

How to Apply for a General Mobile Radio Service License

This step-by step guide will help you apply for a General Mobile Radio Service (GMRS) license. The process takes about 20 minutes to complete and will walk you through:

- Creating your FCC account
- Getting your FCC Registration Number (FRN)
- Applying for your GMRS license
- Paying for your GMRS license (\$35 covers your immediate family for 10 years)

First, create an account with the FCC

1. Click this link to start: <https://apps2.fcc.gov/fccUserReg/pages/login.htm>
2. Under 'Register with the FCC', click **create an account**.

FCC Federal Communications Commission

FCC User Registration System

[Help](#)

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 and civil penalties. Use of the information system indicates consent to monitoring and recording.

Register with the FCC

If you wish to conduct business with the FCC, you must first **create an account** with a unique username and password. Your FCC username will be used to identify you in all transactions with the FCC.

Existing FRN's

In order to use the [Commission Registration System \(CORES\)](#), you must create a username and password. This username will allow you to access CORES to update your FRN information and reset/update your FRN Password. CORES will now also require FRNs to have Administrator(s). These user(s) will manage which users have access to the FRN and what permissions they will have.

Register for a new Restricted Use FRN

Restricted Use FRN is only for Commercial and Noncommercial Broadcast Ownership Filings, Form 323 and Form 323-E. To register for a new [Restricted Use FRN](#), you must have registered for an FCC Username Account. [Click here](#) for instructions on how to register for a Username. For assistance, please submit a [help request](#) at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)

Log In

The Username is the email address associated with your FCC Username Account.

Username:

Password:

[Forgot/Reset your Password?](#)

[Create New Account?](#)

[Request another verification email?](#)

3. **Fill out the registration form.** Then click **Create Account** at the bottom of the screen.
- **Your Username MUST be a valid email address.**
 - **Make note of your password: **You will need it later.****
 - You may want to note your answer to the security question too.
 - The 'Country Code' for the USA phone numbers is 1.

FCC Federal Communications Commission **FCC User Registration System**

Create New Account

** indicates required field*

Enter Username and Password

Please enter a valid email address. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

* Username:

* Confirm Username:

4. You should see this screen that indicates your account will be activated after you verify your email address.

FCC Federal Communications Commission **FCC User Registration System**

Create New Account - Confirmation

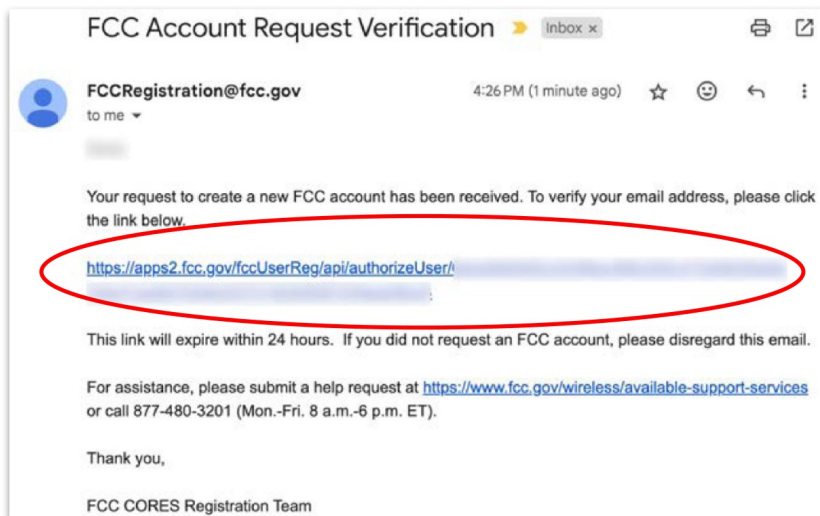
Registered User Account created on [redacted]

A confirmation email has been sent to [redacted]. Your account will be activated once you respond to this verification message.

To ensure delivery of the verification email, please do the following:

1. Please add FccRegistration@fcc.gov to your safe sender list; check your email INBOX folder for the verification email, as well as your SPAM and JUNK folders.
2. If not received shortly after submitting the account, please go to [FCC UserReg login page](#), and click the "Request another verification email?" link.
3. Please allow up to 4 hours for the email to arrive. If after 4 hours the verification email has not arrived, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

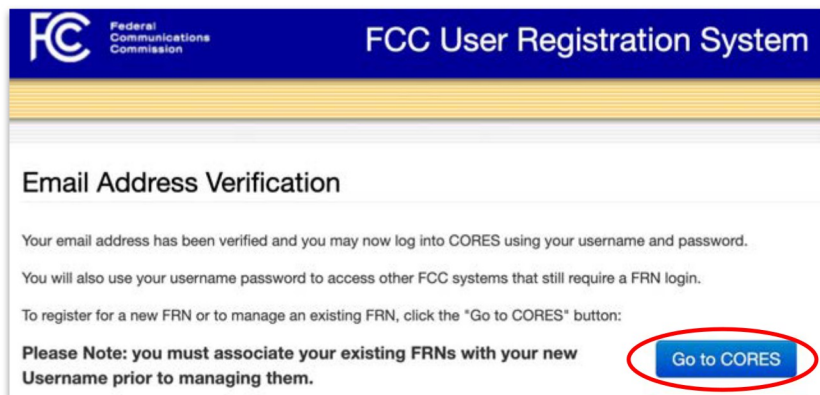
5. **Log into your email** application. **Click the link** in the email from the FCC to verify your email address.



(If you do not receive the email from the FCC after waiting several minutes, click this link to request another verification email:

<https://apps2.fcc.gov/fccUserReg/pages/resendVerification.htm>)

6. You should see this screen that indicates your email address has been verified. Click **Go to CORES**.



Next, get your FCC Registration Number (FRN)

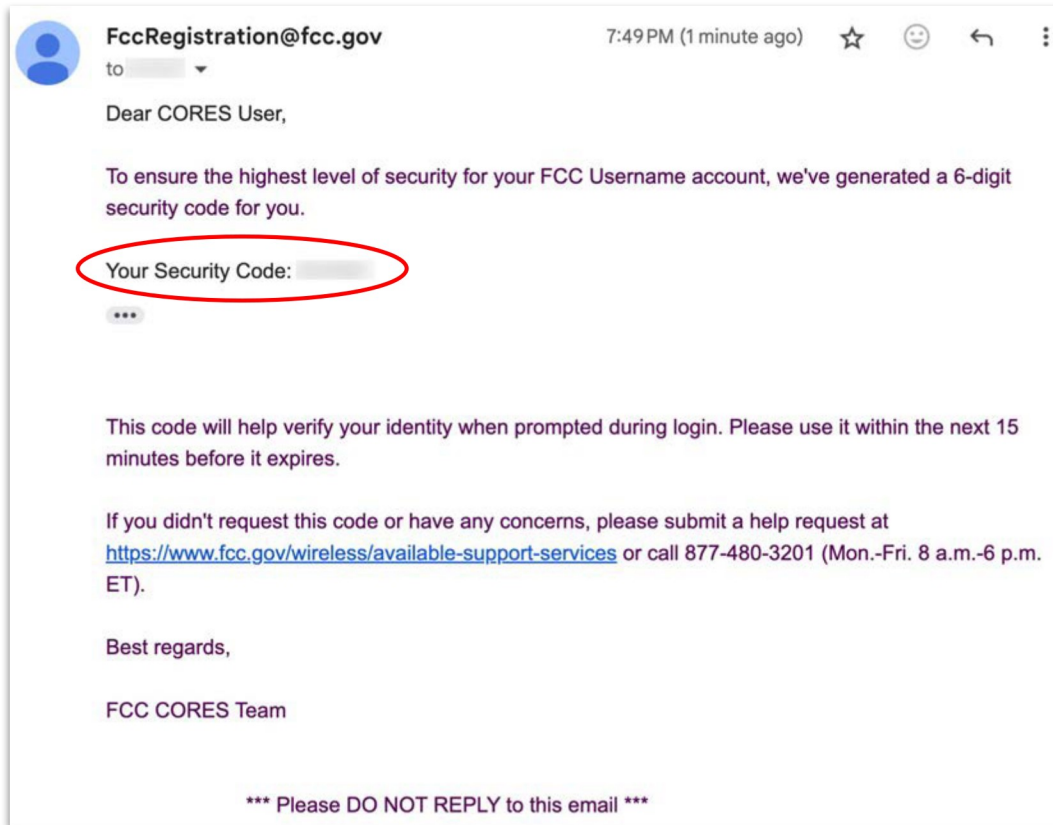
7. Click this link: <https://apps.fcc.gov/cores/userLogin.do>. Find the 'Username Login' area and enter your **email address** (Username) and the **password** you just created. Then click **LOG IN**.

The screenshot shows the FCC Registration System (CORES) login page. The page title is "Commission Registration System (CORES)". Below the title, there is a navigation bar with "FCC Registration" and "FCC Site Map". The main heading is "FCC Registration - LOGIN". A note states: "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 and civil penalties. Use of the information system indicates consent to monitoring and recording." Below this, it says "Welcome to the Commission Registration System (CORES)." and "If you DO NOT have an FCC Username, please click the 'REGISTER' button below to register an FCC Username." A list of services is provided: "CORES allows you to: Register and Manage the 10 digit FCC Registration Number (FRN); View financial standing (RED or Green Light Status) with the FCC and make payments; Retrieve payments awaiting completion; Enter and pay Application Fees manually; Retrieve and pay U.S. fees; File and pay annual Regulatory Fees; Manage Incentive Auction financials." There are links for "Click Here for CORES Tutorial Videos" and "News releases related to the FCC Registration Number:". Three main sections are visible: "Username Login" (circled in red), "Need a Username?" (with a REGISTER button), and "Search for public FRN information" (with a SEARCH button). The "Username Login" section includes a note: "Note: The Username is the email address associated with your FCC Username Account." and fields for "Username:" and "Password:" with a "LOG IN" button.

8. Click **Send Code** which will send an email to the email address you used as your username.

The screenshot shows the "Request Security Code" page in the FCC Registration System (CORES). The page title is "Commission Registration System (CORES)". Below the title, there is a navigation bar with "FCC Registration" and "FCC Site Map". The main heading is "FCC Registration - LOGIN". A note states: "Ensuring your account's security is our top priority. To add an extra layer of protection, we need you to enter a special code. Just click the button below, and we'll send the code to your email inbox and any secondary contact email linked to your FCC Username. When prompted, enter the code. Thanks for helping us keep your account secure!" Below this, there is a "Send Code" button circled in red.

9. **Log into your email** application. You should receive an email from the FCC that looks similar to the email message below. The email may take several minutes to arrive in your email inbox. **Copy or write down the 6-digit security code** in the email.



10. Return to the window with the FCC screen and **enter the 6-digit security code**. Then press the **Submit Code** button. You should now be successfully logged in.



11. Click Register New FRN.

The screenshot shows the 'User Home' page of the FCC Registration System (CORES). The page title is 'Commission Registration System (CORES)'. Below the title is the 'FCC Registration' header. The main content area is titled 'User Home' and contains a section 'Select one of the following:' with several links: 'Associate Username to FRN', 'Manage Existing FRNs | FRN Financial | Bills and Fees', 'Register New FRN' (circled in red), 'Reset FRN Password', and 'Search for FRN'.

12. Choose An Individual for the first question and Yes if your contact address is in the USA. Then click CONTINUE.

The screenshot shows the 'FRN Registration - Registrant Type' page. It contains two questions: 'Are you registering as an entity or as an individual?' with radio buttons for 'An entity (e.g., corporation, partnership, government agency, etc.)' and 'An individual' (selected); and 'Is your contact address within the United States or its territories?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom, there is a 'CONTINUE' button (circled in red) and a 'Go Back' link.

13. Choose Individual FRN. Then click CONTINUE.

The screenshot shows the 'FRN Registration - Individual Type' page. It contains a question: 'Please read the following options carefully and make a selection.' with two radio buttons: 'Individual FRN - Select for Restricted Radio Operator and all individuals conducting business with the FCC' (selected) and 'Restricted User FRN - Select only for Media Bureau - Commercial/Non Commercial Ownership Reporting FCC Form 323 and 323E in LMS'. At the bottom, there is a 'CONTINUE' button (circled in red) and a 'Go Back' link.

14. Fill out the **FRN Registration form**. Then click **SUBMIT**.

FCC Registration

FCC > FCC Registration > Register FRN Logged In As: [username] | Log out

Each individual or organization doing business with the FCC is required to provide and maintain a current official contact address. The contact address you provide will be used to mail important FCC related information to you.

FRN Registration

Register a Domestic Individual

Salutation: [dropdown] First Name: * [input] [G] [input]

Middle Initial: [input] Last Name: * [input]

Suffix: [input] Doing Business As: [input]

Fax: [input]

[SUBMIT] [Go Back]

Asterisks (*) indicate required fields.

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

NOTICE TO INDIVIDUALS REQUIRED BY THE PRIVACY ACT OF 1974 AND THE PAPERWORK REDUCTION ACT OF 1995

15. **Make a note of your FRN and print the screen for your records.** Then click **Continue**.

Commission Registration System (CORES)

Associate Username to FRN | Manage Existing FRNs & FRN Financial | Register New FRN | Reset FRN Password | Search for FRN

FCC Registration

FCC > FCC Registration > Register FRN Logged In As: [username] | Logout

FRN Registration Confirmation

Your new FCC Registration Number: [circled number]

Thank you for registration with the FCC. [circled number] is now associated to your username account mober44@gmail.com. Please print this page for your records.

Domestic Individual Registration

Salutation: [input] First Name: [input]

Middle Initial: [input] Last Name: [input]

City: [input] State: CALIFORNIA

Zip Code: [input] Phone: [input]

Fax: [input] Email: [input]

[Continue]

Amateurs, Aircraft, Marine, Antenna Structure Registration (ASR), and any other service licensed through the Universal Licensing System (ULS) should click on the following link to access ULS and associate their call sign(s) with their new FRN and password. Existing call signs must be associated with an FRN before you can file in ULS.

Now you can apply for your GMRS license

16. If you don't see the screen below, click this link: <https://fcc.gov/uls>. This time, click **File Online**.

The screenshot shows the FCC's Universal Licensing System (ULS) homepage. At the top, there are navigation links for 'Browse by CATEGORY' and 'Browse by BUREAUS & OFFICES', along with a search bar. Below the navigation is a menu with options like 'About the FCC', 'Proceedings & Actions', 'Licensing & Databases', 'Reports & Research', 'News & Events', and 'For Consumers'. The main heading is 'Universal Licensing System'. A yellow banner contains a notice: 'Applicants are strongly encouraged to provide an email address on their registration application(s), which will trigger the electronic issuance of an official copy of their registration(s) to the email provided upon application grant. Per the timing specified in Rulemaking FCC 20-126, the FCC will no longer print, and Registrants will no longer be able to request, hard copy registrations sent by mail.' Below this are buttons for 'Antenna Structure Registration' and 'Routine Downtime Schedule'. A 'Filing | Searching' section is visible. At the bottom, there are three main options: 'New User Registration', 'File Online' (circled in red), and 'Obtain Official ULS Authorization'. The 'File Online' option includes the text: 'Apply for a new license, renew, modify, assign authorization, transfer of control, manage'.

17. Find the 'LOG IN' section of the screen. Enter your FCC Registration Number (FRN) and your Password. Then click **SUBMIT**.

The screenshot shows the 'License Manager' login page. At the top, there is a navigation breadcrumb: 'FCC > Wireless > Licensing > Online Systems > License Manager'. A large text box contains a disclaimer: 'Use of This System is for FCC-Authorized Purposes Only. You are accessing a U.S. Government information system provided by the Federal Communications Commission for FCC-authorized users only. All communications occurring on this information system are subject to be monitored, recorded, and audited, therefore you have no reasonable expectation of privacy regarding any communications or data transmitted or stored on this information system. Unauthorized or improper use of the information system or information stored on this information system is prohibited and subject to criminal, civil, and/or administrative penalties. Any data transmitted or stored on this information system may be disclosed to law enforcement or other Federal agencies or their contractors in the course of conducting an investigation or other forensic analysis. USE OF THIS INFORMATION SYSTEM INDICATES CONSENT TO MONITORING AND RECORDING'. Below this is the 'Log In' section, which includes a 'PLEASE NOTE' about Public Notice DA 15-72. The login form has two input fields: 'FCC Registration Number (FRN)' and 'Password (FRN password or password for an associated FCC Username)'. A red circle highlights the 'Log In' section and the 'SUBMIT' button. To the right, there is an 'About the FCC Registration Number (FRN)' section explaining that an FRN is a 10-digit number assigned to a business or individual registering with the FCC. At the bottom left, there is a link: 'Forgot your password? Contact Tech Support'.

18. Click **Apply for a New License**.



19. Click the **drop-down**.



20. Scroll down to the last entry on the drop-down menu and select **ZA - General Mobile Radio (GMRS)**. Then click **CONTINUE**.



21. Choose **No** for both answers.

Then click **CONTINUE**.

Federal Communications Commission License Manager
 FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0034062927 (Log Out)

Apply for a New License [FCC 605 Privacy Act](#) [Quit Application](#) [Help](#)

Applicant Questions

Request Type
 Does this 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

Steps
 1 Radio Service
 2 Applicant Questions
 3 Licensee Information
 4 Basic Qualification
 5 Summary
 6 Certification

Common Questions
[What is an STA?](#)
[What is a Developmental License?](#)
[Am I exempt from fees?](#)
[When would I be exempt from fees?](#)

[BACK](#) [CONTINUE](#)

22. Fill out your Licensee Name and Address information.

- Use the same name that you entered when you filed for the FRN. (Example: If you entered "Robert" for the FRN, do not enter "Bob" here.)
- If you have a P.O. Box, consider using that instead of your residential address to protect your privacy and to limit identifying information.
- If you use a P.O. Box, just enter the number (do not write "P.O. Box").

Then click **CONTINUE**.

Federal Communications Commission License Manager
 FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0002188340 (Log Out)

Apply for a New License [Custom Exp. Date](#) [Attachments](#) [Waivers](#) [Reference Copy](#) [FCC 605 Privacy Act](#) [Quit Application](#) [Help](#)

Licensee Name and Address

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).

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.

Individual Name: First MI Last Suffix

Licensee Address
 Attention To
 P.O. Box
 Street Address
 City
 State
 ZIP Code
 Phone
 Fax
 Email

Steps
 1 Radio Service
 2 Applicant Questions
 3 Licensee Information
 4 Basic Qualification
 5 Summary
 6 Certification

Common Questions
[Must I list a physical address, or can I just list a P.O. box?](#)
[Will my application be saved if I click "Quit Application"?](#)
[If I type in new information, do I need to check the "clear" box to remove the old information?](#)
[I just got married. How do I change my licensee name?](#)
[What is a suffix?](#)

[BACK](#) [CONTINUE](#)

23. Choose your answer in the **drop-down**.
Then click **CONTINUE**.

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

Logged In: 0034062927 (Log Out)

Apply for a New License Custom Exp. Date Attachments Waivers Reference Copy FCC 605 Privacy Act Quit Application Help

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 →

Steps

- 1 Radio Service
- 2 Applicant Questions
- 3 Licensee Information
- ▶ **Basic Qualification**
- 5 Summary
- 6 Certification

24. Verify that your information is correct. Note the license fee.
Then click **CONTINUE TO CERTIFY**.

Federal Communications Commission License Manager
FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: [User Name] (Log Out)

Apply for a New License Custom Exp. Date Attachments Waivers Reference Copy FCC 605 Privacy Act Quit Application Help

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 confident that the application is ready for certification and submission, click on the "Continue to Certify" button below. Please review the [FCC 605 Privacy Act](#) before submitting this application.

Radio Service EDIT

ZA - General Mobile Radio (GMRS)

Total Fees
\$35.00
▶ View Fee Details

Applicant Questions EDIT

Is the applicant exempt from FCC application fees? No
Is the applicant exempt from FCC regulatory fees? No

Licensee Information EDIT

P: [Redacted]
F: [Redacted]
E: [Redacted]

Basic Qualification Information EDIT

Select Edit to review and correct information

CONTINUE TO CERTIFY →

Steps

- 1 Radio Service
- 2 Applicant Questions
- 3 Licensee Information
- 4 Basic Qualification
- ▶ **Summary**
- 6 Certification

Common Questions

- [Can I preview or print my application from this page?](#)
- [What is a license term?](#)
- [How long will it take to process the application?](#)
- [If I choose "Quit Application," will License Manager save the application information I have already entered?](#)

25. Read the certification statements.

ENTER YOUR NAME *exactly the same when you applied for your FRN.*

This will act as your signature.

Then click **SUBMIT APPLICATION**.

Federal Communications Commission License Manager
 FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0034062927 (Log Out)

Apply for a New License [Reference Copy](#) [Quit Application](#) [Help](#)

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.

Steps

- 1 Radio Service
- 2 Applicant Questions
- 3 Licensee Information
- 4 Basic Qualification
- 5 Summary

Signature

Name of Party Authorized to Sign.

Name First MI Last Suffix

Title

Failure To Sign This Application May Result In Dismissal 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

26. Click **Print Application** to retain the confirmation for your own records.

Then click **CONTINUE TO CORES FOR PAYMENT COMPLETION**.

Federal Communications Commission License Manager
 FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: (Log Out)

Apply for a New License [Reference Copy](#) [Return to License Manager - My Applications](#) [Help](#)

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
#		NE	

Print Application

Application Fees

File Number	Payment Type Code	Quantity	Subtotal
#	PRAM	1	\$35.00
			Total Due \$35.00

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 alternative 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 for faster processing of applications. Applicants will need to login to the Commission Registration System (CORES) to pay fees due. Applicants wishing to manually pay, need to login to CORES and print the pre-filled Form 159 to mail along with payment. This will insure all required fields of the form are filled out for proper processing of payment.

All payments (including manual) **MUST** be received by the Commission within 10 calendar days of filing the application(s). If you believe that the calculated fee is incorrect, please call 1-877-480-3201, and select option #2.

CONTINUE TO CORES FOR PAYMENT COMPLETION

Pay for your GMRS license

27. If you don't see the screen below, click this link:

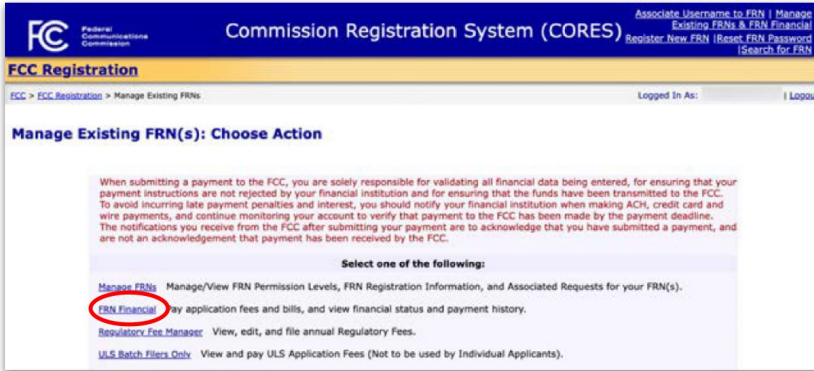
<https://apps.fcc.gov/cores/userLogin.do>

Enter your **EMAIL** (for the Username) and your **PASSWORD**.

Then click **LOG IN**.

28. Click **Manage Existing FRNs / FRN Financial / Bills and Fees**.

29. Click **FRN Financial**.



30. Click **View/Make Payments**.



30. Under 'AWAITING PAYMENT COMPLETION', click **Make Payments**.



- 31. Click the Payer FRN drop-down and choose your FRN.**
Then click **CONTINUE** under the payment option you wish to use.

Payment Summary

Bill Number	Applicant FRN	Applicant Name	Call Sign	FPC	Amount	PCC Code 1	PCC Code 2
1/15	0004873090	Trojan, Holly	PH04K		\$35.00		0003009483
Total Amount Due:					\$35.00		

Select a Payer: 0003009483

Payment Method Selection

Pay with ACH from Bank Account
via US Treasury's PayGov System

To pay via electronic debit from a checking or savings account, you must provide the routing number and account number.

[CONTINUE](#)

Pay by Credit or Debit Card
via US Treasury's PayGov System

We accept Visa, MasterCard, American Express, and Discover credit cards. Debit cards processed through Visa or MasterCard are also accepted. Please have the Visa or MasterCard logo on the card. ACH-only cards and other cards from other processors are not accepted.

[CONTINUE](#)

Can't Pay Online?

Pay by Wire Transfer

- A wire transfer is a transaction that you initiate through your bank. It authorizes your bank to wire funds from your account to the U.S. Treasury, New York, NY (TREAS NYC).
- Click Continue to indicate that you will pay by Wire Transfer and view instructions specific to this payment.

[CONTINUE](#)

Pay By Check/Money Order

Print the prefilled Form CSR.

Mail the Form CSR along with the check/money order for:
Federal Communications Commission
P.O. Box 979687
St. Louis, MO 63197-9688

Make the check/money order payable to:
Federal Communications Commission

[CONTINUE](#)

[Go Back](#)

- 32. PRINT YOUR RECEIPT** for your records if you paid by credit or debit card.

Congratulations on completing these steps!

You should receive your GMRS license by email within 48 hours. It could take longer depending on how quickly the FCC is processing license applications.

If you don't receive your license by email:

1. First, check your email SPAM or JUNK folder.
2. If you still can't find the email, click this link <https://www.fcc.gov/wireless/available-support-services> and SUBMIT A HELP REQUEST to contact the FCC.

Special thanks to Sue Ghilotti, Bob Hess, Marilyn Tahl, Patti Boyer, Marty Oberlander and Doris Wong for creating and reviewing these instructions on behalf of the Community Emergency Radio Association and Neighborhood Radio Watch program!