



FCC Application Fees

(This is a two-page document. Please read the entire document.)

1. **The Laurel VEC and its Volunteer Examiners are not responsible for establishing, adjusting, or collecting application fees.**

2. Because you passed one or more exams that may result in a new amateur radio license or because you are renewing your amateur radio license, you are **required by Congress** to pay an application fee. The present application fee, established by the FCC, is **\$35 USD**.

3. Administrative updates, such as a change of name, mailing or email address, and modification applications to upgrade an amateur radio licensee's operator class or to request a sequentially issued call sign, are exempt from fees.

4. Once your application has been submitted to the FCC, it will be assigned a 10-digit File Number and flagged for off-line processing as "Pending". It will remain in pending status for 10 calendar days until the fee is paid.

4.1. **WARNING:** If you do not pay your application fee during that 10-day period, your application will be dismissed and the FCC will send you a letter via e-mail informing you that your application has been dismissed "without prejudice". Without prejudice simply means you can resubmit your application.

4.2. **A dismissed application is not a denied application.** A dismissed application can be resubmitted anytime within 365 days from the original exam session date indicated on your original Certificate of Successful Completion of Examination (CSCE).

4.3. **A dismissed application can be resubmitted by any VE team** regardless of which VEC coordinated the original exam session, as long as you provide your original CSCE.

5. **Start the payment process by logging into CORES with your FCC Username and password.**

5.1. From the menu that will be displayed, (a) click on "**Manage Existing FRNs / FRN Financial / Bills and Fees**", and then (b) click on "**FRN Financial**" and then (c) follow the on-screen instructions to make your payment.

5.2. **WARNING:** If a second party (Parent, grandparent, sibling, significant other, friend, etc.) is paying the application fee for the applicant, that person is also required to have an FRN and payment must be made manually. **Hint:** A prepaid credit card will do the trick instead.

6. There are two methods for paying your application fee:

6.1. **Submit payment electronically.** Payment can be made by credit/debit card, by bank ACH (electronic debit) from a checking or savings account or by wire transfer.

6.1.1. Only Visa, MasterCard, Discover, and American Express credit cards, including pre-paid cards from Visa, MasterCard and American Express are accepted. **Discover does not offer pre-paid cards.**

6.1.2. **Only Visa and MasterCard debit cards are accepted.**

6.2. **Submit payment manually by mail.** Payment can be made by check or money order, or by any of the four credit cards, the three pre-paid cards, and the two debit cards listed above.

6.2.1. Applicants who submit their payment manually may do so without logging into CORES. They will need to complete and include an FCC Form 159.

6.2.2. Download and complete FCC Form 159 or complete the form online and print it. **Read all** of the Form 159 instructions **before** filling out **any** of the blocks. The instructions start on page 3.

<https://transition.fcc.gov/Forms/Form159/159.pdf>

6.2.3. Mail the completed FCC Form 159 with your payment to:

The Federal Communications Commission
P.O. Box 979097
St. Louis, MO 63197-9000

WARNING: Your Form 159 and payment **must be received within 10 calendar days from the date a File Number was assigned to your application.** The application File Number must be included on the FCC Form 159 so that the payment is associated correctly in the system.

WARNING: *If your payment is received after the 10-day period for making your payment, your application will be dismissed, and your application fee will be forfeited.*

7. Once your payment has been confirmed by the US Treasury Department, they will notify the FCC. The FCC will then grant your application 1-3 days later (Weekends and holidays may slow the process), assuming there are no other issues with your application (e.g., Name mismatch, FCC Alert list, or you answered the felony question “yes”). If there are issues, your application will remain pending until they are resolved or your application is dismissed even though you paid the application fee. **If your application is dismissed for any reason after you have paid the application fee, you will not get a refund.**

8. If you have questions about your application fee or if you need assistance, please call 888-225-5322 and select menu item number 2. **It is not possible for the VE team to provide any assistance in making your payment or to answer any questions about the status of any payment that you have already made.**