



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

September 28, 2018

**EQUIPMENT OR TEST SAMPLE SHIPPING INSTRUCTIONS**

**A. SHIPPING ADDRESS:**

1. All small packages (USPS, COURIER SERVICE, OR AIR)

Federal Communications Commission  
9050 Junction Drive  
Annapolis Junction, MD 20701

Attention: Enter name from sample request letter and Reference Number,<sup>1</sup> for example: John Smith/567389.

Telephone: (301) 362-3000

2. FREIGHT<sup>2</sup>

Federal Communications Commission  
7435 Oakland Mills Road  
Columbia, Maryland 21046

Attention: Enter name from sample request letter and Reference Number,<sup>1</sup> for example: John Smith/567389.

Telephone: (301) 362-3000

**B. ALL TEST SAMPLES ARE TO BE ACCOMPANIED BY:**

1. A copy of the sample request letter from FCC staff, Knowledge Data Base (KDB) inquiry or any third-party authorization letter.
2. A completed return Shipment Authorization Form (attached below).
3. A completed **pre-paid RETURN shipping label**<sup>3</sup> for the samples to be returned.<sup>4</sup>
4. For international returns, **a pre-filled commercial invoice including any declarations necessary for valuation** to clear customs requirements for the country the sample is returning.<sup>5</sup>

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<sup>1</sup> If applicable, the Reference Number is either the FCC Form 731 confirmation number (TC or EA) of the sample request letter/e-mail or the associated KDB Inquiry Tracking Number.

<sup>2</sup> Freight equipment must be delivered to the FCC Laboratory with prior approval. (FREIGHT) is defined as packages over 150 pounds or on pallets or packages with dimensions over 131" (Length+Width+Height).

<sup>3</sup> The return shipping label shall use the same address in the FROM fields as the address used in the TO fields. This is to ensure that a shipment is not returned and charged to the FCC for various shipping issues but returned to the party expecting the return sample.

<sup>4</sup> If the sample is to be returned to a TCB or another agent and plan to use the shipping account number of the grantee for return authorization, this must be properly cleared and set up with the shipper.

5. Any additional custom forms necessary for importation back into the country that the sample is returning to.
- C. If you need confirmation that your equipment has been received at the FCC Laboratory, provide the tracking number, delivery data and who signed for receipt of the shipment before submitting an inquiry or corresponding with the FCC staff who requested the shipment.
- D. All test samples submitted should include all of the applicable items below:
1. Provide all the necessary software including any special software, keys, codes, or tools to set up the device in appropriate test modes. This should include instructions for setting the equipment sample to transmit continuously.
  2. Cables and instructions for testing conducted output power of all operating modes.
  3. For battery operated devices chargers sufficient to charge each type of battery and each battery option should be submitted. If the device only has one battery option, submit two batteries.
  4. For modules a host device or test board should be submitted with instructions.
  5. For devices requiring RF Exposure evaluation provide all related accessories for RF Exposure (SAR) compliance testing, including all types of body-worn accessories (such as holsters, belt clips), and any other relevant accessories.

### **Change Notice**

**09/28/2018:** 287378 D01 Equipment Shipping Instructions v04 replaces 287378 D01 Equipment Shipping Instructions v03 to add the requirement that all non-freight sample mail/packages must be addressed to the FCC warehouse location and all freight sample shipments must be addressed to the FCC Lab facility.

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<sup>5</sup> The party requested to provide a sample is encouraged to ship equipment through their U.S. subsidiary or agent to and from the FCC Laboratory. If no U.S. subsidiary is available, proper customs documentation must be provided for returning the sample back to the home country. The FCC Laboratory will not make delivery arrangements, or pay any related charges associated with foreign shipments. For any sample that is refused re-entry by the home country, the FCC Laboratory will advise the shipper not to return the goods back to the FCC Laboratory and contact the recipient to clear the entry or if entry is denied destroy the sample.

## RETURN SHIPMENT AUTHORIZATION FORM

This completed form, along with a copy of the sample request letter and return shipping labels, must accompany all equipment. Failure to follow these instructions will delay testing of your equipment. All equipment and accessories, if any, must be listed and properly labeled.

Requested by: \_\_\_\_\_ Reference Number<sup>6</sup> \_\_\_\_\_

Type of Equipment	FCC ID (if no FCC ID assigned, list model / type number)	Serial Number
ATTACH ADDITIONAL SHEET, IF NECESSARY		

\_\_\_\_\_  
 Printed Name of Responsible Person Printed Email Address

\_\_\_\_\_  
 Name of Company Telephone No. (If outside of U.S. include country code)

Please check here if equipment is not to be returned.

If equipment is to be returned, complete the following:

Preprinted Return Label provided.

\_\_\_\_\_  
 Complete shipping return address, including all postal codes

\_\_\_\_\_  
 Name of carrier Account Number for return shipment<sup>4</sup> Zip Code for Corp Account<sup>7</sup>

International returns, check here if commercial invoice and proper home county documentation is provided.<sup>8</sup>

<sup>6</sup> If applicable, the Reference Number is either the FCC Form 731 confirmation number (TC or EA) of the sample request letter/e-mail or the associated KDB Inquiry Tracking Number.

<sup>7</sup> Prior to returning a shipment the FCC may be required to verify the label and account for pick-up service. In some cases, the carrier will ask for the Zip Code for the corporate account holder.

<sup>8</sup> For international returns, the party who was requested to provide the sample is responsible to arrange for clearing customs and pay all related charges associated with the returning shipment. The FCC Laboratory will request the shipper not to return any shipment back to the FCC Laboratory and instead to contact the recipient or if not able to contact the recipient to destroy the shipment.