



**Federal Communications Commission
Office of Engineering and Technology
Laboratory Division**

February 1, 2016

IMPORT WAIVER GUIDANCE

As provided for by Sections 2.1204 (a)(3)(i) and (a)(4)(iii), the import quantity limit stipulated in Sections 2.1204 (a)(3), (a)(4)(i), or (a)(4)(ii), whichever is applicable, may be exceeded if written approval is obtained in advance from the FCC Office of Engineering and Technology (OET). A waiver request needs to be submitted to the FCC providing the details and justification of the request. Below are guidelines and items that need to be addressed. The request needs to be submitted well ahead of the date of importation, to allow for processing and approval of the waiver if qualified.

Import quantity waiver requests are sent via the on-line inquiry submission form using the Office of Engineering and Technology Laboratory Division Knowledge Database (KDB) Inquiry System. The KDB Inquiry System is located at <http://www.fcc.gov/labhelp>.

On the left side of the page: select [Submit an Inquiry](#) under Site Options.

- Provide the required contact information.
- For the **First category**: select [Administrative Procedure](#).
- For the **Second category**: select [Import Waiver 741304](#).
- In the subject field enter: [Import Waiver Request](#).
- In the text-entry field: enter your inquiry, along with the following itemized information:
 1. Indicate who is importing the device.
 2. Indicate what specific rule and device quantity in Section 2.1204 (a)(3) or (a)(4) is requested to be waived.
 3. Provide appropriate justification.
 4. Describe the device being imported. Provide a description of the device and how it is identified (e.g., model number). State how many samples are being imported.
 5. Provide the specific import period dates.
 6. Explain why the device is being imported (e.g., trade show or testing or development).
 7. State who is responsible and will control the device during the importation period.

8. Explain what will happen to the device at the end of the importation period. Will the device be exported or destroyed if not approved? Or will it be certified/approved?
9. Describe how the devices will it be labeled.
10. Indicate whether the imported version will be identical to the certified/approved device (see 8 above).