



## Guide to Submitting a Waiver Request to FCC

- Complete the highlighted sections of the [Sample FCC Waiver Request Letter](#) and save as a 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?	Select "Yes"



Note: By checking this box, I acknowledge that I am filing a document into an official FCC proceeding. All information submitted, including names and addresses, will be publicly available via the web. [Privacy Act Statement](#)

**CONTINUE TO REVIEW SCREEN** ➔



Please wait while we process your attachments. This may take several minutes.

Then scroll to bottom of page, indicate you are not a robot:



I'm not a robot



reCAPTCHA  
Privacy Terms

Then click Submit:

**Submit**