

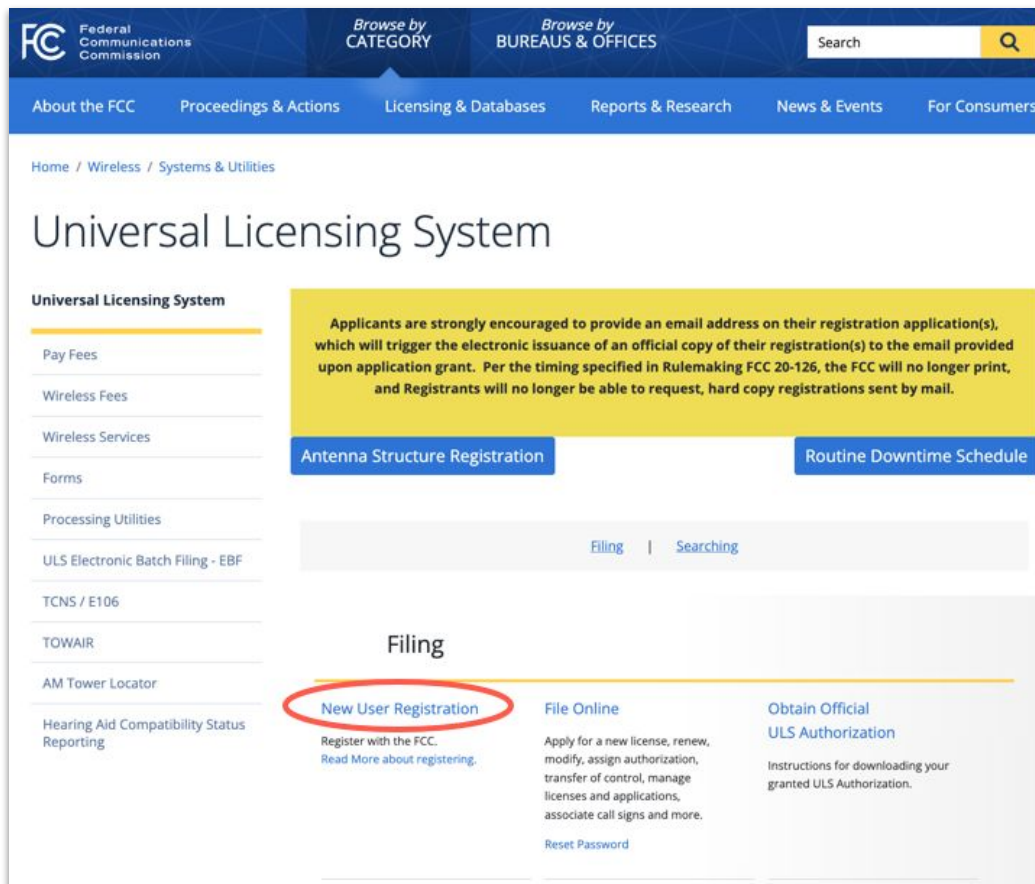
# How to Apply for a General Mobile Radio Service License

This step-by-step guide will help you apply for a General Mobile Radio Service (GMRS) license. The process takes about 20 minutes to complete and will walk you through:

- Creating your FCC account
- Getting your FCC Registration Number (FRN)
- Applying for your GMRS license
- Paying for your GMRS license (\$35 covers your immediate family for 10 years)

## First, create an account with the FCC

1. Click this link to start: <https://fcc.gov/uls>
2. Find the 'Filing' area of the screen and click **NEW USER REGISTRATION**.



The screenshot displays the FCC's Universal Licensing System (ULS) website. At the top, there is a navigation bar with the FCC logo and links for 'Browse by CATEGORY' and 'Browse by BUREAUS & OFFICES'. Below this is a search bar and a secondary navigation menu with links for 'About the FCC', 'Proceedings & Actions', 'Licensing & Databases', 'Reports & Research', 'News & Events', and 'For Consumers'. The main content area is titled 'Universal Licensing System' and includes a breadcrumb trail: 'Home / Wireless / Systems & Utilities'. A prominent yellow banner contains the following text: 'Applicants are strongly encouraged to provide an email address on their registration application(s), which will trigger the electronic issuance of an official copy of their registration(s) to the email provided upon application grant. Per the timing specified in Rulemaking FCC 20-126, the FCC will no longer print, and Registrants will no longer be able to request, hard copy registrations sent by mail.' Below the banner are two blue buttons: 'Antenna Structure Registration' and 'Routine Downtime Schedule'. The 'Filing' section is highlighted, and the 'New User Registration' link is circled in red. Other links in the 'Filing' section include 'File Online' and 'Obtain Official ULS Authorization'. A left sidebar lists various services such as 'Pay Fees', 'Wireless Fees', 'Wireless Services', 'Forms', 'Processing Utilities', 'ULS Electronic Batch Filing - EBF', 'TCNS / E106', 'TOWAIR', 'AM Tower Locator', and 'Hearing Aid Compatibility Status Reporting'.

3. If you have never created an account with the FCC, find the 'Need a Username?' area and click **REGISTER**.
- If you already have a FCC account, skip to step 6.

**FCC Registration**

FCC > FCC Registration > User Login

**FCC Registration - LOGIN**

You are accessing a U.S. Government Information System. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties. Use of the information system indicates consent to monitoring and recording.

Welcome to the Commission Registration System (CORES).

If you DO NOT have an FCC Username, please click the "REGISTER" button below to register an FCC Username.

CORES allows you to:

- Register and Manage the 10 digit FCC Registration Number (FRN).
- View financial standing (RED or Green Light Status) with the FCC and make payments.
- Retrieve payments awaiting completion.
- Enter and pay Application fees manually.
- Retrieve and pay ULS fees.
- File and pay annual Regulatory Fees.
- Manage Incentive Auction financials.

Click [Here](#) for CORES Tutorial Videos.

[News releases](#) related to the FCC Registration Number:

**Username Login**

Note: The Username is the email address associated with your FCC Username Account.

Username:

Password:

**LOG IN**

**Need a Username?**

**REGISTER**

[Forgot/Reset your Username Password?](#)

[Check Username Availability](#)

Search for public FRN information

**SEARCH**

4. Fill out the registration form. Then click **CREATE ACCOUNT** at the bottom of the screen.
- **Your Username MUST be a valid email address.**
  - **Make note of your password: You will need it later.**
  - You may want to note your answer to the security question too.
  - The 'Country Code' for the USA phone numbers is +1.

**FCC** Federal Communications Commission

**FCC User Registration System**

**Create New Account**

\* indicates required field

**Enter Username and Password**

Please enter a valid email address. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

\* Username:

\* Confirm Username:

## 5. On the Account Confirmation screen, click **RETURN TO LOG IN**.

**Communications Commission** **FCC User Registration System**

### Create New Account - Confirmation

**Registered User Account created on** [REDACTED]

A confirmation email has been sent to [REDACTED]. Your account will be activated once you respond to this verification message.

To ensure delivery of the verification email, please do the following:

1. Please add [FccRegistration@fcc.gov](mailto:FccRegistration@fcc.gov) to your safe sender list; check your email INBOX folder for the verification email, as well as your SPAM and JUNK folders.
2. If not received shortly after submitting the account, please go to [FCC UserReg login page](#), and click the "Request another verification email?" link.
3. Please allow up to 4 hours for the email to arrive. If after 4 hours the verification email has not arrived, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

[Return to Log In](#)

## Next, get your FCC Registration Number (FRN)

## 6. Find the 'Username Login' area and enter your **EMAIL** (Username) and the **PASSWORD** you just created.

Then click **LOG IN**.

**Federal Communications Commission** **Commission Registration System (CORES)**

### FCC Registration

FCC > FCC Registration > User Login

#### FCC Registration - LOGIN

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Welcome to the Commission Registration System (CORES).

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Click [Here](#) for CORES Tutorial Videos.

[News releases](#) related to the FCC Registration Number.

**Username Login**

Note: The Username is the email address associated with your FCC Username Account.

Username:

Password:

**LOG IN**

**Need a Username?**

**REGISTER**

[Forgot/Reset your Username Password?](#)

[Check Username Availability](#)

**Search for public FRN information**

**SEARCH**

## 7. Click **REGISTER NEW FRN**.

Federal Communications Commission  
Commission Registration System (CORES)

**FCC Registration**

FCC > FCC Registration > User Home

**User Home**

Select one of the following:

- [Associate Username to FRN](#) Link your registered username to an existing FRN.
- [Manage Existing FRNs](#) | [FRN Financial](#) | [Bills and Fees](#) View & Pay Regulatory Fees, Application Fees, and Bills
- [Register New FRN](#)** Register and receive a new FRN (including Restricted Use FRN).
- [Reset FRN Password](#) Reset/update your FRN password.
- [Search for FRN](#) Search for public FRN information.

## 8. Choose **AN INDIVIDUAL** for the first question and **YES** if your contact address is in the USA.

Then click **CONTINUE**.

Federal Communications Commission  
Commission Registration System (CORES)

**FCC Registration**

FCC > FCC Registration > Register FRN

Logged In As: [User Name]

**FRN Registration - Registrant Type**

Are you registering as an entity or as an individual?

An entity (e.g., corporation, partnership, government agency, etc.)

An individual

Is your contact address within the United States or its territories?

Yes

No

**CONTINUE** [Go Back](#)

## 9. Choose **CORES FRN REGISTRATION**.

Then click **CONTINUE**.

Federal Communications Commission  
Commission Registration System (CORES)

**FCC Registration**

FCC > FCC Registration

Logged In As: [User Name]

**FRN Registration - Individual Type**

Do you wish to proceed with a CORES FRN Registration or a Restricted Use FRN Registration?

CORES FRN Registration

Restricted Use FRN Registration (Use only for filing Commercial/Non-Commercial Broadcast Ownership Reporting on FCC Form 323/323E in LMS)

**CONTINUE** [Go Back](#)

## 10. Fill out the **FRN Registration form**.

Then click **SUBMIT**.

**FCC Registration**

FCC > FCC Registration > Register FRN

Each individual or organization doing business with the FCC is required to provide and maintain a current official contact address. The contact address you provide will be used to mail important FCC related information to you.

**FRN Registration**

**Register a Domestic Individual**

Salutation:	<input type="text"/>	First Name:*	<input type="text" value="GIB"/>
Middle Initial:	<input type="text"/>	Last Name:*	<input type="text"/>
Suffix:	<input type="text"/>	Doing Business As:	<input type="text"/>

Fax:  Title:

[SUBMIT](#) [Go Back](#)

Asterisks (\*) indicate required fields.

Revised: April 2005 Form 160 - Approved by OMB 3060-0917

NOTICE TO INDIVIDUALS REQUIRED BY THE PRIVACY ACT OF 1974 AND THE PAPERWORK REDUCTION ACT OF 1995

## 11. You will see your **FRN NUMBER** at the top of the Registration Confirmation screen.

**Make a note of your FRN and print the screen for your records.**

Then click **CONTINUE**.

**FCC Registration**

FCC > FCC Registration > Register FRN

Associate Username to FRN | Manage Existing FRNs & FRN Financial | Register New FRN | Reset FRN Password | Search for FRN

**FRN Registration Confirmation**

Your new FCC Registration Number: **FRN 1234567890**

Thank you for registration with the FCC. **FRN 1234567890** is now associated to your username account mober44@gmail.com. Please print this page for your records.

**Domestic Individual Registration**

Salutation:	<input type="text"/>	First Name:	Mober
Middle Initial:	<input type="text"/>	Last Name:	Mober

City:	San Jose	State:	CALIFORNIA
Zip Code:	95128	Phone:	<input type="text"/>
Fax:	<input type="text"/>	Email:	mober44@gmail.com

[Continue](#)

Amateurs, Aircraft, Marine, Antenna Structure Registration (ASR), and any other service licensed through the Universal Licensing System (ULS) should click on the following link to access ULS and associate their call sign(s) with their new FRN and password. Existing call signs must be associated with an FRN before you can file in ULS.



## Now you can apply for your GMRS license

12. If you don't see the screen below, click this link: <https://fcc.gov/uls>  
This time, click **FILE ONLINE**.

13. Find the 'LOG IN' section of the screen.

Enter your **FRN NUMBER** and **PASSWORD**. Then click **SUBMIT**.

## 14. Click **APPLY FOR A NEW LICENSE**.

The screenshot shows the FCC License Manager interface. The user is logged in as 0030368211. The navigation menu on the left includes 'Apply for a New License', '700 MHz Re-licensing', 'Download Electronic Authorizations', 'Associate Licenses With Your FRN', 'My Licenses', and 'My Applications'. The 'Apply for a New License' link is circled in red. The main content area is titled 'My Licenses' and contains a green notification box with an information icon and the text 'Download your official electronic authorizations here.' Below this, it states 'You currently have no licenses associated with your FRN. In order to utilize th' and 'Don't See Your Licenses Here?' with a sub-note 'It's possible that your licenses have not been associated with your FRN. In c'.

## 15. Click the **drop-down**.

The screenshot shows the 'Apply for a New License' section. The user is logged in as 0030368211. The page title is 'Select Service'. Below the title, it says 'Select the radio service for the new license.' There is a text input field with a drop-down arrow on the right, which is circled in red. A 'BACK' button is visible at the bottom left.

## 16. Scroll down to the last entry on the drop-down menu and select **ZA - GENERAL MOBILE RADIO SERVICE (GMRS)**. Then click **CONTINUE**.

The screenshot shows the 'Select Service' section. The user is logged in as 0030368211. The page title is 'Select Service'. Below the title, it says 'Select the radio service for the new license.' The drop-down menu is open, showing 'ZA - General Mobile Radio (GMRS)' as the selected option, which is circled in red. A red arrow points to the 'CONTINUE' button, which is also circled in red. A 'BACK' button is visible at the bottom left. On the right side, there are sections for 'Steps' (with 'Radio Service' selected) and 'Common Questions' (with links for 'Which radio service should I select?', 'What should I do if my radio service is not listed in the drop down menu?', and 'What is a radio service code?').

## 17. Choose **NO** for both answers.

Then click **CONTINUE**.

**Federal Communications Commission License Manager**  
 FCC > Wireless > Licensing > Online Systems > License Manager  
 Logged In: 0034062927 (Log Out)

**Apply for a New License** [FCC 605 Privacy Act](#) [Quit Application](#) [Help](#)

**Applicant Questions**

**Request Type**  
 Does this filing request STA(Special Temporary Authorization)? If "Yes", attach the required exhibit as described in the instructions.  
 No

**Fee Status**  
 Is the applicant exempt from FCC application fees?  No  
 Is the applicant exempt from FCC regulatory fees?  No

[← BACK](#) [CONTINUE →](#)

**Steps**  
 1 Radio Service  
 ▶ Applicant Questions  
 3 Licensee Information  
 4 Basic Qualification  
 5 Summary  
 6 Certification

**Common Questions**  
[What is an STA?](#)  
[What is a Developmental License?](#)  
[Am I exempt from fees?](#)  
[When would I be exempt from fees?](#)

## 18. Fill out your Licensee Name and Address information.

- Use the same name that you entered when you filed for the FRN. (Example: If you entered "Robert" for the FRN, do not enter "Bob" here.)
- If you have a P.O. Box, consider using that instead of your residential address to protect your privacy and to limit identifying information.
- If you use a P.O. Box, just enter the number (do not write "P.O. Box").

Then click **CONTINUE**.

**Federal Communications Commission License Manager**  
 FCC > Wireless > Licensing > Online Systems > License Manager  
 Logged In: 0002188340 (Log Out)

**Apply for a New License** [Custom Exp. Date](#) [Attachments](#) [Waivers](#) [Reference Copy](#) [FCC 605 Privacy Act](#) [Quit Application](#) [Help](#)

**Licensee Name and Address**

This Licensee Information identifies the applicant. When the FCC takes formal disposition on the application (i.e., grant, return, or dismissal), the notice(s) regarding the disposition of the application(s) will be sent to the address provided below. If the FCC grants the application, the information provided below will become the licensee's address, telephone numbers, and email of record for the selected call sign(s).

**Per FCC Rule 95.5 only individual applicants may file for a new GMRS license. Non-individuals (i.e., businesses) are not eligible to obtain a new GMRS license or make a major modification to an existing GMRS license.**

Individual Name: First [ ] MI Last [ ] Suffix [ ]

**Licensee Address**

Attention To [ ]  
 P.O.Box [ ]  
 Street Address [ ]  
 City [ ]  
 State [ ]  
 ZIP Code [ ]  
 Phone [ ]  
 Fax [ ]  
 Email [ ]

[← BACK](#) [CONTINUE →](#)

**Steps**  
 1 Radio Service  
 2 Applicant Questions  
 ▶ Licensee Information  
 4 Basic Qualification  
 5 Summary  
 6 Certification

**Common Questions**  
[Must I list a physical address, or can I just list a P.O. box?](#)  
[Will my application be saved if I click "Quit Application"?](#)  
[If I type in new information, do I need to check the "clear" box to remove the old information?](#)  
[I just got married. How do I change my licensee name?](#)  
[What is a suffix?](#)



## 19. Choose your answer in the drop-down.

Then click **CONTINUE**.

Communications Commission License Manager  
FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0034062927 (Log Out)

**Apply for a New License** [Custom Exp. Date](#) [Attachments](#) [Waivers](#) [Reference Copy](#) [FCC 605 Privacy Act](#) [Quit Application](#) [Help](#)

### Basic Qualification Information

Has the applicant or any party to this application, or any party directly or indirectly controlling the applicant, ever been convicted of a felony by any state or federal court?

Yes  No

Note: If "Yes", attach an exhibit explaining the circumstances.

[← BACK](#) [CONTINUE →](#)

**Steps**

- Radio Service
- Applicant Questions
- Licensee Information
- Basic Qualification**
- Summary
- Certification

## 20. Verify that your information is correct. Note the license fee.

Then click **CONTINUE TO CERTIFY**.

Federal Communications Commission License Manager  
FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0034062927 (Log Out)

**Apply for a New License** [Custom Exp. Date](#) [Attachments](#) [Waivers](#) [Reference Copy](#) [FCC 605 Privacy Act](#) [Quit Application](#) [Help](#)

### Summary

You have submitted information in all the categories below. Use the view and edit capabilities to review your application to confirm that it is complete and accurate. Correct information as necessary. Once you are confident that the application is ready for certification and submission, click on the "Continue to Certify" button below. Please review the [FCC 605 Privacy Act](#) before submitting this application.

**Radio Service** [EDIT](#)

ZA - General Mobile Radio (GMRS)

**Applicant Questions** [EDIT](#)

Is the applicant exempt from FCC application fees? No  
Is the applicant exempt from FCC regulatory fees? No

**Licensee Information** [EDIT](#)

**Basic Qualification Information** [EDIT](#)

Select Edit to review and correct information

[CONTINUE TO CERTIFY →](#)

**Steps**

- Radio Service
- Applicant Questions
- Licensee Information
- Basic Qualification
- Summary**
- Certification

**Common Questions**

[Can I preview or print my application from this page?](#)

[What is a license term?](#)

[How long will it take to process the application?](#)

[If I choose "Quit Application," will License Manager save the application information I have already entered?](#)

## 21. Read the certification statements.

**ENTER YOUR NAME** *exactly the same when you applied for your FRN.*

This will act as your signature.

Then click **CONTINUE**.

**Federal Communications Commission License Manager**  
 FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0034062927 (Log Out)

**Apply for a New License** [Reference Copy](#)  [Quit Application](#) [Help](#)

**Certification**

**General Certification Statements**

1 The applicant/licensee waives any claim to the use of any particular frequency or of the electromagnetic spectrum as against the regulatory power of the United States because of the previous use of the same, whether by license or otherwise, and requests an authorization in accordance with this application.

**Steps**

- 1 Radio Service
- 2 Applicant Questions
- 3 Licensee Information
- 4 Basic Qualification
- 5 Summary

**Signature**

Name of Party Authorized to Sign.

**Name** First MI Last Suffix

**Title**

Failure To Sign **This Application May Result In Dismissal Of The Application And Forfeiture Of Any Fees Paid.**

WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR ANY ATTACHMENTS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. Code, Title 18, §1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. Code, Title 47, §312(a)(1)), AND/OR FORFEITURE (U.S. Code, Title 47, §503).

**SUBMIT APPLICATION**

## 22. Click **PRINT APPLICATION** to retain the confirmation for your own records.

Then click **CONTINUE TO CORES FOR PAYMENT COMPLETION**.

**Federal Communications Commission License Manager**  
 FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: ( ) (Log Out)

**Apply for a New License** [Reference Copy](#)  [Return to License Manager - My Applications](#) [Help](#)

**Confirmation**

Your application has been successfully submitted. Any future reference to this application must be made using the application file number.

File Number	Call Sign	Purpose	Name
#		NE	

[Print Application](#)

**Application Fees**

File Number	Payment Type Code	Quantity	Subtotal
#	PRAM	1	\$35.00
			<b>Total Due \$35.00</b>

**Important Notice:**  
 The U.S. Treasury will reject Credit Card transactions greater than \$24,999.99. This limit includes multiple transactions on the same Credit Card totaling more than this limit in a single day. For transactions greater than \$24,999.99, an alternative method of payment must be used. Payment methods can be found at <http://www.fcc.gov/fees>. Reference: Treasury Bulletin No. 2005-03 (<http://www.fms.treas.gov/tfm/vol1/bull.html>)

The FCC strongly recommends online electronic payment for faster processing of applications. Applicants will need to login to the Commission Registration System (CORES) to pay fees due. Applicants wishing to manually pay, need to login to CORES and print the pre-filled Form 159 to mail along with payment. This will insure all required fields of the form are filled out for proper processing of payment.

All payments (including manual) **MUST** be received by the Commission within 10 calendar days of filing the application(s). If you believe that the calculated fee is incorrect, please call 1-877-480-3201, and select option #2.

**CONTINUE TO CORES FOR PAYMENT COMPLETION**

## Pay for your GMRS license

23. If you don't see the screen below, click this link:

<https://apps.fcc.gov/cores/userLogin.do>

Enter your **EMAIL** (for the Username) and your **PASSWORD**.  
Then click **LOG IN**.

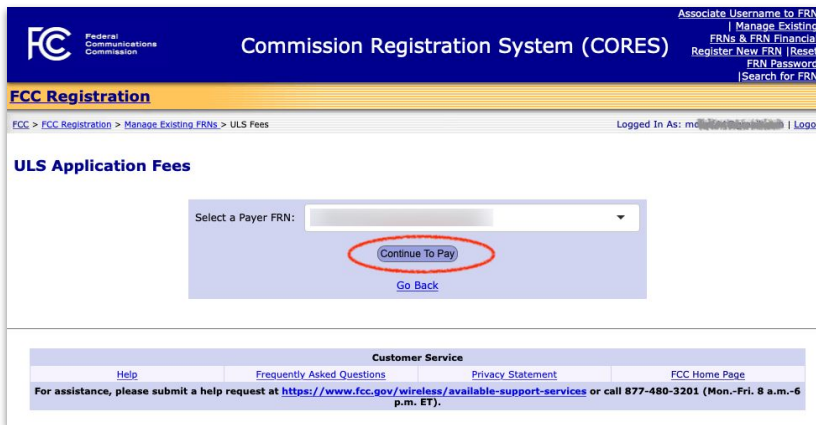
24. Click **MANAGE EXISTING FRNs/FRN FINANCIAL/BILLS AND FEES**.

25. Click **ULS PAY FEES**.

26. Click the **drop-down** and choose your **FRN**.



27. Make sure your FRN is displayed.  
Then click **CONTINUE TO PAY**.



28. Check the box next to your FRN.  
Then click **CONTINUE**.



29. Click the **drop-down** and choose your **FRN**.

Then click **CONTINUE** to pay using your credit or debit card.

**Commission Registration System (CORES)**

FCC Registration

Payment Summary

Remittance ID: 4230448

Bill Number	Applicant FRN	Applicant Name	Call Sign	PTC	Amount	FCC Code 1	FCC Code 2
				PRAM	\$35.00		
<b>Total Amount Due :</b>					<b>\$35.00</b>		

Payment Method Selection

Select a Payer FRN: \*

**Pay with ACH from Bank Account**  
via US Treasury's Pay.Gov System  
To pay via electronic debit from a checking or savings account, you must provide the Routing Number and Account Number.

**Pay by Credit or Debit Card**  
via US Treasury's Pay.Gov System  
Pay.gov accepts both credit and debit cards.\* We accept Visa, MasterCard, American Express, and Discover credit cards. Debit cards processed through Visa or MasterCard are also accepted; these have the Visa or MasterCard logo on the card. ATM-only cards and debit cards from other processors are not accepted.

**CONTINUE**

**CONTINUE**

30. **PRINT YOUR RECEIPT** for your records.

## Congratulations on completing these steps!

You should receive your GMRS license by email within 48 hours. It could take longer depending on how quickly the FCC is processing license applications.

If you don't receive your license by email:

1. First, check your email SPAM or JUNK folder.
2. If you still can't find the email, click this link <https://www.fcc.gov/wireless/available-support-services> and SUBMIT A HELP REQUEST to contact the FCC.

*Special thanks to Sue Ghilotti, Bob Hess, Marilyn Tahl, Patti Boyer, Marty Oberlander and Doris Wong for creating and reviewing these instructions on behalf of the Community Emergency Radio Association and Neighborhood Radio Watch program!*