

How to Modify your FCC License for Narrowband

STEP ONE: Gathering your license information

Before you begin you will need the following Information:

1. Your FCC Registration Number (FRN)
2. Your FCC Call Sign(s)
3. The Password Associated with your FRN

Don't Know Your FRN?

Click Here to do an FRN Search:

<https://fjallfoss.fcc.gov/coresWeb/simpleSearch.do>

Choose to search by EIN (Your Federal Tax ID Number.) Your Town Clerk or Treasurer will know your Federal Tax ID Number. This will display all FRNs for your organization. You can then enter the FRN(s) in the License Search section below to search for your call sign(s).

Don't Know Your Call Signs?

Click Here to do a FCC License Search:

<http://wireless2.fcc.gov/UlsApp/UlsSearch/searchAdvanced.jsp>

You can Search by FRN or Licensee Name.

It is recommended to search by FRN but if your organization does not have an FRN, you will need to search by Licensee Name.

To search by Name, Keep the search words simple.

1. Enter the name that your Agency begins with in the Licensee Field. In this example I entered **Newport** as my search term. If you try to enter your full agency name and it is not exact then you may get no results.
2. Change the State to **Vermont**
3. Click Search

Warning! Some Licenses begin with the word "Town" (Town of Bristol for Example) and will not show up in a search for "Bristol"

Refer to Example **Licensee Name** Search Below

RESET **GEOSEARCH** **SEARCH**

*Please be aware that some combinations of search criteria may result in a longer wait.

Exact Matches Only

Exclude Leases

Call Sign & Radio Services

Call Sign

Service Group

Match all radio services within this group

Match only the following radio service(s):

AA - Aviation Auxiliary Group
AB - Aural Microwave Booster
AC - Aircraft
AF - Aeronautical and Fixed
AI - Aural Intercity Relay

Licensee

Name

FRN

City†

State†

ZIP Code†

†: Matches licensee mailing address, not transmit locations.

License Detail

Status All Active Expired
 Canceled Terminated Termination Pending

Authorization Type All Regular STA
 Developmental Demonstration

Date Information

Date Type

Date
From to
(Date Format: MM/DD/YYYY)

Frequencies

Frequency All Frequencies
 Exact MHz
 Range MHz to MHz

Customize Your Results

Results Display matches per page sorted by in order

Exact Matches Only

Exclude Leases

RESET **GEOSEARCH** **SEARCH**

*Please be aware that some combinations of search criteria may result in a longer wait.

Search by Name or FRN

After clicking Search, You should have a list of your Call Signs and FRN(s). The search defaults to only 10 licenses per page so you may not see all the results on the first page.

Specified Search
 Name like **Newport**
 State = **Vermont**
 Matches **11- 15** (of **15**)

PA = Pending Application(s)
 TP = Termination Pending
 L = Lease

Page 1 2

	Call Sign/Lease ID	Name	FRN	Radio Service	Status	Expiration Date
11	WPVX794	NEWPORT, CITY OF	0005085667	PW	Active	09/03/2012
12	WPZV304	NEWPORT, CITY OF	0005085667	PW	Active	03/22/2014
13	WQBB616	NEWPORT, CITY OF	0005085667	IG	Active	09/15/2014
14	WQBZ689	NEWPORT AMBULANCE SERVICE	0011405495	PW	Active	01/12/2015
15	WQCW432	NEWPORT, CITY OF	0012596649	PW	Active	06/09/2015

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Some agencies may have more than one FRN. For example, your Police Department may have a different FRN than your Fire Department or the Town Highway crew. Click on the Call Signs that appear to be yours and verify that they require the narrowband modification by viewing the Emission section under the Frequencies Tab. See Example below:

Call Sign: [WPVX794](#) Radio Service: PW - Public Safety Pool, Conventional
 4 Frequencies for all locations Filter Frequencies By Location: All Locations
 20 Frequencies per Summary Page

SC = Special Condition TP = Termination Pending Define View: [General](#) | [Buildout](#) | [COSER](#) | [Emission](#) | [IRAC](#)

Frequency	Loc#	Ant#	Freq ID	Station Class	Emission Designators
000460.25000000	1	1	1	FB2	20K0F3E
000460.25000000	2	1	1	MO	20K0F3E
000465.25000000	2	1	2	MO	20K0F3E
000465.25000000	3	1	1	FX1	20K0F3E

4 Frequencies for all locations Filter Frequencies By Location: All Locations
 20 Frequencies per Summary Page

Please check all frequencies. If you only see 20K0F3E (Wideband) then you need to modify your license. If you have 11K2F3E or 11K0F3E or 11K3F3E (Narrowband) on every frequency line then you do not need to modify this license. It is perfectly acceptable to have both Wideband and Narrowband emissions for the same frequency.

If you have a P25 Digital Radio system you may find an emission designator of 8K10F1E. If this is the case then you are all set because P25 Digital systems are Narrowband compliant.

A list of the most common emission designators can be found at the bottom of the APCO emissions page:

<http://www.apco911.org/frequency/emission.html>

If you have more than one FRN then you will need to log into each FCC account and make the narrowband changes to all of the licenses under each FRN.

Note! If you are a Law Enforcement Agency then there is a Very Good chance that some of your frequencies are listed under the State of Vermont's Department of Public Safety FRN. This FRN is 0003638780. If this is the case, you will not be able to modify those specific licenses yourself. DPS will be modifying all of these over the next several months. Please feel free to email Angela Allen at aallen@dps.state.vt.us with a list of the Call Signs that fall under their FRN for your agency and she will verify that it's on her list and that it gets taken care of.

Now for the Biggest Hurdle: Most Licensees do not know their Password.

If this is the case then there are two methods of resetting it.

Option 1: Contact the FCC by Calling the FRN Help Line: (Have your FRN and EIN ready)

877-480-3201, option 2 (Mon.-Fri. 8 a.m.-6 p.m. ET)

Option 2: Request a Password Reset Online Here:

<https://esupport.fcc.gov/password.htm>

If you know your Personal Security Question then you can reset it yourself by clicking on the Reset Password Button. If not, then you will need your Agency's or Town's Federal Tax ID Number (EIN). Your Town Clerk or Treasurer will typically have this information. The Personal Security Question (PSQ) will give you access to reset your password online.

Refer to the Following Page to Request a Personal Security Question

How to Request a Personal Security Question

 [Enhanced Security Features in CORES](#)

Set a Personal Security Question

Approved by OMB
Control Number 3060-1042

All fields are required to submit your request, unless otherwise noted.

FCC Registration Number (FRN)

FCC Registration Number (FRN): ([Find Your FRN](#))

Tax Identification Number (TIN)*:

*Your TIN is also your Social Security Number (SSN) or Employment Identification Number (EIN).

Your Contact Information

Name: First Last

Entity or Company Name
(if different from above)

Entity is:

E-mail:

Phone - U.S.: Area - Ext. (Optional)

Phone - International:(Optional)

Your Personal Security Question

Select a question or enter a custom question below.

Question:

Custom Question:

Answer:

I certify by submitting this request that I am responsible for FRN and TIN listed on this form. I request the FCC Personal Security Question be registered to the above FRN.

Note: Do not click "Submit" more than once. It may take up to one minute to receive your request and provide you with a tracking number.

After clicking the Submit button, you will be assigned a tracking number. A representative from the FCC will then call the licensee point-of-contact to verify the TIN (EIN) information. Once this verification is made, the Personal Security Question will be added to the FRN registration, and an email will be sent to the requester with instructions on how to reset the password.

STEP TWO: Logging into your FCC Account

You should now have all of your account logon information. If not, go back to Step One.

1. Click here to go to the FCC's ULS (Universal Licensing Web Site)

<http://wireless.fcc.gov/uls/index.htm?job=home>

FCC > WTB > ULS Home

Uls Online Systems

All applications are operating properly.

NEW USERS To use the FCC Online Systems, you first need to register with the FCC.
[Learn more](#)

ONLINE FILING Apply for a new license, renew, modify, assign authorization, transfer control, manage licenses and applications, associate call sign(s) and more.

SEARCH

- Find licenses across all services.
- Find applications.
- Find archived licenses using the **enhanced** license archive search.

QUICK LINKS

More Resources	Other Online Systems
▶ Getting Started	▶ Pay Fees
▶ Filing Purposes	▶ Antenna Structure Registration (ASR)
▶ Batch Filing	▶ TOWAIR
	▶ TCNS/E-106
	▶ Submit a Pleading
	▶ Hearing Aid Compatibility Status Reporting

2. Click the **LOG IN** button and enter your FRN and Password and hit **SUBMIT** (see below)

Log In

Log in to the License Manager to view and manage your licenses and applications, apply for a new license, and perform other license and application management tasks based on your FCC Registration Number (FRN). 10-digit FRN is required.

FCC Registration Number

Password

STEP Three: Modifying your licenses

1. Click on “My Licenses” on the left side of the page and you will see the following Screen:

FCC Federal Communications Commission

License Manager

FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0005085667 ([Log Out](#))

My Licenses [Help](#)

! The FCC recommends downloading [Java Sun 1.6](#) when filing 601 applications for News, Modifications and Renewal/Modifications in Cellular, Microwave, Paging, Land Mobile and Coast and Ground services.

Licenses 1-4 of 4 [Printable Page](#)

TP = This call sign or a component(s) of this call sign is in termination pending status for failure to meet buildout requirements.
L = Lease(s)

License	Name	Radio Service	Expiration Date
1 WPUG430	NEWPORT, CITY OF	PW	02/27/2012
2 WPVX794	NEWPORT, CITY OF	PW	09/03/2012
3 WPZV304	NEWPORT, CITY OF	PW	03/22/2014
4 WQBB616	NEWPORT, CITY OF	IG	09/15/2014

Don't See Your Licenses Here?

It's possible that your licenses have not been associated with your FRN. In order to manage a license using the License Manager, you must first [associate the license with your FRN](#).

Re-associate Your Licenses With Another FRN

You may [re-associate all or some of these licenses with another FRN](#). Licenses may only be associated with one FRN, so by re-associating these licenses with another FRN, they will be disassociated from this FRN.

[Apply for a New License](#)
[Associate Licenses With Your FRN](#)
My Licenses
[Renew Licenses](#)
[Update Licenses](#)
[Request Duplicates](#)
[Cancel Licenses](#)
[Assign Authorization](#)
[Transfer Control](#)
[Lease Spectrum](#)
[File Designated Entity Reportable Event](#)
[File Designated Entity Annual Report](#)
[Notify the FCC](#)
[Extend Deadlines](#)
[My Applications](#)
[My Reports](#)
[My Leases](#)

2. Click on the Call Sign you want to modify and then click on the “Update” link on the right side of the page. I am going to Modify WPVX794 for this tutorial.

My Licenses License WPVX794 At A Glance

[Help](#)

Call Sign: WPVX794 Radio Service: Public Safety Pool, Conventional (PW)

Applicant Name & Address

NEWPORT, CITY OF
222 MAIN STREET
NEWPORT, VT 05855 P: (802)334-6733

Dates

Grant	09/03/2002
Effective	09/03/2002
Expiration	09/03/2012

Work on this License

[Update](#)
License name,
Mailing address,
Locations,
Antennas,
Frequencies,
and other license data

[Request Duplicate](#)

[Cancel](#)

Notify the FCC

[Construction/
Buildout/Coverage
Extended
Implementation
Convert Developmental](#)

3. Select the Items you want to correct. You must check **Technical Data** to add the Narrowband Emission Designators. **Note: by just clicking the Technical Data box, all sections of the application will load for editing and data entry.** Take this opportunity to update your contact information, Address, Phone Numbers etc..

Logged In: ([Log Out](#))

Update License

Select Updates

You have chosen to update the existing license **WPVX794** .

License Selected

Call Sign	WPVX794
Grant Date	09/03/2002
Expiration Date	09/03/2012

Select Updates

You may update the licensee information shown below for this call sign. To do so, click the check box below.

Radio Service

Licensee Name and Address

NEWPORT, CITY OF
222 MAIN STREET
NEWPORT, VT 05855

P: (802)334-6733
F:
E:

Contact Information

DOUG THOMPSON
CARA ENTERPRISES, INC
P.O.Box: P.O. Box 17503
SALT LAKE CITY , UT 84117-0503

Alien Ownership, Qualifications, & Demographics

Control Points

Technical Data

Locations, Antennas, Frequencies, and Emissions

[← BACK](#)

[CONTINUE →](#)

Note: Clicking CONTINUE will load the FCC Licensing Program. You may receive one or more Security Warnings. If you do, simply acknowledge them and let your web browser trust the FCC Web Site and continue. If this page still does not load, it may indicate that you do not have a compatible version of Java on your PC. This program requires versions of Java of 1.5 or 1.6 or higher. See [Getting Connected](#) for more information on system requirements.

http://esupport.fcc.gov/index.htm?job=getting_connected

- Application Information Page: The Application will not let you advance to the next page until all required fields are answered. I circled the fields that I had to answer. Please read each one and answer correctly. Observe the **Fee Status** questions. If you are a Government entity then you are exempt from FCC Fees. If you are an incorporated agency but exempt from Fees then you may be required to attach a copy of your IRS Tax Exempt letter by clicking on **Attachment** and following the instructions. Click **Next Page** to continue.

Administrative	Location	Antenna	Frequency
Application Information	Applicant	Ownership Questions/Qualification Questions	General Certification Statements
FCC Application for Radio Service Authorization: FCC 601 Wireless Telecommunication Bureau Approved by OMB Public Safety and HomeLand Security Bureau 3060-0798			Control Point
Application Purpose MD Radio Service Code: PW File Number: Callsign: WPUG430			
If this application is for a Developmental License, Demonstration License, or a Special Temporary Authorization (STA), enter the code and attach the required exhibit as described in the instructions. Otherwise enter N (Not Applicable)			
If this application is for Special Temporary Authority due to an emergency situation, enter 'Y'; otherwise enter 'N'. Refer to Rule 1.915 for an explanation of situations considered to be an emergency.			
If this application is for a New, Amendment, Renewal Only, or Renewal/Modification enter the requested authorization expiration date MM/DD (this item is optional):			
Is this application "major" as defined in Section 1.929 of the Commission's Rules when read in conjunction with the applicable radio service rules found in Parts 22 and 90 of the Commission's Rules? (NOTE: This question only applies to certain site-specific applications. See the instructions for applicability and full text of Section 1.929).			
Does this application include a request for Waiver of the Commission's rules? If 'Yes', attach an exhibit providing rule numbers and explaining circumstances.			
If a feeable waiver request is attached, enter the number of rule section(s) being waived.			
Are the frequencies or parameters requested in this filing covered by grandfathered privileges previously approved by waiver, or functionally integrated with an existing station?			
Are attachments being filed with this application?			
Regulatory Status This application is for authorization to provide or use the following type(s) of radio service offering (enter all that apply):			
<input type="checkbox"/> Common Carrier <input type="checkbox"/> Non-Common Carrier <input checked="" type="checkbox"/> Private, internal communications <input type="checkbox"/> Broadcast Services <input type="checkbox"/> Band Manager			
Type of Radio Service This application is for authorization to provide the following type(s) of radio service (enter all that apply):			
<input checked="" type="checkbox"/> Fixed <input checked="" type="checkbox"/> Mobile <input type="checkbox"/> Radiolocation <input type="checkbox"/> Satellite (sound) <input type="checkbox"/> Broadcast Services			
Interconnected Service?			
Fee Status Is the Applicant exempt from FCC application fees? Is the Applicant exempt from FCC regulatory fees?			
Receipt Date (MM/DD/YY) 6/20/10			
<input type="button" value="Print Preview"/> <input type="button" value="Attachment"/> <input type="button" value="Check Errors"/>			<input type="button" value="Previous Page"/> <input checked="" type="button" value="Next Page"/>
<input type="button" value="Quit Application"/>		<input type="button" value="FCC 601 Privacy Act"/>	
Please review the PRIVACY ACT before submitting this application			<input type="button" value="Submit"/>

5. Applicant Information. Correct your Applicant Information and Contact information if required and click **Next Page**. Note that the Contact information can be a 3rd party that typically helps you with your licensing matters. A frequency Coordinator, another member of your town, or your radio vendor.

Administrative	Location	Antenna	Frequency
Application Information	Applicant	Ownership Questions/Qualification Questions	General Certification Statements
Control Point			
Applicant Information			
FCC Registration Number (FRN):		0005085667	
Legal Entity Type:	G Governmental Entity		
First Name:	MI:	Last Name:	Suffix:
Entity Name: NEWPORT, CITY OF			
If the licensee name is being updated, is the update a result from the sale (or transfer of control) of the license(s) to another party and for which proper Commission approval has not been received or proper notification not provided?			
Attention To:			
P.O. Box:	Address: 222 MAIN STREET		
City:	NEWPORT	State:	VT
Phone No.:	(802)334-6733	FAX Number:	
E-Mail:			
Real Party in Interest			
Name of Real Party in Interest (if different from applicant):	FCC Registration Number (FRN) of Real Party in Interest:	Enter to retrieve RPI name	
Contact Information			
First Name:	Todd	MI:	W
Last Name:	Goad	Suffix:	
Company: Burlington Communications			
Attention To:			
P.O. Box:	Address: 4735 Williston Rd. Ste 30		
City:	Williston	State:	VT
Phone No.:	(802)862-7092	FAX Number:	(802)860-6178
E-Mail:	Todd.Goad@BurlingtonCommunications.com		
Demographics (Optional)			
Race	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African-American
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	
Ethnicity			
Gender			
? Print Preview Attachment Check Errors	Previous Page		Next Page
Quit Application	FCC 601 Privacy Act	Please review the PRIVACY ACT before submitting this application	Submit

5. Ownership Information: Review and move to the **Next Page**.

Administrative	Location	Antenna	Frequency	
Application Information	Applicant	Ownership Questions/Qualification Questions	General Certification Statements	Control Point

Alien Ownership Questions (If any answer is Yes, attach exhibit explaining circumstances.)

Is the applicant a foreign government or the representative of any foreign government?

Is the applicant an alien or the representative of an alien?

Is the applicant a corporation organized under the laws of any foreign government?

Is the applicant a corporation of which more than one-fifth of the capital stock is owned of record or voted by aliens or their representatives or by a foreign government or representative thereof or by any corporation organized under the laws of a foreign country?

Is the applicant directly or indirectly controlled by any other corporation of which more than one-fourth of the capital stock is owned of record or voted by aliens, their representatives, or by a foreign government or representative thereof, or by any corporation organized under the laws of a foreign country?

If the answer to the above question is 'Yes', has the applicant received a ruling(s) under Section 310(b)(4) of the Communications Act with respect to the same radio service involved in this application?

Note: If you answer this question 'No', attach to this application a date-stamped copy of a request for a foreign ownership ruling pursuant to Section 310(b)(4) of the Communications Act.

Basic Qualification Questions (If any answer is Yes, attach exhibit explaining circumstances.)

Has the applicant or any party to this application or amendment had any FCC station authorization, license, or construction permit revoked or had any application for an initial, modification or renewal of FCC station authorization, license, construction permit denied by the Commission?

Has the applicant or any party to this application or amendment, or any party directly or indirectly controlling the applicant, or any party to this application ever been convicted of a felony by any state or federal court?

Has any court finally adjudged the applicant or any party directly or indirectly controlling the applicant guilty of unlawfully monopolizing or attempting unlawfully to monopolize radio communication, directly or indirectly, through control of manufacture or sale of radio apparatus, exclusive traffic arrangement, or any other means or unfair methods of competition?

?

Please review the PRIVACY ACT before submitting this application

7. General Certifications: This is where you digitally sign the application. At this point you can either continue by pressing **Next Page** until you get to the Frequency Tab or simply Select the Frequency Tab to go there directly.

Administrative	Location	Antenna	Frequency	
Application Information	Applicant	Ownership Questions/Qualification Questions	General Certification Statements	Control Point

General Certification Statements

The applicant waives any claim to the use of any particular frequency or of the electromagnetic spectrum as against the regulatory power of the United States because of the previous use of the same, whether by license or otherwise, and requests an authorization in accordance with this application.

The applicant certifies that grant of this application would not cause the applicant to be in violation of any pertinent cross-ownership or attribution rules.*
*If the applicant has sought a waiver of any such rule in connection with this application, it may make this certification subject to the outcome of the waiver request.

The applicant certifies that all statements made in this application and in the exhibits, attachments, or documents incorporated by reference are material, are part of this application, and are true, complete, correct, and made in good faith.

The applicant certifies that neither the applicant nor any other party to the application is subject to a denial of Federal benefits pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C § 862, because of a conviction for possession or distribution of a controlled substance. This certification does not apply to applications filed in services exempted under Section 1.2002(c) of the rules, 47 CFR § 1.2002(c). See Section 1.2002(b) of the rules, 47 CFR § 1.2002(b) for the definition of 'party to the application' as used in this certification.

The applicant certifies that it either (1) has current required ownership data on file with the Commission, (2) is filing updated ownership data simultaneously with this application, or (3) is not required to file ownership data under the Commission's rules.

The applicant certifies that the facilities, operations, and transmitters for which this authorization is hereby requested are either: (1) categorically excluded from routine environmental evaluation for RF exposure as set forth in 47 C.F.R. § 1.1307(b); or, (2) have been found not to cause human exposure to levels of radiofrequency radiation in excess of the limits specified in 47 C.F.R. § 1.1310 and 2.1093; or, (3) are the subject of one or more Environmental Assessments filed with the Commission.

The applicant certifies that it has reviewed the appropriate Commission rules defining eligibility to hold the requested license(s), and is eligible to hold the requested license(s).

The applicant certifies that it is not in default on any payment for Commission licenses and that it is not delinquent on any non-tax debt owed to any federal agency.

Typed or Printed Name of Party Authorized to Sign:

First Name: MI: Last Name: Suffix:

Title:

Signature:

Upon grant of this license application, the licensee may be subject to certain construction or coverage requirements. Failure to meet the construction or coverage requirements will result in termination of the license. Consult appropriate FCC regulations to determine the construction or coverage requirements that apply to the type of license requested in this application.

WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR ANY ATTACHMENTS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. Code, Title 18, Section 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. Code, Title 47, Section 312(a)(1)), AND/OR FORFEITURE (U.S. Code, Title 47, Section 503).

? Print Preview Attachment Check Errors Previous Page **Next Page**

Quit Application FCC 601 Privacy Act Please review the PRIVACY ACT before submitting this application Submit

8. Frequency Tab: This is where you are going to Add or Modify your Narrow Band Emission Designators.

To Add an Emission Designator, follow these steps:

Select Each Location, Antenna, and Frequency to view the existing emissions. Click **Add Emission** and enter your narrowband emissions. Typically 11K2F3E.

A list of the most common emission designators can be found at the bottom of the APCO emissions page:

<http://www.apco911.org/frequency/emission.html>

Remember to do this for every frequency at every location!

The screenshot displays the APCO Frequency Tab interface. The 'Frequency' tab is selected and circled in red. The 'Select Location' dropdown is set to '1 44-55-54.1N 72-14-27.3W', the 'Select Antenna' dropdown is set to '1', and the 'Select Frequency' dropdown is set to '00460.25000'. Below these are input fields for 'Lower or Center Frequency (MHz)' (460.25) and 'Upper Frequency (MHz)'. The 'Station Class' is 'FB2', 'No. of Units' is '1', 'Output Power (watts)' is '35.000', and 'ERP (watts)' is '35.000'. The 'Select Emission' section shows a dropdown with '11K2F3E' selected and circled in red. The 'Add Emission' button is also circled in red. At the bottom right, the 'Submit' button is circled in red. Other buttons include 'Add Freq', 'Clear Freq', 'Modify Freq', 'Delete Freq', 'Save Freq', 'Emission Action', 'Delete Emission', 'Save Emission', 'Clear Emission', 'Modify Emission', 'Refresh', 'Print Preview', 'Attachment', 'Check Errors', 'Previous Page', 'Next Page', 'Quit Application', and 'FCC 601 Privacy Act'.

To Modify an Existing Emission Designator, follow these steps:

You only need to perform a Modify if you are already operating in narrowband mode and want to remove the Wideband emission. Select Each Location, Antenna, and Frequency to view the existing emissions. Select the emission, and then click the **Modify Emission** button and enter your narrowband emissions.

A list of the most common emission designators can be found at the bottom of the APCO emissions page:

<http://www.apco911.org/frequency/emission.html>

Remember to do this for every frequency at every location!

The screenshot shows the 'Frequency' tab of the APCO application. The interface is divided into several sections:

- Select Location:** A table with columns for Location ID, Location Name, and Location Frequency. The first row is selected and circled in red: 1, 44-55-54.1N 72-14-27.3W.
- Select Antenna:** A dropdown menu with '1' selected and circled in red.
- Select Frequency:** A dropdown menu with '00460.25000' selected and circled in red.
- Buttons:** 'Add Freq', 'Clear Freq', 'Modify Freq', 'Delete Freq', and 'Save Freq' are visible on the right side.
- Frequency Parameters:** Fields for 'Lower or Center Frequency (MHz)' (460.25), 'Upper Frequency (MHz)', and 'Frequency Carrier (MHz)' are present.
- Station Class:** 'FB2' is selected in the dropdown.
- No. of Units:** '1' is entered in the field.
- Output Power (watts):** '35.000' is entered in the field.
- ERP (watts):** '35.000' is entered in the field.
- Select Emission:** A table with columns for Emission ID, Emission Name, and Emission Designator. The first row is selected and circled in red: 1, 20K0F3E.
- Emission Designator:** A text input field containing '11K0F3E' is circled in red.
- Buttons:** 'Add Emission', 'Delete Emission', 'Save Emission', 'Clear Emission', and 'Modify Emission' are visible on the right side.
- Refresh:** A button is located at the bottom left of the 'Select Emission' section.
- Footer:** Includes 'Print Preview', 'Attachment', 'Check Errors', 'Previous Page', 'Next Page', 'Quit Application', 'FCC 601 Privacy Act', and a 'Submit' button circled in red.

Important Note: If you attempt to modify any technical parameters other than the emission designator, the FCC may return your application and request that you correct it or work through one of the Public Safety Frequency Coordinators. APCO or IMSA.

9. Submitting the Application: Click **Submit**.

If you are missing any required information then you will be shown a list of errors that need to be corrected.

Note: Some older Licenses have missing ERP Power Levels and the application may not let you proceed until you correct this. The FCC will not allow you to add an ERP that exceeds your output power as part of the narrowband modification. If you modify any technical parameters beyond what is permissible the FCC will mail you a Return Notice that must be amended within 60 days.

If all went well you will be asked to confirm your submission and you will be notified if any FCC Fees are required. If any fees are required you will be directed to the Payment procedures.

Now that you are familiar with The FCC Online Licensing System, you will be able to renew your own licenses and make administrative changes all on your own.

Congratulations!

Helpful Links:

FCC:

ULS Customer Support:

<http://esupport.fcc.gov>

877-480-3201, option 2

Public Safety Frequency Coordinators:

The Association of Public-Safety Communications Officials International (APCO.) Typically for Law Enforcement applications.

<http://www.apco911.org/frequency/>

International Municipal Signal Association. Typically for Fire and Emergency Medical Applications.

<http://www.imsasafety.org/fc/frontpage.htm>

Local Links:

Vermont Communications (VCOMM) Web Site.

<http://vcomm.vermont.gov/>