



**Federal Communications Commission
Office of Engineering and Technology
Laboratory Division**

April 5, 2016

EQUIPMENT SHIPPING INSTRUCTIONS

A. SHIPPING ADDRESS (UPS, COURIER SERVICE, FREIGHT, OR AIR)¹

Federal Communications Commission

7435 Oakland Mills Road

Columbia, Maryland 21046

Attention: Enter name from sample request letter and Reference Number,² for example: John Smith/567389.

Telephone: (301) 362-3000

B. ALL TEST SAMPLES ARE TO BE ACCOMPANIED BY:

1. A copy of the sample request letter from FCC staff, Knowledge Data Base (KDB) inquiry or any third-party authorization letter.
2. A completed return Shipment Authorization Form (attached below).
3. A completed **pre-paid RETURN shipping label** for the samples to be returned.³
4. For international returns, **a pre-filled commercial invoice including any declarations necessary for valuation** to clear customs requirements for the country the sample is returning.⁴
5. Any additional custom forms necessary for importation back into the country that the sample is returning to.

C. If you need confirmation that your equipment has been received at the FCC Laboratory, provide the tracking number, delivery data and who signed for receipt of the shipment before submitting an inquiry or corresponding with the FCC staff who requested the shipment.

¹ Equipment may be hand-delivered to the FCC Laboratory with prior approval.

² If applicable, the Reference Number is either the FCC Form 731 confirmation number (TC or EA) of the sample request letter/e-mail or the associated KDB Inquiry Tracking Number.

³ If the sample is to be returned to a TCB or another agent and they plan to use the shipping account number of the grantee for return authorization, this has to be properly cleared and set up with the shipper.

⁴ The party requested to provide a sample is encouraged to ship equipment through their U.S. subsidiary or agent to and from the FCC Laboratory. If no U.S. subsidiary is available, proper customs documentation must be provided for returning the sample back to the home country. The FCC Laboratory will not make delivery arrangements, or pay any related charges associated with foreign shipments. For any sample that is refused re-entry by the home country, the FCC Laboratory will advise the shipper not to return the goods back to the FCC Laboratory and contact the recipient to clear the entry or if entry is denied destroy the sample.

D. All test samples submitted should include all of the applicable items below:

1. Provide all the necessary software including any special software, keys, codes, or tools to set up the device in appropriate test modes. This should include instructions for setting the equipment sample to transmit continuously.
2. Cables and instructions for testing conducted output power of all operating modes.
3. For battery operated devices chargers sufficient to charge each type of battery and each battery option should be submitted. If the device only has one battery option, submit two batteries.
4. For modules a host device or test board should be submitted with instructions.
5. For devices requiring RF Exposure evaluation provide all related accessories for RF Exposure (SAR) compliance testing, including all types of body-worn accessories (such as holsters, belt clips), and any other relevant accessories.

Change Notice:

04/05/2016: 287378 D01 Equipment Shipping Instructions v03 replaces 287378 D01 Equipment Shipping Instructions v02 to add the requirement that all sample shipments to the FCC must now include a pre-paid RETURN shipping label and for international returns a pre-filled customs commercial entry invoice including any declarations necessary for valuation.

RETURN SHIPMENT AUTHORIZATION FORM

This completed form, along with a copy of the sample request letter and return shipping labels, must accompany all equipment. Failure to follow these instructions will delay testing of your equipment. All equipment and accessories, if any, must be listed and properly labeled.

Requested by: _____ Reference Number⁵ _____

Type of Equipment	FCC ID (if no FCC ID assigned, list model / type number)	Serial Number
ATTACH ADDITIONAL SHEET, IF NECESSARY		

_____ Printed Name of Responsible Person _____ Printed Email Address

_____ Name of Company _____ Telephone No. (If outside of U.S. include country code)

Please check here if equipment is not to be returned.

If equipment is to be returned, complete the following:

Preprinted Return Label provided.

_____ Complete shipping return address, including all postal codes

_____ Name of carrier _____ Account Number for return shipment⁴ _____ Zip Code for Corp Account⁶

International returns, check here if commercial invoice and proper home county documentation is provided.⁷

⁵ If applicable, the Reference Number is either the FCC Form 731 confirmation number (TC or EA) of the sample request letter/e-mail or the associated KDB Inquiry Tracking Number.

⁶ Prior to returning a shipment the FCC may be required to verify the label and account for pick-up service. In some cases the carrier will ask for the Zip Code for the corporate account holder.

⁷ For international returns, the party who was requested to provide the sample is responsible to arrange for clearing customs and pay all related charges associated with the returning shipment. The FCC Laboratory will request the shipper not to return any shipment back to the FCC Laboratory and instead to contact the recipient or if not able to contact the recipient to destroy the shipment.