

12/13/2007

Federal Communications Commission
Office of Engineering and Technology
Laboratory Division

Authorized Individual Policy (Form 731)

The “authorized” individual, when referred to in relation to both an FCC and TCB Form 731 Application for Equipment Authorization, is identified as either the applicant / grantee contact of record in the Grantee Code data base, or the agent authorized by the applicant / grantee. Only an authorized individual may “sign” the Form 731, and only an authorized individual may request confidentiality – i.e. the confidentiality letter must be signed by an authorized individual and uploaded into the Cover Letters exhibit folder.

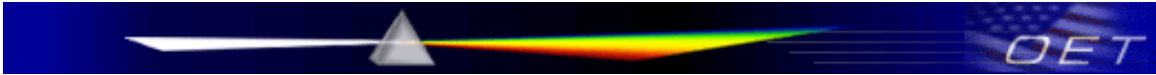
An agent can be authorized to act on behalf of the applicant / grantee contact of record. An authorized agent can be either an individual within the company associated with the Grantee Code, or may be any third party agent. An authorized agent must have a letter of authorization signed by the applicant / grantee of record and the letter must exist in the Cover Letters exhibit folder of the Form 731. As the applicant / grantee’s representative, the authorized agent may also assign another party to act as an authorized agent. However, an authorization letter for any authorized agent must be uploaded into the Cover Letters exhibit folder. This authorization letter must be signed either by the applicant / grantee, or by an authorized agent, who has been documented as such within the current application. If the individual “signing” the application or requesting confidentiality is in the same company as the applicant / grantee of record, or in the same company as a documented authorized agent, a letter of authorization for the individual from an authorized party (as noted above) must exist in the Form 731 application.

Each Form 731 application should be reviewed for compliance with the above requirements (agent authorization on file if applicable, application “signed” by an authorized individual and confidentiality letters signed by an authorized individual).

In addition to the applicant / grantee contact and the authorized agent(s), the following contacts are on the Form 731, or in some manner associated with an equipment authorization filing:

1. Instead of applicant, mail to:
2. Technical contact
3. Non-technical contact
4. Test Firm contact information
5. TCB contact information

In some instances, modifications to a Form 731 must be requested – either because it is an application filed directly with the FCC, the 30 day modification period for TCB filed



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applications has passed, or supersede of application exhibits to correct errors is required. Modifications / changes to the application from any listed 731 contact above are acceptable. In addition, application changes by any person who can be associated with the Test Firm or TCB listed in the application are acceptable. Note, however, that the policy regarding requests for confidentiality supersedes this policy, and confidentiality requests must be documented by the applicant / grantee or an authorized agent.

Note that the above procedures require that all applicants, TCBs and test firms keep their contact information up-to-date. To ensure prompt and appropriate service to all equipment authorization customers, it is imperative that information such as contact information, e-mail addresses, etc. in the Grantee Code data base, TCB data base, and test firm data base be kept current.

