

Instructions for Filing a Felony Conviction Explanation

Because you answered 'Yes' to the felony question, it is an FCC requirement that your application be flagged for manual review by the FCC and you are required to do the following:

1. Provide an explanation to the FCC within 14 days of the filing of your application. Your explanation must include the file number of your application and other useful information including but not limited to the following.
 - A detailed description of your conduct or actions that resulted in your conviction or guilty plea, including time and place
 - The date of the conviction or guilty plea
 - The punishment that was imposed, and whether your sentence has been completed, or if you are still under any restriction or condition resulting from the conviction or guilty plea
 - Any efforts you have taken to remedy the wrongs committed and ensure that you will not engage in such conduct in the future.
 - Letters of reference from your employer, clergy, and/or friends attesting to your character.
2. If necessary, the FCC will request you provide additional information.
3. You may send your explanation via e-mail to attach605@fcc.gov or via postal mail to: Federal Communications Commission, 1270 Fairfield Rd. Gettysburg, PA 17325-7245.
 - Failure to provide an explanation will result in your application being dismissed.
 - You must include the file number of your application with your explanation.
 - You can find your file number here:
<http://wireless2.fcc.gov/UlsApp/ApplicationSearch/searchAppl.jsp>
 - Using the pull-down menu, select your search method: By name, by call sign, or by FRN.
 - Enter your FRN, call sign or your name (Use the following format as it appears on your application): Last name and suffix, First name, Middle initial
Doe Jr, John Q or Doe, John Q or Doe, John
4. You may also request that the explanation be treated as confidential.
 - a. To seek confidential treatment, you must include a separate request that the material not be made available for public inspection.
 - b. Your request must contain a statement of the reasons for the request, and identify the portion(s) of the response for which confidential treatment is requested. It is not sufficient to simply mark a document as "Confidential."
 - c. If you do not request confidential treatment, your response will be publicly viewable in the Universal Licensing System (ULS).
5. Your application and explanation will be reviewed by the FCC and your application will be granted or referred for a hearing. If your application is referred for a hearing, the FCC will contact you by written correspondence sent to the address you provided on your application and provide additional information. You will have 20 days to respond.
6. The Laurel VEC, its VE teams and VEs do not know how long the review of your explanation will take and we will not be notified by the FCC of the results of their review or hearing if applicable.