

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 / or sign attestations required for the application, and submitted in the Attestation Statements exhibit folder; 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. An authorized agent is further defined as any individual or entity designated by the applicant / grantee, or by a designated authorized agent. If a group “entity” is designated as the authorized agent, the letter of authorization must identify those individuals within the group who are authorized to take action on the application; or alternatively a statement must be provided indicating that as the authorized agent, any individual within the group “entity” is authorized to act on behalf of the applicant / grantee and take action on the 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 meeting the guidelines above from an authorized party 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, attestations 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 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.

Application correspondence with the FCC in response to requests for technical or administrative information for either an FCC filed application, or for a TCB filed application in audit mode, may be treated as a modification to the application. Input from a listed 731 contact, or from any person associated with the Test Firm or TCB listed in the application may therefore be acceptable. However, in this instance good judgment must be exercised to ensure that the individual providing a response to the FCC is a “trusted source” with appropriate expertise to provide valid data input.

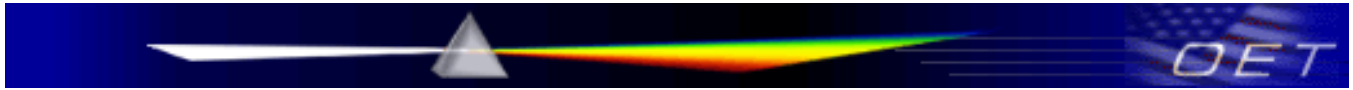
Presently, only one contact exists within the Grantee Code database, and therefore only one authorized contact is directly associated with the applicant / grantee. It is important that the contact information be current, and the information be appropriately updated through the Modify Grantee Information link on the OET Electronic Filing Website, if necessary. If the contact party responsible for the applicant information does not have the Grantee Code Registration Number (GC #) that is required to make changes, a request for the GC # is submitted through the KDB [Inquiry System](#)¹. The request for the GC # should identify the Grantee Code, the name and e-mail address of the current authorized contact of record, and the name and e-mail address of the proposed contact of record. If the name and e-mail address of the current contact of record cannot be provided, the individual requesting the GC # must establish a valid relationship to the information of record – i.e. the e-mail address of the proposed contact has the same domain name as the current contact of record; or in the case of a transfer of control, appropriate documentation of the transfer, according to current KDB guidelines has been uploaded. Upon providing the information as required, the GC # will be e-mailed to the new “current” grantee contact, with a carbon copy to the requestor. The requestor may be a TCB, or another entity that can provide documentation as noted above.

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.

Change Notice:

This document - 852134 D01 Authorized Policy Form 731 v02r01 - is a revision to- 852134 D01 Authorized Policy Form 731 v01. This revision corrects the document label in the footer. The previous document was labelled incorrectly v01 instead of v02. No other text has changed. The correct v01 had a document date of 12/13/2007 and the mislabeled v01 document had a date of 1/10/2008.

¹ A KDB Inquiry is submitted on line by going to the Office of Engineering and Technology Laboratory Division Knowledge Database (KDB) page at <http://www.fcc.gov/labhelp> and then select the [Submit an Inquiry](#) - under Site Options located on the left.



12/3/2012

10/14/2010: Document 852134 D01 Authorized Policy Form 731 v02r01 is changed to 852134 D01 Authorized Policy Form 731 v02r02. The change is a revision to add a paragraph regarding the process for ensuring that an authorized individual updates the applicant / grantee information found in the Grantee Code database.

12/03/2012: Document 852134 D01 Authorized Policy Form 731 v02r02 is changed to 852134 D01 Authorized Policy Form 731 v02r03. The procedure for submitting request has changed from submitting an e-mail to [easadmin@fcc.gov](mailto: easadmin@fcc.gov) to submitting the request through the Office of Engineering and Technology Laboratory Division Knowledge Database (KDB) Inquiry system.

