1 - Entry of information, such as model number or prior registration number, in the "call sign" field (field 19a) of the Form 159 will enable identification of applications as soon as they are logged in by Mellon Bank. Help us help you by making use of the "call sign" field.

2 - Per DA 99 - 818, Released: April 29, 1999, An extension of the date after which all equipment manufactured must comply with the Commission's Part 68 rules, as amended by the Harmonization Order and as clarified herein, is granted from May 19, 1999, until December 19, 1999.

3 - All telephones manufactured or imported on or after 1/1/2000 must provide volume control(68.6).

FIRST TIME APPLICANTS

First time applicants should become familiar with Part 68 of the Code of Federal Regulations, the Form 730, the Form 730 Guide, the Form 159 (see below), the Commission's fees, and with test procedures (TSB 31-B) developed by the Telecommunications Industry Association and distributed by Global Engineering Documents. See below for web sites, telephone numbers, FAX numbers, and email addresses.

APPLICATION SUBMISSION & TRACKING

Unbound copies are preferred. To expedite the processing of your application, enclose each application, along with your check or credit card information, in a separate envelope. Please organize your applications in the following order:

Check for \$200 made payable to the FCC, or credit card information and authorization signed FCC Remittance Form 159, properly completed Form 730 Agency Agreement (if any) Exhibits A - J, as required

Applicants wishing a stamped receipt copy of any filing must provide an additional copy (to be stamped and returned) with each filing submitted. Each application package must be assembled with the requested stamped receipt copy on top, followed by the remittance, the original application with FCC Form 159 on top, and then Form 730 and exhibits.

Applications that are mailed or otherwise shipped must contain a self-addressed stamped envelope of sufficient size to accommodate the stamped receipt copy to be returned. If the envelope is not of sufficient size, the requested stamped receipt copy will not be returned to the applicant.

When hand delivering an application, the receipt copy must be attached to the outside of the envelope containing the original application. The copy will be stamped and immediately returned when presented to the acceptance clerk at Mellon Bank.

Only those applications that are properly completed will be processed. Applications that are incomplete will be returned to the sender via US mail with a form letter stating the reason for return. A sample letter is attached.

Starting the last week of October, 1998, the Network Services Division will post weekly to its web site, at the Common Carrier Bureau directory "Part68_applications_received," all applications received by Network Services within the preceding two weeks. Review of this posting will facilitate discovery of returned applications in a timely manner. If you don't find your application on this list within 7 business days of expected delivery to Mellon Bank, please call Herb Neumann at 202 418 2341.

FEES AND MAILING ADDRESS FOR APPLICATIONS

Please see Sections 1 and 2 of the Guide for completing FCC Form 730. Enclose FCC Form 159 properly filled out using Fee Code CJQ with ONE complete copy of your application. Send the completed application (include Form 730, agency agreements (if any) and all exhibits) to:

If sending via a Courier Service, address to:
Federal Communications Commission
c/o Mellon Bank
3 Mellon Bank Center
525 William Penn Way, 27th floor, Room153-2713
Pittsburgh, PA 15259-0001,

If sending via U. S. Mail, address to:
Federal Communications Commission Common Carrier Network Services
P.O. BOX 358145
Pittsburgh, PA 15251-5145

Form 159

Effective September 14, 1998, attach one check for \$200 (multiple checks will not be accepted), made payable to the FCC, to FCC Form 159, and attach the Form 159 to the application. Credit cards may be used, but that will introduce a delay of a few days. (See the instructions for Form 159 for information on credit card payments) Please make certain that you have the latest version of Form 159 - available at <http://www.fcc.gov/formpage.html>. Applications missing the Form 159 will be returned. Do not send cash, please. For information related to fees and inquiries concerning returned or lost applications, call (202) 418 0192 (Fee Information Line). For forms, use the FCC Forms FAX (202) 418 0177 (use phone on FAX). Forms may be downloaded from <http://www.fcc.gov/formpage.html>. Please do not send applications to FCC Washington. Send them to the FCC at the Pittsburgh lockbox address.

It will prove useful in tracking applications to enter a model number in field 19A (Call Sign) of the FCC Form 159.

Information Sources and Activities (Telephone, Email , Web Sites)
(source.wpd)

FCC STAFF PHONE NUMBERS & Email:

FCC Part 68 FAX: (202) 418 2345 & (202) 418 7220

Form 730 Application Guide:

call 202 418 2320 or send your address via email to Monica Lizama
(Mlizama@fcc.gov) (<http://www.fcc.gov/formpage.html>)

(note - the version of the Guide on the web site is somewhat out of date; the fee of \$190 shown is incorrect)

Status of Applications: Herbert Neumann 202 418 2341 (Hneumann@fcc.gov)

Application review: Debra Harper 202 418 1574 (Dharper@fcc.gov)
John Vu 202 418 2333 (Jvu@fcc.gov)

Matters of law: Susan Magnotti 202 418 0872 (Smagnott@fcc.gov)
David Ward 202 418 2336 (DOWard@fcc.gov)

Stutter Dial Tone: David Ward 202 418 2336 (DOWard@fcc.gov)

Part 68 in general: Bill Howden 202 418 2343 (Whowden@fcc.gov)

Part 68 staff address: Room 6A 270, 445 12th Street, SW,
Washington, D.C. 20554

Information on Field Trials - Robert Cook (Bellcore) - 732 699 7966

Part 15 Registration Inquiries - Labinfo@fcc.gov

WEB SITES (Addressess are Case Sensitive)

Form 730 and Guide (The Guide is not completely up to date. This note provides a partial update)

Electronic copies of Form 730 and the Guide to Form 730 can be accessed via the FCC HomePage link to the Forms list. Hypertext links from the Forms list call up PDF versions of Form 730 and the Guide. The direct Internet URL path to the Forms list is:

<http://www.fcc.gov/formpage.html>

Note that the application fee was increased to \$200 effective September 14, 1998.

Public Notices of applications granted:

Electronic editions of Part 68 public notices of applications granted, usually issued weekly, can be found on the FCC web site at:

[http://www.fcc.gov/Bureaus/Common_Carrier/Public_Notices/Part68_Actions / Reports of applications received:](http://www.fcc.gov/Bureaus/Common_Carrier/Public_Notices/Part68_Actions/Reports_of_applications_received)

Listings of Part 68 applications received by the Mellon Bank and forwarded to the Network Services Division can be accessed by clicking the Part68_Applications_Received hypertext link at the top of the Part68_Actions listing of applications granted. (See above).

Fees:

The Part 68 filing fee is \$200 for applications filed at the Mellon Bank on or after September 14, 1998. Specific information is contained in the FCC Common Carrier Bureau Fee Filing Guide for 1998. This Fee Filing Guide can be viewed and downloaded from:

<http://www.fcc.gov/fees/98ccbguide.html>

The Common Carrier Bureau Fee Filing Guide contains the current mailing addresses, the filing codes (CJQ) and other important information.

Code of Federal Regulations (47 CFR Part 68)

<http://www.access.gpo.gov/nara/cfr/cfr-retrieve.html#page1>

Available in paperback from Government Printing Office

202 512 1800 for credit card orders

202 512 1803 for customer service

also check the National Archives and Records Administration at:

www.access.gpo.gov/nara/cfr/cfr-table-search.html

TSB 31-B

(TSB 31-B), developed by the Telecommunications Industry Association (TIA) is distributed by Global Engineering Documents at <http://global.ihs.com>.

also see:

http://www.tiaonline.org/pubs/press_releases/1998/98-49.html

Registration Data

Historical registration data is posted from time to time in delimited text files at:

<ftp://ftp.fcc.gov/pub/XFS-Alphatest/zipped>

the zipped file is: Part68-interconnect.zip

Transcription Service

Due to the many requests the FCC receives from the public for retrieval and duplication of Commission documents, as well as the limited personnel and financial resources of the FCC, the Commission has awarded a public records duplication contract to International Transcription Services, Inc. (ITS). Under these arrangements, the contractor retrieves and duplicates FCC public documents for a fee. ITS will provide the FCC-contracted price list. You can reach them at:

International Transcription Services, Inc. (ITS, Inc.)
1231 20th Street, NW
Washington, DC 20036
Telephone 202 857 3800
FAX 202 857 3805
EMAIL Service@ITSDOCS.COM

1270 Fairfield Road, Suite 15
Gettysburg, PA 17325
Phone (717)337-1433
FAX (717)337-3409