

Here's a "short" FCC tutorial to help with license renewals.

(Remember that a renewal application can be filed no earlier than 90 days before the expiration date on the license!)

Amateur Renewal Filing Instructions:

If your license expires, you may apply for renewal of the license during a two-year grace period. The renewal application must be received by the FCC on or before the end of the two-year grace period. Until the license is renewed, no amateur operator or station operating privileges are conferred. Applications received after the end of the two-year grace period cannot be granted.

Please Note: Per Public Notice DA 15-72, the FCC no longer mails license authorizations. If you provide an email address on your application, a link to print your official copy of your license will be automatically emailed to you when the application is granted.

Go to <https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp>, enter your FCC Registration Number (FRN) and password and click the Submit button. Then, proceed to Step 2 below to begin filing the application. If you do not know your FRN, you can search for it by clicking the "Check your licenses" link under the Submit button on the Log In page.

If you do not have an FRN, you can register for one by clicking the "Register with the FCC" link under the Submit button on the Log In page.

If you do not know the password: Click on the "Contact Tech Support" link under the Submit button on the Log In page. On the next page, click the Forgot Your Password link and follow the prompts for resetting the password.

After receiving confirmation of a successful password reset, click the link for Universal Licensing System (DO NOT click the CORES Public Interface link.)

Click the yellow ULS License Manager button to return to the Log In page.

Enter the FRN and password and click the Submit button.

Click the "Begin the renewal process" link in the center of the page. (If you are taken to the My Applications page after logging in, click

the My Licenses link on the navigation menu on the left.)

On the Select Updates page, check the Licensee Name and Address checkbox only if changes to the name, mailing address, phone, fax or email address are necessary. Then, click the Continue button.

On the Applicant Questions page, leave the fee exemption questions answers set to "No" and click the Continue button.

On the Licensee Information page, enter any updates to your name, mailing address, phone, fax or email address and click the Continue button.

Applicants are now required to answer the Basic Qualifications Felony Convictions Question. If this question has been previously answered it will be pre-filled. If the answer to Felony Question is "Y," attach as an exhibit a statement explaining the circumstances and a statement giving the reasons why the applicant believes that grant of the application would be in the public interest notwithstanding the actual or alleged misconduct. The exhibit is a document you prepare, there is no special form. Please also include the address of the court, the sentence imposed, and if the sentence has been satisfied.

The "Yes" response will be publicly viewable in the Commission's Universal Licensing System (ULS), but the applicant may request that the exhibit be treated as confidential. In order to seek confidential treatment, the applicant must include a separate request that the material not be made available for public inspection. The request must contain a statement of the reasons for the request and must identify the portion(s) of the exhibit for which confidential treatment is requested.

It is not sufficient to simply mark a document as "Confidential." If the applicant does not request confidential treatment, the exhibit may be publicly viewable in ULS.

On the Summary page, review any updates that you made and click the Continue to Certify button.

On the Certification page, sign your application by typing your name in the boxes provided as it appears on your license.

NOTE:

- A suffix is a part of a personal name that generally appears at the end of the name, e. g., Junior (Jr) or Senior (Sr).
- Do not use punctuation with a suffix in ULS.
- The Title field is optional.

Click the Submit Application button.

ULS will calculate the fees. Fees for online filing MUST be received within 10 calendar days of the filing.

Click the “Continue For Payment Options” button to choose the method of payment

FAQs - Filing a Renewal Application in the Universal Licensing System (ULS):

<http://www.fcc.gov/help/renewing-license-universal-licensing-system-uls>

After your application has been granted, you may also download an official copy of your license from the License Manager by following the steps below:

Go to <https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp> and log in with your FCC Registration Number (FRN) and password.

Click the "Download Electronic Authorizations" link on the navigation bar on the left side of the License Manager home page.

In the My Authorizations box at the bottom of the page, select the call sign(s) you wish to download.

Add the call signs to the Authorizations to Download box by clicking the Add button.

Click the Download button in the lower right-hand corner of the page.

The download will be automatically converted to a PDF file, and you can choose to Open (to print) or Save (to save to a desired folder).

If you have any further questions or need additional information, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call the FCC Licensing Support Center at (877) 480-3201, 8:00 AM – 6:00 PM EST, M - F.