**To Submit a Waiver Request to FCC:**

* Complete the highlighted sections of the sample FCC

 Waiver Request Letter.

* Save as Word or PDF document.
* Go to: <https://www.fcc.gov/ecfs/filings> and complete

the cover form as follows.

* Be sure to proceed to the Review Page and click

Submit.

|  |  |
| --- | --- |
| Proceeding | 02-6 *(press enter)* |
| Name of Filer | List Name of School or Library *(press enter)* |
| Law Firm |  *Leave blank* |
| Attorney/Author Name | List Name of School or Library Contact *(press enter)* |
| Primary Contact E-mail | E-mail of School or Library Contact |
| Type of Filing | Petition for Waiver |
| File Number |  *Leave blank* |
| Report Number |  *Leave blank* |
| Bureau ID Number |  *Leave blank* |
| Address of: | Select: Filer |
| Address |  School or Library Address |
| City |  School or Library Address |
| State |  School or Library Address |
| Zip |  School or Library Address |
| Upload Documents | Upload Word or PDF copy of Your Waiver Letter |
| E-mail Confirmation? | Check this Box |





**Then scroll to bottom of page, and click:**

