

## 1 Introduction

This document is meant as a quick reference guide for applicants identifying the subjects to be delivered by the applicant for FCC approval.

## 2 Overview of subjects to be delivered by applicant

An application must consist of at least the information as listed in the “subject” column. Where applicable a document i.d. is given as example to help the applicant.

Subject	Submission by applicant for original grant	Docs for Permissive Change	Docs for Change of FCC ID	Document I.D.
731 Form	X	X	X	RF_731
Letter of authorization	X <sup>3</sup>	X	X	RF_160
Supplier's Declaration of Conformity	X <sup>5</sup>			RF_260
Request for non disclosure / confidential treatment	X	X <sup>4</sup>		RF_501
Agent letter	X	X <sup>4</sup>	X	RF_753 & RF_754
Covered list letter	X	X <sup>4</sup>	X	RF_755
ID Label/Location Info	X	X <sup>4</sup>	X	
Internal Photos	X	X <sup>4</sup>		
External Photos	X	X <sup>4</sup>	X	
Test setup photos	X <sup>2</sup>	X		
Test Report(s)	X <sup>2</sup>	X		
Operational Description	X			
Schematics	X	X <sup>4</sup>		
Antenna info	X	X <sup>4</sup>		
Block Diagrams	X			
User's manual	X	X <sup>4</sup>		
RF Exposure Info/SAR	X <sup>1</sup>	X <sup>4</sup>		
Modular approval (part 15.212)	X <sup>4</sup>			RF_734
Tune Up procedures (licensed only)	X <sup>4</sup>	X <sup>4</sup>		
Request letter for change of ID			X	
NII Software Security Info	X <sup>6</sup>	X <sup>4</sup>	X <sup>6</sup>	RF_736
Cover letter stating changes		X	X	RF_077

- Notes:
- 1) In case no RF exposure evaluation or SAR testing was applicable, this form must be submitted
  - 2) In case Kiwa does not perform the tests
  - 3) In case applicant is different from approval holder
  - 4) If applicable
  - 5) A SDoC is required if the digital portion of the equipment is authorized under Supplier's Declaration of Conformity. For equipment authorized using the SDoC procedure, it is not necessary to perform the testing at an FCC-recognized accredited testing laboratory. The description of the test facility does not need to be submitted to the FCC, unless requested.
  - 6) for NII (ie WiFi) only.

## 2.1 Required format

To be able to deliver the requested type certification within the shortest timeframe, the (compressed) application packages containing the requested exhibits should be uploaded in the requested format to the specific customer folder, which can be accessed at the client portal at : <https://clientportal.kiwa.info>  
For further info do not hesitate to contact us directly.

Applications for FCC can only be handled when submitted in PDF or JPG. The size of each file shall be less than **6 Mbyte**! Similar exhibit types should be combined into one file, e.g. please do not send separate internal photos, but provide them combined into 1 file. The same holds for external photos, etc. All application information according to 47 CFR 2.1033 requirements can be found on the FCC website.

## 2.2 Details

In case of submission of information please first read document **RD\_731 “FCC approval procedures for licensed and unlicensed radio”**. This can be downloaded from our web site including the applicable “RF\_xxx documents” .

The “certificate holder” shall have arranged an FRN number and a Grantee Code , both from FCC.

Link to obtain the FRN number: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>

Link to obtain the Grantee Registration Code: <https://fjallfoss.fcc.gov/oetcf/eas/forms/GranteeRegistration.cfm>

Revision Record Sheet:

Revision	Section number	Page number	Date	Remark(s)	issued by
13	Complete Document	all	23-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
14		1	30-12-2022	History sheet added	AG
15		all	22-06-2023	Moved revision record to last page / added lines Agent and Covered list	RM
16		1	12-09-2023	Added NII Software security and Cover letter stating changes to table and moved 2.1 to new page	RM
17		all	18-08-2025	Kiwa logo change	AG

Issued/modified by : Axel Gase  
Function : Manager Quality Assurance  
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