

How to Apply for a GMRS License

[With thanks to Sue Ghilotti for allowing me to do screen shots of her licensing application process – Bob Hess]

NOTE THAT ALTHOUGH THERE ARE 19 STEPS, THE ENTIRE PROCESS SHOULD TAKE ABOUT 10 MINUTES. DO HAVE YOUR CREDIT CARD HANDY. YOU WILL NEED IT AT THE END.

1 - The first step is to google, or type into your browser:

FCC ULS

Google or whatever search engine you use should respond with this:

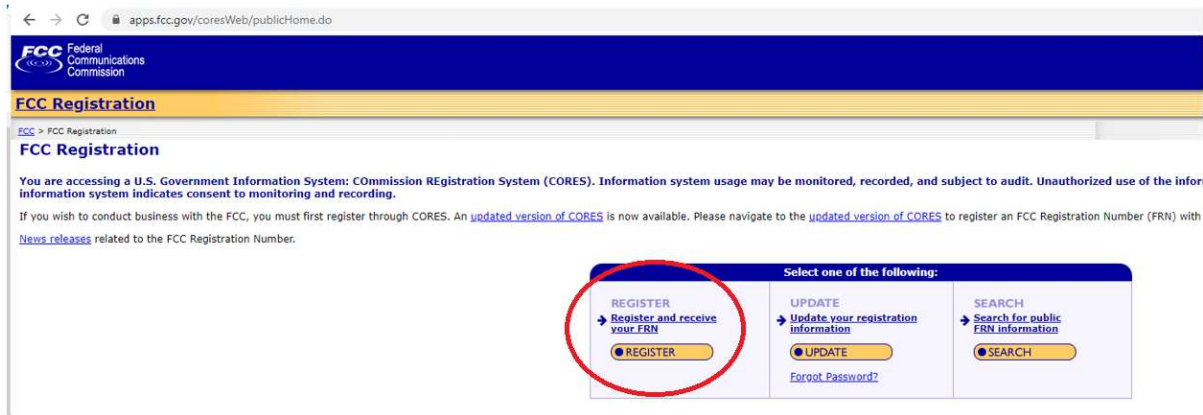


Click on **UNIVERSAL LICENSING SYSTEM**, and you should see the page, below. Click on **NEW USER REGISTRATION**

Universal Licensing System

The screenshot shows the FCC Universal Licensing System homepage. At the top, there are four alert boxes: "ULS Query Download", "Public access file changes on Oct 1, 2020", "Special Temporary Authority and Waiver Request Filing Guide", and "ULS Confidential Filings". Below the alerts is a navigation menu with the following items: "Universal Licensing System", "Pay Fees", "Forms", "Routine Downtime Schedule", "Processing Utilities", "TCNS / E106", "ULS Electronic Batch Filing - EBF", "Hearing Aid Compatibility Status Reporting", "TOWAIR", "AM Tower Locator", and "Antenna Structure Registration". A yellow banner contains the text: "Applicants are strongly encouraged to provide an email address on their license application(s), which will trigger the electronic issuance of an official copy of their license(s) to the email provided upon application grant. Per the timing specified in Rulemaking FCC 20-126, the FCC will no longer print, and Licensees will no longer be able to request, hard copy license authorizations sent by mail." Below the banner are two buttons: "Filing" and "Searching". The "Filing" button is circled in red. Below the "Filing" button is a section titled "New User Registration" with the text "Register with the FCC. More about registering." To the right of "New User Registration" are two columns: "File Online" with the text "Apply for a new license, renew, modify, assign authorization, transfer of control, manage licenses and applications, associate call signs and more." and "Reset Password". To the right of "File Online" is a column titled "Obtain Official ULS Authorization" with the text "Instructions for downloading your granted ULS Authorization."

2 - You should see the page below. Click on **REGISTER**. You are registering for a FCC Registration Number (FRN), which is required for a license application.



3 – Now, you will see this window:

The screenshot shows the "Registration Type" form. The title "Registration Type" is in a blue header. The first question is "Are you registering as a business or as an individual?". There are two radio button options: "A business (e.g., corporation, partnership, government agency, etc.)" and "An individual". The "An individual" radio button is selected and circled in red. The second question is "Is your contact address within the United States or its territories?". There are two radio button options: "Yes" and "No". The "Yes" radio button is selected and circled in red. At the bottom of the form, there is a yellow button labeled "CONTINUE", which is also circled in red.

You will need to register as an **INDIVIDUAL** since GMRS is not a service for businesses. Click on **CONTINUE**

4 – Next, you will see the page, below.

Register a Foreign Individual

Salutation: [dropdown] First Name:* [text]
Middle Initial: [text] Last Name:* [text]
Suffix: [text] Doing Business As: [text]

If you have a [Social Security Number](#) or [Taxpayer Identification Number](#), enter it here: [text]
If you do not have a [Social Security Number](#), select a reason: [dropdown] [?]

Contact Information

Same as Above:

Organization: [text] Position: [text]
Salutation: [dropdown] First Name:* [text]
Middle Initial: [text] Last Name:* [text]
Suffix: [text]

Address:* [text] City:* [text]
State/Province: [text] Postal Code: [text]
Country:* [dropdown] Email: [text]
Phone: [text] Fax: [text]

FRN Password

[For password requirements, click here.](#)

Password:* [text] Re-enter Password:* [text]

Personal Security Question

Please select a Personal Security Question type and provide its corresponding answer. If you wish to provide your own question, please select **Custom Question Type...** from the dropdown and enter your custom question in the space provided.

Personal Security Question:* [dropdown] PSQ Answer:* [text]
Custom Personal Security Question: [text]

[SUBMIT]

Asterisks (*) indicate required fields.

Revised: April 2005 Form 160 - Approved by OMB 3060-0917

Fill in all information requested. Make note of your **FRN password**. **You will need it later**. The password will require several characters and numbers.

5 - Hit submit. You will then see your **FRN number**. **Make a note of it** and print the page.

6 - Go back to the FCC ULS page. You may be able to just go back in your browser or just google FCC ULS again. You will see the page, below. Click on **FILE ONLINE**.

Universal Licensing System

- ULS Query Download
- Public access file changes on Oct 1, 2020
- Special Temporary Authority and Waiver Request Filing Guide
- ULS Confidential Filings

[See more alerts & alert details](#)

Universal Licensing System

[Pay Fees](#)

[Forms](#)

[Routine Downtime Schedule](#)

[Processing Utilities](#)

[TCNS / E106](#)

[ULS Electronic Batch Filing - EBF](#)

[Hearing Aid Compatibility Status Reporting](#)

[TOWAIR](#)

[AM Tower Locator](#)

[Antenna Structure Registration](#)

Applicants are strongly encouraged to provide an email address on their license application(s), which will trigger the electronic issuance of an official copy of their license(s) to the email provided upon application grant. Per the timing specified in Rulemaking FCC 20-126, the FCC will no longer print, and Licensees will no longer be able to request, hard copy license authorizations sent by mail.

[Filing](#) | [Searching](#)

Filing

[New User Registration](#)

Register with the FCC.
[More about registering.](#)

[File Online](#)

Apply for a new license, renew, modify, assign authorization, transfer of control, manage licenses and applications, associate call signs and more.

[Reset Password](#)

[Obtain Official ULS Authorization](#)

Instructions for downloading your granted ULS Authorization.

7 – You will see the **LOG IN** page, below. This is where you will need the FRN Number and Password you made a note of previously. Input the **FRN NUMBER** and **PASSWORD** and click on **SUBMIT**.

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.

PLEASE NOTE: Per Public Notice DA 15-72, the FCC no longer mails license authorizations. If you provide an email address on your application, an official copy of your license will be automatically emailed to you after the application has granted.

FCC Registration Number

Password

- ▶ [Forgot your password?](#) [Contact Tech Support](#)
- ▶ [Need an FRN?](#) [Register with the FCC](#)
- ▶ [Not sure if you have an FRN?](#) [Check your licenses](#) to determine if they've been assigned an FRN
- ▶ [Are you a certified Land Mobile frequency coordinator?](#) [Log in](#) using your coordinator login and password
- ▶ [Are you narrowbanding a Land Mobile license?](#) [Log in](#) using your access code

8 – This takes you to the LICENSE MANAGER page. Click on **APPLY FOR A NEW LICENSE**.



Logged In: 0030368211 ([Log Out](#))

- ▶ [Apply for a New License](#)
- ▶ [700 MHz Reicensing](#)
- ▶ [Download Electronic Authorizations](#)
- ▶ [Associate Licenses With Your FRN](#)
- ▼ [My Licenses](#)
- ▶ [My Applications](#)
- ▶ [My Reports](#)
- ▶ [My Leases](#)
- ▶ [My Ownership Disclosure Information](#)
- ▶ [My Unlicensed LPAD Registrations \(including wireless microphones\)](#)

My Licenses

i Download your official electronic authorizations [here](#).

You currently have no licenses associated with your FRN. In order to utilize th

Don't See Your Licenses Here?

It's possible that your licenses have not been associated with your FRN. In c

Re-associate Your Licenses With Another FRN

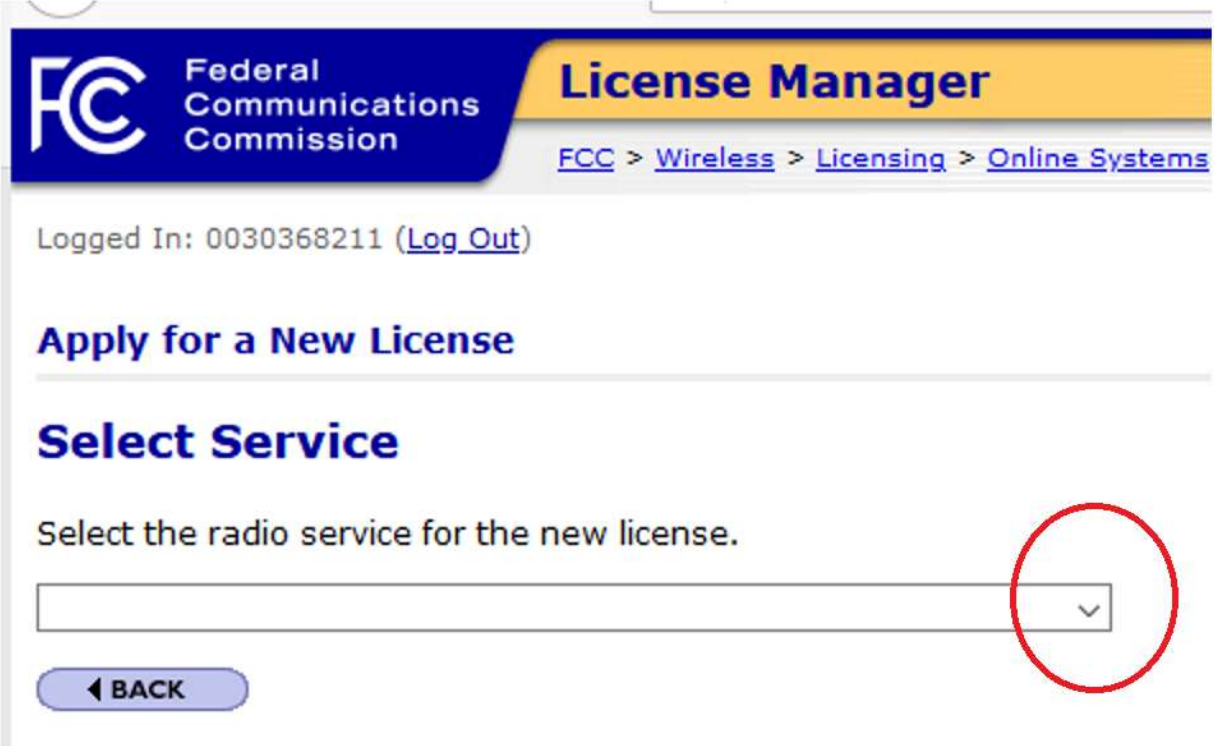
You may [re-associate all or some of these licenses with another FRN](#). License

NOTE: You cannot use this function to update the FRN if the change is due to

Disassociate Your Licenses From This FRN

You may also [disassociate all or some of these licenses from this FRN](#).

9 – Next, you need to select the **SERVICE**. Click on the pull-down menu, as shown below:



The screenshot shows the FCC License Manager interface. At the top left is the FCC logo and the text "Federal Communications Commission". To the right of this is a yellow banner with the text "License Manager". Below the banner is a breadcrumb trail: "FCC > Wireless > Licensing > Online Systems". The user is logged in as "0030368211" with a "Log Out" link. The main heading is "Apply for a New License". Below this is the section "Select Service" with the instruction "Select the radio service for the new license." A long text input field is present, with a small downward-pointing arrow icon on the right side, which is circled in red. Below the input field is a "BACK" button with a left-pointing arrow.

FC Federal Communications Commission

License Manager

[FCC](#) > [Wireless](#) > [Licensing](#) > [Online Systems](#)

Logged In: 0030368211 ([Log Out](#))

Apply for a New License

Select Service

Select the radio service for the new license.

10 – Scroll down to the very end of the pull-down menu and click on **ZA GENERAL MOBILE RADIO SERVICE (GMRS)**

The screenshot shows the FCC License Manager interface. At the top left is the FCC logo and the text "Federal Communications Commission". To the right is a yellow banner with "License Manager" in blue. Below the banner is a breadcrumb trail: "FCC > Wireless > Licensing > Online Systems". The user is logged in as "0030368211" with a "Log Out" link. The main heading is "Apply for a New License". Below that is the section "Select Service" with the instruction "Select the radio service for the new license." A dropdown menu is open, listing various radio services. The service "ZA - General Mobile Radio (GMRS)" is circled in red.

Logged In: 0030368211 ([Log Out](#))

Apply for a New License

Select Service

Select the radio service for the new license.

- TS - TV Studio Transmitter Link
- TT - TV Translator Relay
- WA - Microwave Aviation
- WM - Microwave Marine
- WR - Microwave Radiolocation
- YB - Business, 806-821/851-866 MHz, Trunked
- YE - PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked
- YF - Public Safety Ntl Plan, 821-824/866-869 MHz, Trunked
- YG - Industrial/Business Pool, Trunked
- YI - Other Indust/Land Transp. 896-901/935-940 MHz, Trunked
- YJ - Business/Industrial/Land Trans, 809-824/854-869 MHz, Trunked
- YK - Industrial/Business Pool - Commercial, Trunked
- YM - 800 MHz Trunked SMR (SMR, Site-specific)
- YO - Other Indust/Land Transp. 806-821/851-866 MHz, Trunked
- YP - Public Safety/Spec Emerg, 806-821/851-866 MHz, Trunked
- YS - SMR, 896-901/935-940 MHz, Trunked
- YU - Business, 896-901/935-940 MHz, Trunked
- YW - Public Safety Pool, Trunked
- YX - SMR, 806-821/851-866 MHz, Trunked
- ZA - General Mobile Radio (GMRS)**

11 – Your page should now look like this. Click on **CONTINUE**.

Federal Communications Commission License Manager
FCC > Wireless > Licensing > Online Systems > License Manager
Logged In: 0030368211 (Log Out)

Apply for a New License

Select Service

Select the radio service for the new license.

ZA - General Mobile Radio (GMRB)

BACK CONTINUE

12 - and you will see this page, below. **NO** for all answers. Click on **CONTINUE**.

Federal Communications Commission License Manager
FCC > Wireless > Licensing > Online Systems > License Manager
Logged In: 0030368211 (Log Out)

Apply for a New License

Applicant Questions

Request Type

Are you filing request STA(Special Temporary Authorization)? If "Yes", attach the required exhibit as described in the instructions.

No

Fee status

Is the applicant exempt from FCC application fees? No

Is the applicant exempt from FCC regulatory fees? No

BACK CONTINUE

13 – You now fill out this page. If you have a PO Box, just put in the number. Do not write “PO Box”. Note that the name used should be the same name used when you filed for the FRN. (Example: If “Robert” for the FRN, don’t write “Bob” here.) Then click **CONTINUE**.

The screenshot shows the FCC License Manager interface. At the top, it says "Federal Communications Commission License Manager" with a breadcrumb trail: "FCC > Wireless > Licenses > Online Systems > License Manager". The user is logged in as "0030368211" and can click "Log Out". There are links for "Custom Exo. Date", "Attachments", "Waivers", and "Reference Copy". The main heading is "Apply for a New License". Below that is the "Licensee Name and Address" section. A note states: "This Licensee Information identifies the applicant. When the FCC takes formal disposition on the application (i.e., grant, return, or dismissal), the notice(s) regarding the disposition of the application(s) will be sent to the address provided below. If the FCC grants the application, the information provided below will become the licensee's address, telephone numbers, and email of record for the selected call sign(s)." A yellow warning box says: "Per FCC Rule 95.5 only individual applicants may file for a new GMRS license. Non-individuals (i.e. businesses) are not eligible to obtain a new GMRS license or make a major modification to an existing GMRS license." The form fields are: Individual Name (First, MI, Last, Suffix), Licensee Address (Attention To, P.O. Box, Street Address, City, State, ZIP Code, Phone, Fax, Email). At the bottom left is a "BACK" button and at the bottom right is a "CONTINUE" button circled in red.

Comment from one of our radio users: It should be noted which information becomes a matter of public record and which does not. I believe it is the license fields not the FRN fields; but in any case, there is a certain wisdom to using a PO Box if you have one so as not to disclose your residence if you are concerned with your privacy (or identity theft). (In so much as electronic trolls can identify the value of a house from property tax records given an address as a proxy for affluence and desirability as an ID theft target.)

An email address is not required. You can still find your license on the FCC website if you elect to omit an email address. The email address is not shown in your record on the ULS website.

14 – Use the pull-down menu to answer the question. Then, click on **CONTINUE**.

Federal Communications Commission License Manager
FCC > Wireless > Licensing > Online Systems > License Manager
Logged In: 0030368211 (Log Out)
Apply for a New License Custom Exp. Date Attachments Waivers Reference Gov

Basic Qualification Information

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

Note: If "Yes", attach an exhibit explaining the circumstances.

BACK CONTINUE

15 – You should now see the **SUMMARY** page. Verify all information is correct. (Your information, and not the bogus information shown below!) **Click on CONTINUE TO CERTIFY**.

Federal Communications Commission License Manager
FCC > Wireless > Licensing > Online Systems > License Manager
Logged In: 0030368211 (Log Out)
Apply for a New License Custom Exp

Summary

You have submitted information in all the categories below. Use the view and edit capabilities to review your application to confirm that it is complete and accurate. Correct information as necessary. Once you are ready for submission, click on the "Continue to Certify" button below. Please review the [FCC 605 Privacy Act](#) before submitting this application.

Radio Service ZA - General Mobile Radio (GMRS)	Total Fees \$70.00 View Fee Details
Applicant Questions Is the applicant exempt from FCC application fees? No Is the applicant exempt from FCC regulatory fees? No	EDIT
Licensee Information Radio, Joe Attn: Joe Radio PO Box 555555 Placerville, CA 95667	EDIT
Basic Qualification Information Select Edit to review and correct information	EDIT

CONTINUE TO CERTIFY

16 - This is the **CERTIFICATION** page. Again, use the exact name that you used when applying for the FRN number. Click on **SUBMIT APPLICATION**.

[Apply for a New License](#)

Certification

General Certification Statements

- 1 The applicant/licensee 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.
- 2 The applicant/licensee 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.
- 3 Neither the applicant/licensee nor any member thereof is a foreign government or a representative thereof.
- 4 The applicant/licensee certifies that neither the applicant/licensee 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.
- 5 Amateur or GMSR applicant/licensee certifies that the construction of the station would NOT be an action which is likely to have a significant environmental effect (see the Commission's rules 47 CFR Sections 1.1301-1.1319 and Section 97.13(a) rules (available at web site <http://wireless.fcc.gov/rules.html>).
- 6 Amateur applicant/licensee certifies that they have READ and WILL COMPLY WITH Section 97.13(c) of the Commission's rules (available at web site <http://wireless.fcc.gov/rules.html>) regarding RADIOFREQUENCY (RF) RADIATION SAFETY and the amateur service section of OST/OET Bulletin Number 65 (available at web site <http://www.fcc.gov/oet/info/documents/bulletins/>).

Certification Statements for GMSR Applicants/Licensees

- 1 Applicant/Licensee certifies that he or she is claiming eligibility under Rule Section 95.5 of the Commission's rules.
- 2 Applicant/Licensee certifies that he or she is at least 18 years of age.
- 3 Applicant/Licensee certifies that he or she will comply with the requirement that use of frequencies 462.650, 467.650, 462.700 and 467.700 MHz is not permitted near the Canadian border North of Line A and East of Line C. These frequencies are used throughout Canada and harmful interference is anticipated.
- 4 Non-Individual applicants/licensees certify that they have NOT changed frequency or channel pairs, type of emission, antenna height, location of fixed transmitters, number of mobile units, area of mobile operation, or increase in power.

Signature

Name of Party Authorized to File

Name	First	MI	Last	Suffix
Title				

Failure to sign this Application May Result in Denial of The Application And Forfeiture Of Any Fees Paid.

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

SUBMIT APPLICATION

17 – This is your **CONFIRMATION PAGE**. Print it out. Click on **CONTINUE FOR PAYMENT OPTIONS**. Note that the fee shown in this example is \$70. The FCC has now lowered the fee to \$35.

FCC License Manager
FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0030368211 (Log Out)

[Apply for a New License](#) [Reference Copy](#) [Return to License](#)

Confirmation

Your application has been successfully submitted. Any future reference to this application must be made using the application file number.

File Number	Call Sign	Purpose	Name
#XXXXXXXX		NE	Radio, Joe

[Print Application](#)

Application Fees

File Number	Payment Type Code	Quantity	Subtotal
#XXXXXXXX	PAZM	1	\$70.00
			Total Due \$70.00

Important Notice:
The U.S. Treasury will reject Credit Card transactions greater than \$24,999.99. This limit includes multiple transactions on the same Credit Card totaling more than this limit in a single day. For transactions greater than \$24,999.99, an alternate method of payment must be used. Payment methods can be found at <http://www.fcc.gov/fees>. Reference: Treasury Bulletin No. 2005-03 (<http://www.fms.treas.gov/tfm/vol1/bull.html>)

The FCC strongly recommends online electronic payment. Payment, on a secure website, by credit card allows for faster processing of an application. Before leaving this page, you must click on the "Continue For Payment Options" button. You must make selection of "Pay By Credit Card" or "View Form 159 and accompanying fee MUST be received by the Commission within 10 calendar days of filing the application(s). If you are paying manually using FCC Form 159, send the application package to: **Federal Communications Commission, P.O. Box 979097, St. Louis, MO 6319**; calculated fee is incorrect, please call 1-877-480-3201, and select option #2 after the main menu recording.

CONTINUE FOR PAYMENT OPTIONS

FCC | Wireless | US | CORES | Enviro Fees

Federal Communications Commission
45 L Street NE
Washington, DC 20554

18 – You should now see this page. Fill in your FRN number and password and click on **LOG IN**.

FCC Registration

FCC > FCC Registration

Payer FRN - Login

You are accessing a U.S. Government Information System. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal recording.

For many filings the Applicant is the Payer. However, if the Payer is a third party, the Payer's FRN will be different from that of the Applicant. Enter your FCC Registration Number (FRN) and password or FCC Username and password.

Payer FRN Login

Payer FRN:

Password:

LOG IN

Need Full Access to CORES with a Username?

User Login

19 – You have now been sent to Pay.Gov, the **REMITTANCE** page. You will need your credit card number. Fill in the required information and click on **CONTINUE**. Then **AUTHORIZE** and Click on **CONTINUE**. It should say **THANK YOU FOR YOUR PAYMENT**. Print it out and you are done.

You should receive your GMRS license in your email within 48 hours.