



## 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 ( <i>press enter</i> )
Name of Filer	List Name of School or Library ( <i>press enter</i> )
Law Firm	<i>Leave blank</i>
Attorney/Author Name	List Name of School or Library Contact ( <i>press enter</i> )
Primary Contact E-mail	E-mail of School or Library Contact
Type of Filing	Petition for Waiver
File Number	<i>Leave blank</i>
Report Number	<i>Leave blank</i>
Bureau ID Number	<i>Leave blank</i>
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

**Email Confirmation**

Continue to review screen

YOUR FILING HAS NOT YET BEEN SUBMITTED!

Please review the details below. Return to Step 1 above, or press the BACK button on your browser to make any changes. Then press the SUBMIT button at the bottom of this page to complete your submission.

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

**Submit**