

**Federal Communications Commission  
Office of Engineering and Technology  
Laboratory Division**

August 2, 2017

**GRANTEE CODE**

The Grantee Code (Section 2.926) is a three or five character code used to identify the manufacturer or responsible party (referred to as grantee) for products that have been certified under the certification procedure (Part 2, Subpart J). For each product certified the grantee establishes a unique FCC ID that is used to uniquely identify the equipment. The FCC ID consists of the Grantee Code concatenated with the grantee's equipment Product Code to identify: (1) the responsible party (*e.g.*, manufacturer); and (2) the specific product.

A Grantee Code will have three characters if it was issued prior to May 1, 2013 and five characters if it was issued on or after May 1, 2013. A Grantee Code consists of Arabic numerals (except zero (0) and one (1)), capital letters, or a combination thereof. Three-character Grantee Codes begin with a letter followed by two characters and five-character Grantee Codes begin with a number from 2-9 followed by four characters.

All requests for new Grantee Code assignments or for any changes of Grantee Code information must be submitted electronically.

The following provides guidance for:

- A. [Obtaining a new Grantee Code](#)
- B. [Grantee Code fee information](#)
- C. [Changing Grantee Code information](#)
- D. [Lost Grantee Code Registration Number](#)

**A. Obtaining a New Grantee Code**

To obtain a new Grantee Code, an applicant<sup>1</sup> must first have a valid FCC Commission Registration System (CORES) Number (FRN). An FRN one can be obtained at <https://apps.fcc.gov/coresWeb/publicHome.do>

With a valid FRN an applicant may register and pay for a Grantee Code on-line on the Equipment Authorization System (EAS) Grantee Registration page at: <https://apps.fcc.gov/eas/RegisterGrantee.do>

After completing the on-line form, the applicant will be provided with their Grantee Code and a Grantee Code Registration Number.<sup>2</sup> The Grantee Code Registration Number is a six digit security code used for

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<sup>1</sup> The applicant, or a legal representative of the applicant that is appointed by the applicant, is the Responsible Party. See § 2.909 for information on the Responsible Party.

all future access and is required to modify grantee information. Grantees should record this information in case it is needed in the future. Since the Grantee Code Registration Number is used for future changes, it must only be used by authorized individuals and should be protected.

Note: When modifying the Grantee Code information on-line you will need to enter “GC” in front of the Grantee Code Registration Number (*e.g.*, GCNNNNNN).

## **B. Grantee Code Fee Information**

The one-time fee payment for a new Grantee Code assignment must be submitted and validated within 30 days of the date of the new Grantee Code assignment. If the payment is not submitted in sufficient time to be validated within the 30-day time frame, the Grantee Code will be automatically removed from the database and a new code must be obtained. Grantee codes removed for failure to pay the fees in the allocated time may not be retrieved.<sup>3</sup>

The payment may be submitted via credit card (either on-line or by mail); check; money order; or wire transfer. Credit card payment is recommended. A fee filing guide may be viewed on-line at: <http://www.fcc.gov/document/oet-application-fee-filing-guide>.

On-line credit card payment requires a computer that supports at least 128-bit encryption. The on-line credit card payment may be submitted immediately after the assignment of the Grantee Code, or it may be submitted at any time within the 30-day period. DO NOT wait until two or three days before the end of the 30 days, the payment should be submitted as soon as possible. If a problem occurs while attempting to submit an on-line payment for a new Grantee Code assignment, DO NOT attempt to submit the payment by obtaining new codes. Instead, use the “[Return to 159 Form](#)” link to access Grantee Code payment information and submit the payment.

When the on-line payment submittal is completed, a successful payment notification will be presented; retain this page for future evidence of payment. Do not send anything to the FCC, including the FCC Remittance Advice (Form 159). If the on-line payment is not successful, a notification of this will be presented. Additional attempts to pay may be made using the “[Return to 159 Form](#)” link, until a successful on-line payment is completed.

For a mail-in credit card payment, send the completed FCC Remittance Advice Form (Form 159). Complete, sign, and date Section E/Credit Card Payment Information. DO NOT send any other paperwork and/or correspondence.

For payment via a check send the completed FCC Remittance Advice Form (Form 159) and check. DO NOT send any other paperwork and/or correspondence.

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<sup>2</sup> The Grantee Code Registration Number is required in order to make any modification to the Grantee’s information and should be kept securely and only shared with individuals authorized by the Grantee to make changes.

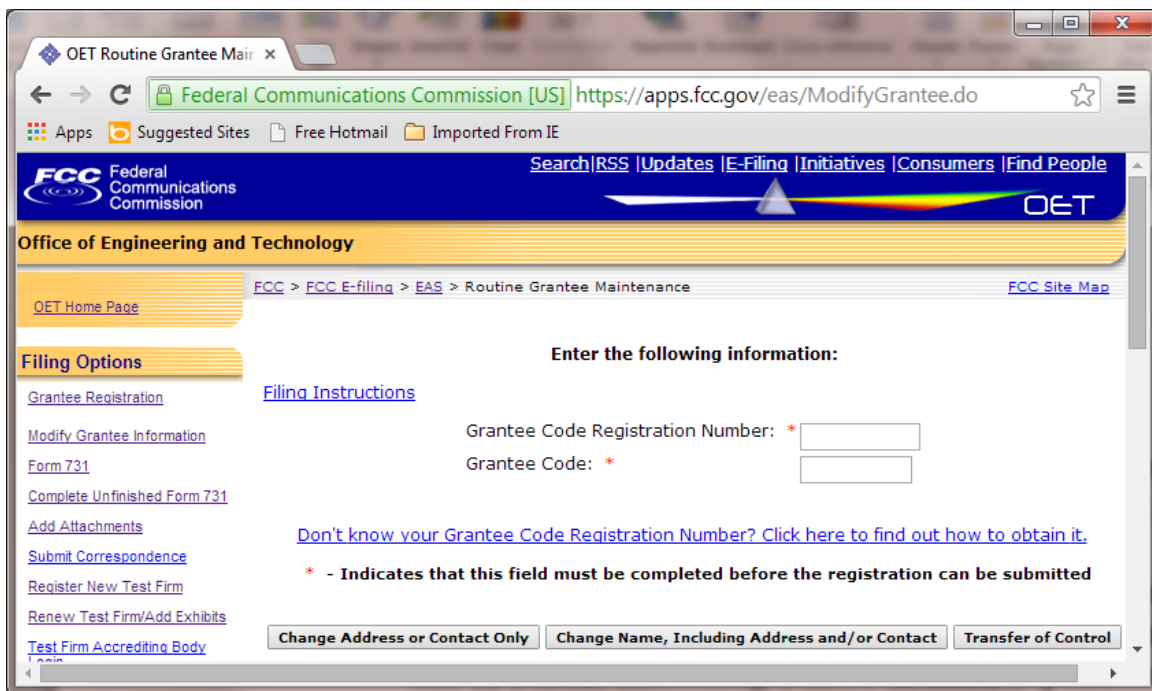
<sup>3</sup> If a party prints labels or marks devices with an FCC ID based on the allocated grantee code prior to validation of the Grantee Code fee payment they will be required to re-engrave or re-label the product if the payment is not processed within the 30-day time period.

## C. Changing Grantee Code Information

Changes to Grantee Information (responsible party name, address contact information) must be made on-line through the Equipment Authorization System (EAS) filing page at <https://apps.fcc.gov/oetcf/eas/> by selecting the link “[Modify Grantee Information](#).” On this page you will be able access an on-line form to request changes and attach the required documents. All information must be provided in English.

Access will require knowing your Grantee Code and Grantee Code Registration Number (GC#- is a security PIN and is to be keep confidential). If the GC# is unknown see section D. Lost Grantee Code Registration Number in this document.

Three change options will be presented:



### **Change Address or Contact Only**

These changes are made in the on-line form and no attached documents are required. The results will be immediately effective and visible on the FCC’s [Grantee Search](#) web site.

### **Change Name Including Address and/or Contact**

When there is no change to the responsible party for FCC compliance (*e.g.*, not done through a Transfer of Control or sale of the company) and there is a change to the Grantee’s name (*e.g.*, corporate image, marketing reasons, etc.) or a correction to the Grantee’s name on file with the FCC, changes will only be effective when approved by the FCC. Changes requested under this option require:

- On the on-line form, provide a brief reason for the name change (*e.g.*, XYX company requests a name change to ABC due to corporate image, correction, etc. and ABC will maintain responsibility for previous grants under this Grantee Code.)

- An attachment statement signed by an authorized person that contains: (1) the reason for the name change; and (2) a statement that the grantee under the new name continues to be the responsible party for all previous grants issued under that Grantee Code.
- Note: Failure to upload the documentation requested will result in a denial of the request. Providing only a press releases or providing unsigned documents will also result in a denial of the request.

After review and approval by the FCC the changes will be effective and visible on the FCC's [Grantee Search](#) web site.

#### **Transfer of Control**

According to the FCC rules (Section 2.929(d)), a "Transfer of Control" occurs when there is a merger or sale of the company. Such an event will lead to a complete transfer of all the grants (FCC IDs associated with unique products) under the Grantee Code of the original party to the Grantee code of the new party. Transfer of control for multiple grantee codes will require a separate request for each grantee code.

If the transaction between companies results in only a partial transfer of grants between parties, the "Transfer of Control" procedure cannot be used. If only a portion of the assets are involved in transfer, the procedures described in KDB Publication 249634 for guidance on the Change in FCC ID must be applied.

For a complete "Transfer of Control", the request for transfer must be initiated by the original grantee (Company A) according to the following procedure:

- On the on-line form, in the field for entering a reason for change request, specify that the request is to transfer responsibility for all grants from Company A (original grantee) to Company B (new grantee) due to merger, acquisition or sale, etc.
- Attachments:
  - Company A (original grantee) – a signed letter by an authorized person containing: (1) a detailed explanation of the Transfer of Control; and (2) a statement that all of the equipment currently authorized to the original Grantee is being transferred to Company B (new Grantee).
  - Company B (new grantee) – a signed letter by an authorized person containing: (1) a detailed explanation of the Transfer of Control; and (2) a statement that Company B (new Grantee) takes responsibility for all previous grants authorized to Company A (original Grantee).

After review and approval by the FCC the changes will be effective and visible on the FCC's [Grantee Search](#) web site.

#### **D. Lost Grantee Code Registration Number**

To obtain a lost Grantee Code Registration Number send a request through the FCC Office of Engineering and Technology Knowledge Database (KDB) inquiry system at: [www.fcc.gov/kdb](http://www.fcc.gov/kdb), [Submit an Inquiry](#), fill in the required fields, select for the First Category "Administrative Request" and the Second Category "Lost Grantee Registration KDB 204515" and then in the Text field provide the following:

1. When the inquirers e-mail is the current e-mail address on file:
  - a. The Applicant/Grantee (company) name.

- b. Grantee Code.
  - c. The Grantee Code Registration Number will be sent directly to the current e-mail address on file.
2. When the inquirers e-mail is not the same as the current e-mail address on file, but has the same e-mail domain name:
  - a. The Applicant/Grantee (company) name.
  - b. Grantee Code.
  - c. Explain if the current email on file is active and the reason why the person on file could not make the request.
  - d. Based on a review of the explanation (item 2.c.), either a response will be sent: (1) with the Grantee Code Registration Number directly to the e-mail address on file and to the inquirers e-mail; or (2) with a request for further information.
3. When the inquirers e-mail is not the same as the current e-mail address on file and the inquirers e-mail does not have the same domain name:
  - a. The Applicant/Grantee (company) name.
  - b. Grantee Code.
  - c. Explain if the current e-mail on file is active and the reason why the person associated with the e-mail on file could not make the request.
  - d. Provide a detailed explanation why the requestor's email address domain name is different and include all the letters of agreement to support the changes and information to substantiate that the requestor is or is working on behalf of the Grantee of record.
  - e. Based on a review of the explanation (items 2.c. and 2.d.), a response will be sent directly to the e-mail address on file and to the inquiry's e-mail with either: (1) the Grantee Code Registration Number; or (2) with a request for further information.

### **Change Notice**

**10/17/2014:** 204515 D01 Grantee Code v01r01 replaces 204515 D01 Grantee Code v01. Section C was modified to clarify that all FCC IDs are transferred under the transfer of control procedure and reference a KDB procedure if only a portion of the grants are being acquired.

**08/02/2017:** 204515 D01 Grantee Code v01r02 replaces 204515 D01 Grantee Code v01r01. Section C was modified to clarify the procedures for changes to Grantee information.