



Memorandum

To: All Affected Parties
From: Timothy R. Johnson
Date: 02/23/11
Re: How to Obtain FCC Grantee Codes and Canada CN Numbers
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We frequently are asked how an applicant can obtain a Grantee Code for FCC applications and/or a CN (Company Number) for Canadian Applications. These codes are typically processed in only a few business days.

Your code or number can be obtained directly by the manufacturer, laboratory, or ACB. However, we caution all applicants that we have seen a large number of parties who try to obtain these codes on their own encounter problems. These problems have led to considerable unexpected problems, delays, loss of codes, and/or costs which are beyond our control and can interfere with any applications you may be submitting. To avoid any unnecessary risk, we highly recommend letting ACB obtain the codes on your behalf for an additional fee.

In order to process your request, the following information is required:

FCC Grantee Code Request:

- 1) Grantees Complete, Legal Business Name
- 2) Complete Mailing Address
- 3) Contact Name, Telephone Number, Fax Number, Title, and Email Address
- 4) Grantee FRN Number

Note that an FRN is required prior to obtaining a Grantee code. To obtain an FRN online for free, visit the FCC's Web site at www.fcc.gov and click the Commission Registration System (CORES) link. For further assistance, please either refer to the FAQ at this same link; contact the CORES helpdesk at CORES@fcc.gov or call the CORES helpdesk toll-free number: 1-877-480-3201.

You may forward the above information to ACB by email (marianneb@ACBcert.com or tjohnson@ACBcert.com) to obtain on your behalf for a fee. If you desire to obtain the code directly yourself, this may be done by accessing the FCC website <https://gullfoss2.fcc.gov/oetcf/eas/> and using the Grantee Registration Link and following the instructions given at the end of this document. Note that if you obtain the code directly yourself, ACB recommends that the payment for the code only be made online by credit card and to PDF all pages showing info entered. We also caution ACB can generally not help in situations where you attempt to directly obtain the code yourself and encounter problems.



Canadian CN Number:

Just as with the FCC Grantee Code, ACB can obtain the number for you, or you may obtain it yourself. To obtain your own number, you must first register on IC's site at:

<https://strategis.ic.gc.ca/cgi-bin/allsites/registration-inscription/mainScreen.cgi>

Once registered you will need to log in on IC's site at:

<https://strategis.ic.gc.ca/app/scr/sitt/reitel/dsplyLgn.do?lang=eng>

and then use the "Manage Company Information" button followed by the "Obtain new company number" Link. This should be done prior to filing applications for certification.

In order for ACB to process your request, the following information is required:

IC CN Code Request:

- 1) Grantees Complete, Legal Business Name
- 2) Complete Mailing Address
- 3) Contact Name, Telephone Number, Fax Number, and Email Address
- 4) Grantee Website URL

You may forward the above information to ACB by email (marianneb@ACBcert.com or tjohnson@ACBcert.com) to obtain on your behalf for a fee, or a CN number may be obtained directly by emailing certification.bureau@ic.gc.ca.

Sincerely,

Timothy R. Johnson
Examiner Engineer
iNARTE Certified EMC Engineer
No. EMC-002205-NE



Obtaining an FCC Grantee Code

Procedures regarding online grantee code assignments and payment information:

1. Go to: <https://gullfoss2.fcc.gov/prod/oet/cf/eas/>
2. For first-time filers, go to Miscellaneous on the left side of the page.
3. Click on GET FRN. Follow Directions. WRITE DOWN FRN! (See note below)
4. Go back to: <https://gullfoss2.fcc.gov/prod/oet/cf/eas/>
5. Go to Filing Options > Grantee Registration. Follow Directions. WRITE DOWN GRANTEE CODE AND GRANTEE CODE REGISTRATION NUMBER.
6. The client should retain the grantee code assignment page. This page provides the date that the grantee code was assigned.
7. Payment (one-time \$55.00 fee) via online credit card is recommended as the quickest payment procedure. The payer should retain a copy of the acknowledgment of the payment. If for some reason the online payment fails, the payment (via check; money order; wire transfer; or credit card) and Form 159 should be submitted to Mellon Bank AS SOON AS POSSIBLE - within a day or two of the date the code was assigned, and certainly NO LONGER THAN 15 days after the code assignment. It is important to allow enough time for the payment to clear through Mellon Bank before the 30-day time limit.
8. If there is an error in the process or you need further assistance from the FCC, notify Bette.Taube@fcc.gov or easadmin@fcc.gov.

***NOTE: If the payer and the grantee are different, each must have an individual FRN.