

INSTRUCTIONS

General Instructions

Filling out your application forms completely and correctly enables us to process your request in the shortest possible time. This PCIA form provides additional information which we need to handle your frequency coordination efficiently.

Please type both the PCIA Supplemental Form and the FCC Form 601 in their entirety. When completed, mail your license application package to PCIA at the address shown at the bottom of page 1. For faster processing, mail the entire package in a single envelope and arrange the contents in the following order:

1. PCIA Frequency Coordination Supplemental Form.
2. Your checks payable to PCIA for the applicable coordination fee. See enclosed fee schedule. Staple this check to the PCIA Supplemental Form in the space noted on the front.
3. FCC Form 601. Staple your check payable to Federal Communications Commission to the upper hand corner of the FCC Form 601.
4. All additional supporting documents or forms

Attached all documents together placing a single staple in the upper left corner.

PLEASE BE SURE THAT THE APPLICANT LICENSEE SIGNS THE FCC FORM 601 IN INK WITHOUT THE REQUIRED SIGNATURE WE CANNOT PROCESS YOUR APPLICATION THE FCC WILL NOT ACCEPT PHOTOCOPIES OF SIGNATURES.

Line-by-Line Instructions

General Data: Enter the name of the applicant exactly as it appears on the FCC Form 601, and describe the primary service for which the radio will be used.

Item 1: Check the frequency band(s) that require PCIA Coordination.

Item 2: Check whether you are requesting a frequency pair or one or more single (unpaired) frequencies.

Item 3: If you are requesting an 800 MHz system, check whether it is trunked or conventional. Please indicate whether you prefer any exclusive or short spaced frequency or if you want any frequency available.

Item 4: Check the box that best describes your radio system.

Item 5: If requesting a new station or modifying to change frequency, do you want to monitor the recommended frequency for 5 business days before PCIA files your application with the FCC? Answer yes or no.

Item 6: Use this item to give additional information you think is pertinent to this frequency coordination request.

For Example

- If your 800 MHz mobile relay base transmitter is within 140 KM (87.5 miles) of the Canadian border or within 110 KM (68.4 miles) of the Mexican border, give the distance to the nearest border point.
- If you need a specific frequency range show the range.

Item 7: If paying by check, two checks must be sent with your application

- a. One payable to PCIA for your coordination service fee (see enclosed fee schedule)
- b. A separate check payable to Federal Communications Commission of the FCC filing and regulatory fee.

Our knowledgeable staff is available to answer questions you may have about the application process. Please feel free to call us toll free at (800) 759-0300, Monday through Friday between 8:00 a.m and 6:00 p.m. Eastern Time. The best time to reach our coordination services specialists is between 9-11 a.m and 3:30-5 p.m e.s.t. Note: The frequency coordination process cannot be conducted by telephone.

BEFORE MAILING YOUR APPLICATION PACKAGE, PLEASE REMEMBER TO INCLUDE:

- PCIA Supplemental Form
- Your completed signed FCC Form 601
- A signed, current-dated check payable to PCIA for your coordination fee. See enclosed fee schedule.
- A separate, signed, current-dated check made payable to the Federal Communications Commission for the licensing fee.
-

Thank You.

PLEASE REMEMBER unless specifically stated in the Commission's Rules and Regulations, NO FREQUENCY IS ASSIGNED ON AN EXCLUSIVE BASIS. You will be required to share the frequency with existing and future licensees. It is the responsibility of the new licensees to prevent duplication of tone coded and/or paper codes on shared frequencies.