Create an FCC CORES Account

The ARRL VEC provides instructions on how to create an account in the FCC's new COmmission REgistration System (CORES).

The FCC retired the legacy version of CORES on July 15, 2022, and they have been urging all users to transition to the updated CORES to take advantage of its enhanced security and functionality.

Individual licensees and club station licenses (see www.arrl.org/club-call-signs) that do not already have an FCC CORES username account must create a new account linked to the license's FCC Registration Number (FRN). The account is mandatory for all who submit certain amateur-related applications.

As of April 2022, the FCC charges a \$35 fee for new, renewal, and modification applications that request a vanity call sign (see www.arrl.org/vanity-call-signs). The fee is charged once per application. Administrative updates, such as a change of name, change of mailing or email address, modification applications to upgrade a licensee's operator class or to request a sequentially issued call sign, and clubs requesting a trustee change are exempt from fees.

For a short time, the FCC allowed applicants to pay via mail. The FCC will not accept paper payments after October 11, 2023 (90 days after the announcement's publication in the *Federal Register* on July 13, 2023). Going forward, applicants will need to use the new CORES system to pay application fees online.

Setting Up Your New FCC CORES Username Account

If you haven't already created a CORES account, you must register a username (an email address) and a password. Visit the FCC CORES web page at https://apps.fcc.gov/cores/userLogin.do to set up your account. If you don't know the FRN, you may search for it on that web page. You will need the FRN for the next step. Club station licenses must also have a CORES username account with a unique username (a valid club email address) and password. Follow steps 2 – 6 in "How to Renew Your License Online" in the October 2023 issue of *QST* to finish setting up a new FCC CORES account (see Figure 1).

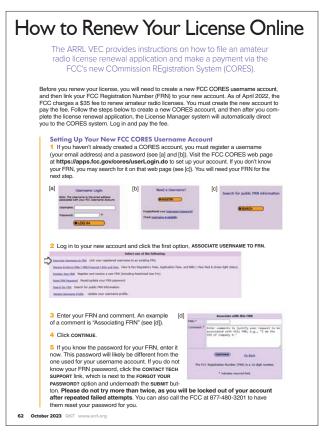


Figure 1 — A screenshot showing the first page of the ARRL VEC's article "How to Renew Your License Online," featured in the October 2023 issue of *QST*. Refer to this article for step-by-step instructions on setting up your CORES account.

To renew a license, update a license, add an email address or phone number to a license record, or apply for a call sign change, individuals may file online using the FCC License Manager System at https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp with their FRN and password.

All club license transactions (except for new vanity call sign requests) must be handled by completing and submitting a 605-C club form to an FCC-approved Club Station Call Sign Administrator (CSCSA). The ARRL VEC is a CSCSA and can process club license

requests. Clubs must file vanity call sign requests online using the FCC's License Manager System with the club's FRN and password.

After an application is processed, the license holder will receive an email from the FCC with a link to the official license, or in rare instances, an explanation for why the application was dismissed or denied. The license link will be valid for 30 days. Print out the license or download the PDF of the license.

Before applying for a vanity call sign, contact the FCC licensing customer support number at 877-480-3201 to check a call sign's validity and availability. Even if a call sign does not appear in the FCC database at https://www.fcc.gov/ULS, it may not be available for assignment. The FCC stated that the fee for applications that have been processed and dismissed is not refundable; this includes vanity requests in which the applicant does not receive the requested call sign.

Additional FCC Universal Licensing System registration and payment instructions are located on the FCC Registration Help web page at https://apps.fcc.gov/cores/publicHome.do?help=true&csfrToken.

Visit the ARRL FCC Application Fee web page at www.arrl.org/fcc-application-fee for more information about the \$35 application fee.

Visit the ARRL Vanity Call Signs web page at www. arrl.org/vanity-call-signs for detailed information about vanity call signs.

Visit the ARRL Club Call Signs web page at www.arrl. org/club-call-signs for club station license instructions.

For assistance, call the FCC at 877-480-3201 on Monday – Friday at 8:00 AM – 6:00 PM ET. Submit a help request or reset your password on the FCC's Wireless Licensing Help Center web page at www.fcc.gov/wtbhelp.