

**FEDERAL COMMUNICATIONS COMMISSION**

**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. 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**

Providers of telecommunications services, enhanced service providers, and operators of radio facilities licensed under Title III of the Communications Act of 1934, as amended (the Act) that wish to be designated as a recognized operating agency for participation in ITU activity must file this form if they need to amend a pending application for ROA designation. Providers of telecommunications services, enhanced service providers, and operators of radio facilities licensed under Title III of the Act that are already designated as a ROA and that wish to amend a pending request for waiver of [section 63.701](#) must also file this form.

**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. 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.

## 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, see 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. [
- **ROA Waiver Form**
  - If needed, after an ROA assignment is granted, the Applicant may file a waiver request by using the ROA-WAV form.

## FCC Notice Required By The Paperwork Reduction Act

We have estimated that each response to this collection of information will take 1.5 hours. Our estimate includes the time for in-house staff to read the instructions, look through existing records, gather and maintain the required data, and actually 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 3060-0357. 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 technical assistance with completing the forms, contact the ICFS Helpline at (202) 418-2222 or [ICFSINFO@fcc.gov](mailto:ICFSINFO@fcc.gov). For general questions about the form requirements, contact the Office of International Affairs, Telecommunications and Analysis Division at [FCC-OIA-TAD@fcc.gov](mailto:FCC-OIA-TAD@fcc.gov) or at (202) 418-1480.

## FILING INSTRUCTIONS FOR MAIN ROA-AMD FORM

Item A.1. The file number for the application that is being modified will be pre-populated here, based on the application you selected for modification.

Item A2. The Applicant must check the box to acknowledge that it has attached a narrative statement describing the changes to the application being made in this amendment. The Applicant must also upload an attachment that describes the changes being made to the underlying application. 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 remainder of the amendment application form will look the same as the form for the original application that the Applicant is amending, and it will be pre-populated with all the information that the Applicant previously provided for the questions in the underlying application, with three exceptions that will be blank in the amendment and will need to be completed: (1) the application description question, (2) the General Certification Statements section, and (3) the signature block.

For example, if the Applicant is amending a ROA-NEW application, ICFS will display the underlying ROA-NEW application that it 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.

To see the instructions for each potential application that can be amended, navigate to these forms:

- **ROA New Form.**
- **ROA Waiver Form.**