

How To successfully navigate the FCC website and apply for a new GMRS license (For Ham Radio license holders)

You will need:

- Internet connection
- Pen and Paper
- Your FRN # (10 digits including leading zeros)
- An FCC CORES account
- An active personal email address. (email up and ready to go)
- Credit Card/Debit Card for payment

Steps to success:

Step 1: Retrieve your FRN number

- Go to FCC.Gov (Main Page)
- Select "ULS" from the center of the page under the header of "Access Now"
- Scroll down to the "Searching" header and select the option "License Search"
- Using the License Search section, Select "By Call Sign" and then enter your Ham Call Sign. Wait for Results.
- Copy your FRN number from the results
- Go back to FCC main page

Step 2: Create a CORES account

- Start at the FCC.Gov main page
- Select "FRN" from the center of the page under the header of "Access Now"
- From the Center of the page select the blue linked text that reads: "Commission Registration System (CORES)" found in the first paragraph. Avoid the links on the right side of the page.
- Select the "Register" Button under the "Need a Username?" header
- Complete your registration and WRITE DOWN your username and password. The Username MUST BE the email account that you are currently using and have already open on another browser tab
- After completion, go back to the FCC main page

Step 3: Register your FRN to your CORES account

- Start at the FCC.Gov main page
- Select "FRN" from the center of the page under the header of "Access Now"

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- From the Center of the page select the blue linked text that reads: "Commission Registration System (CORES)" found in the first paragraph. Avoid the links on the right side of the page.
- Under the heading "Username Login" add the username and password you created earlier and click the "Log in" button
- Click the "Send Code" button and check your email for a temporary 6 digit security code from the FCC. Copy that code down.
- Enter the code number into the FCC website and click "Submit Code"
- Select the option to "Associate Username to FRN"
- Enter your 10 digit FRN and a comment "For application of new license"
- Complete the process and return to the FCC Main Page

Step 4: Apply for GMRS License

- Go to FCC.Gov (Main Page)
- Select "ULS" from the center of the page under the header of "Access Now"
- Scroll down to the header called "Filing" and select the option for "File Online"
- Under "Log in" Enter your FRN number and the CORES password you created earlier.
- Once logged in, at the top of the leftmost column select "Apply for a New License"
- Under "Select Service" drop down menu, select "ZA – General Mobile Radio (GMRS)"
- Answer all questions and complete the form

Step 5: Pay for your GMRS License

- Start at the FCC.Gov main page
- Select "FRN" from the center of the page under the header of "Access Now"
- From the Center of the page select the blue linked text that reads: "Commission Registration System (CORES)" found in the first paragraph. Avoid the links on the right side of the page.
- Under the heading "Username Login" add the username and password you created earlier and click the "Log in" button
- Click the "Send Code" button and check your email for a temporary 6 digit security code from the FCC. Copy that code down.
- Enter the code number into the FCC website and click "Submit Code"
- Select the "Manage Existing FRNs..." link
- Select "ULS Batch Filers Only" link
- Enter your FRN and click "Continue to Pay"
- Follow instructions to pay for your license
- Once completed your license will be ready within 0-3 days. The FCC will not mail you a copy, so you must complete a new license search on your FRN to find your new GMRS call sign

Step 6: Enjoy your new radio privileges!