Memorandum

From: ACB
Date: 07/14/26
Re: Instructions on How to Make Grantee Code Information Changes

Page(s): 3

We frequently process applications where the applicant information provided in Section I of the FCC Form 731 form does not match the information on record with the FCC. Making changes to any of this information (applicant's business name, address, or contact information - name, title, email address, telephone & fax numbers) is relatively simple, but this information may only be changed directly on the FCC site. To ensure proper process of these changes, we highly recommend letting ACB submit the changes on your behalf for an additional fee.

In order to process simple changes to the address of the grantee or the contact information of the grantee, ACB requires the following information to be provided:

Grantee Code
Grantee FRN #
Grantee GC#[1]
Applicant Name
An explanation as to the reason the change is necessary
Plus the following as appropriate

For Changes to Address Information	For Changes to Contact Information
Old Address	Old Contact Name
New Address	New Contact Name
	Contact (Work) Title
	Contact Telephone Number
	Contact Fax Number
	Contact E-mail Address

Changes to the above information can be made effective immediately by ACB. However, if changes to the Applicant Company Name are necessary, additional information and interaction with the FCC will be required. To process applicant company name changes, you must provide

[1] - Please note that a GC# is now automatically generated for an assignment of a new Grantee Code. All older grantee codes have had a GC number assigned to them. The GC# for a Grantee Code assigned prior to April 5, 2005, may be requested via www.fcc.gov/labhelp using the KDB system (Submit an Inquiry on the left side of the page). The request for the GC# must include the applicant's grantee code, contact name and e-mail address. The FCC will provide the GC# directly to the applicant's contact – and will also cc the original requester.

a cover letter on company letterhead with a description of the applicant company name changes (old and new company names) and an explanation as to why the company requires a name change. You may also include address and contact information changes as part of this process by providing the information previously given above. These changes will then be submitted to the OET by ACB for subsequent review and approval and must be approved or denied by the OET staff before the change is made. Note that the FCC may require further information or clarification during processing of the applicant company name change. You should inform ACB if further information was requested.

If you desire for ACB to make these changes for you, please forward the above information to ACB to your local regional contacts found at http://acbcert.com/contact. If you desire to make these changes directly without the aide of ACB, this may be done by following the instructions given at the end of this document. However, ACB generally can not help in situations where you attempt to change the information yourself and encounter problems.

You may verify all change requests and status of the changes by entering the grantee code at **Grantee Search** under Reports at https://apps.fcc.gov/oetcf/eas/.

Changing FCC Grantee Code Information

Effective April 5, 2005, requests for Grantee Code assignments must be submitted electronically. Please note that ALL requests using Mail, Fax, and Email as previously allowed are no longer being accepted. Additionally, all modifications of Grantee Code information - company name; address; contact information - must be made by electronic submittal from the FCC web site:

https://apps.fcc.gov/oetcf/eas/

and then clicking **Modify Grantee Information** under Filing Options at the left of this page. To provide security against unauthorized modifications, the system requires both the Grantee Code and the associated Grantee Code Registration Number (GC#). A GC# is necessary in order to continue.

From this web page you will have a choice of one of the following:

1) Change Address or Contact Only

For changes made only to the address or contact information, these changes can be made simply by changing the desired fields displayed. Note that changes may be made to the following fields:

Grantee Mailing Address
Contact Name
Contact (Work) Title
Contact Telephone Number
Contact Fax Number
Contact E-mail Address

2) Change Name, Including Address and/or Contact
&
3) Transfer of Control

These changes actually require additional information and require interaction with the FCC. To process applicant company name changes, you must provide a cover letter on company letterhead with a description of the applicant company name changes (old and new company names) and an explanation as to why the company requires a name change. The FCC also typically requires dates when the changes took place. This will be uploaded via the interface provided from selecting this option. Note that the FCC may require further information or clarification during processing of the applicant company name change and conditions where transfer of control occur.