

**Instructions for  
Recognized Operating Agency Amendment  
Application  
Office of International Affairs**

**ROA-AMD  
GENERAL INSTRUCTIONS**

**Purpose of Form**

This form is used to amend an application for designation as a Recognized Operating Agency (ROA), as defined by the International Telecommunication Union (ITU) in paragraph 1008 of the Annex to the [Constitution of the ITU](#), and according to the requirements of [section 63.701](#) of the Federal Communications Commission's (Commission) rules, 47 CFR § 63.701. This application may also be used to amend an application for waiver the requirements of [section 63.701](#).

The information is used by the Commission to determine, in the case of an amendment to an ROA-NEW application, whether to recommend to the U.S. Department of State (State Department) that it designate the Applicant as a ROA for purposes of ITU participation. The State Department then makes the final decision whether to designate a company as a ROA, assisting the ROA with its application to the ITU to participate in that forum. If the amendment is for a waiver application, then the information provided is used by the Commission to determine whether to grant the underlying waiver request.

**Who Must File This Form and When**

An Applicant seeking to amend a pending ROA application (ROA-NEW, ROA-WAV or another ROA-AMD) must use this form to amend the information furnished in the pending application if such information is no longer substantially accurate and complete in all significant respects. An amendment may also be necessary after Commission staff review a submitted application and inform the Applicant that additional information is necessary to complete the pending Application. The Applicant must file the amendment as promptly as possible and in any event within 30 days from when the change in information occurred (including 30 days from a request by Commission staff for additional information).

**Description of Form**

This form consists of a main form and the ability to file an attachment to support the request. The Applicant is encouraged to upload a single document in machine readable format, including all required information. The Applicant must fill in all required fields, upload required documents, make all required certifications, and sign the form before submitting the application.

**Information Current and Complete**

Information filed in the application with the Commission must be kept current and complete under [section 1.65](#) of the Commission's rules, 47 CFR § 1.65. The Applicant or the party to the application must notify the Commission regarding any substantial and significant changes in the information furnished in the application while it remains pending.

## Draft

### Applicable Rules and Regulations

The ROA filing requirements can be found in [section 63.701](#) of the Commission's rules.

Applicants should refer to the Debt Collection Improvement Act of 1996. The Debt Collection Act requires all Federal agencies ensure that no debtors to the Federal government obtain any licenses or other benefits from the FCC. To ensure this, the Commission must collect FRN information to correlate its Applicants with any outstanding Federal debt that they might have incurred in other dealings with the Federal government. For additional information, press on the FCC's Debt Collection webpage, <https://www.fcc.gov/licensing-databases/fees/debt-collection-improvement-act-implementation>.

### Other ROA Forms

- **ROA New Form**
  - This is the application for requesting designation as an ROA. [\[link to form\]](#).
- **ROA Waiver Form**
  - If needed, after an ROA assignment is granted, Applicant may file a waiver request by using the SPC-WAV form [\[link to form\]](#).

### FCC Notice Required By The Paperwork Reduction Act

We have estimated that each response to this collection of information will take a total of 3 hours (1.5 hours for in-house staff and 1.5 hours for outside counsel). Our estimate includes the time for in-house staff to read the instructions, look through existing records, gather and maintain the required data, and complete and review the form or response. If you have any comments on this burden estimate, or on how we can improve the collection and reduce the burden it causes you, please e-mail them to [pra@fcc.gov](mailto:pra@fcc.gov) or send them to the Federal Communications Commission, AMDPERM, Paperwork Reduction Project (3060-0357), Washington, DC 20554. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS.

The Applicant is not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0404. This notice is required by the Paperwork Reduction Act of 1995, P.L. 104-13, October 1, 1995, 44 U.S.C. Section 3507.

### For Assistance

For assistance with completing the forms, contact Office of International Affairs, Telecommunications and Analysis Division at [OIA\\_TAD@fcc.gov](mailto:OIA_TAD@fcc.gov) or at (202) 418-1480.

## Draft

### FILING INSTRUCTIONS FOR MAIN ROA-AMD FORM

#### **Application Information**

**Item 1.** Provide the file number for the application that is being amended.

**Item 2.** The Applicant must check the box to acknowledge that it has or will attach a narrative statement describing the changes being made to the underlying application that was previously filed. Provide a short description of what you are amending and why. For example, state “This is an application to amend pending ROA application [insert file number] by changing the contact information in item 2 and including updated corporate bylaws.”

#### **Note:**

The system then brings up the application to be amended with each answer pre-populated from the application as it was filed, except for the (1) application description, (2) Certification Statements check boxes, and (3) signature block. The Applicant then makes changes as necessary. For example, if the Applicant is amending a ROA-NEW application, ICFS will display the underlying NEW application that was previously filed, with all the fields populated as originally submitted (with the three exceptions noted above). The Applicant should change any information that it needs to, and/or upload any new or revised attachments. The Applicant will also need to upload an attachment that describes the changes being made to the underlying application, as specified in Item A.2.

To see the instructions for each potential application that can be amended, click on the links below:

- **ROA New Form.** [\[add link to its instructions\]](#)
- **ROA Waiver Form.** [\[add link to its instructions\]](#)