

**FEDERAL COMMUNICATIONS COMMISSION**  
**Instructions for**  
**Amendment of Section 310(b) Petition for Declaratory Ruling**  
**ISP-AMD**

**Purpose of Form**

This form is used to amend a pending petition for declaratory ruling under section 310(b) of the Communications Act of 1934, an amended (ISP-PDR). An amendment is filed when the Petitioner needs to make a material change in the pending petition.

**Who Must File This Form and When**

Every entity seeking to amend a pending section 310(b) petition for declaratory ruling must use this form to amend the information furnished in the pending petition if such information is no longer substantially accurate and complete in all significant respects. The Petitioner must file the amendment as promptly as possible and in any event within thirty (30) days from when the change in information occurred (including thirty (30) days from a request by Commission staff for additional information).

**Description of Form**

This form consists of a main form which will bring up the information filed in the petition to be amended. The Petitioner should make the required changes. There is an ability to file attachment(s) if the changed information pertains to a previously submitted attachment. The Petitioner is encouraged to upload a single document in machine readable format, including all required information. The Petitioner 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.

- **FCC Amendment Form.** The Petitioner can file a further amendment to a submitted petition by filing a separate ISP-AMD form.
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**Applicable Rules and Regulations**

The requirements can be found in 47 U.S.C. §§ 310(b)(3) and (4) and 47 CFR §§ 1.5000-1.5004, 1.40001, 1.40003.

Petitioners 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>.

### **FCC Notice Required By The Paperwork Reduction Act**

We have estimated that on average each response to this collection of information (using in-house staff) will take 1 hour (61 hours if the application will include responses to the Standard Questions). . Our estimate includes the time to read the instructions review 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, e-mail them to [pra@fcc.gov](mailto:pra@fcc.gov) or send them to the Federal Communications Commission, AMDPERM, Paperwork Reduction Project (3060-1163), Washington, DC 20554.

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 3060-1163. 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 (202) 418-1480 or at [FCC-OIA-TAD@fcc.gov](mailto:FCC-OIA-TAD@fcc.gov).

## FILING INSTRUCTIONS

Remember to save your draft application periodically by clicking the save button. ICFS will time-out out after 15 minutes of no activity, and failure to save will result in loss of any information entered into the application form after the last save.

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

Item A.2. The Petitioner must check the box to acknowledge that it has attached a narrative statement describing the changes to the petition being made in this amendment. The Petitioner must also upload an attachment that describes the changes being made to the underlying petition. For example, state “This is an application to amend a pending ISP-PDR petition [insert file number] by including a revised list of individuals and entities that are requesting specific approval.” -

- **Note:** The remainder of the amendment application form will look the same as the form for the original petition that the Petitioner is amending, and it will be pre-populated with all the information that the Petitioner previously provided for the questions in the underlying petition, with three exceptions that will be blank in the amendment and will need to be completed: (1) the petition description question, (2) the General Certification Statements section, and (3) the signature block.
- For example, if the Petitioner is amending an ISP-PDR petition, ICFS will display the underlying ISP-PDR petition that the Petitioner previously filed, with all the fields populated as originally submitted (with the three exceptions noted above). The Petitioner 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:

- **ISP New Form (ISP-PDR)**
- **ISP Waiver Form (ISP-WAV)**