

NON-SUBSTANTIVE CHANGE REQUEST JUSTIFICATION
OMB CONTROL NUMBER 3060-0110

Form 2100, Schedule 303-S – Renewal of Broadcast Station License

The Federal Communications Commission (FCC) is submitting this non-substantive change request to the Office of Management and Budget (OMB) for approval of minor non-substantive changes made to the Instructions for Form 2100, Schedule 303-S - Renewal of Broadcast Station License (Schedule 303-S). The changes are being made to the Instructions for Schedule 303-S that track the renewal of **Radio** broadcast station license applications (FM, AM, Low Power FM, and FM translator) in the Media Bureau's online database system -- Licensing Management System (LMS). There are no changes to the Schedule 303-S form itself or questions on the Schedule 303-S. Schedule 303-S is used to apply for renewal of license of a commercial or noncommercial educational AM, FM, TV, Class A TV, FM translator, TV translator, Low Power TV or Low Power FM broadcast station in LMS.¹

Since broadcast station licensees only apply for renewal of their licenses every eight years, the goal of Instruction updating is to provide the renewal applicant with the most up-to-date guidance possible.² In this regard, many of the changes to the Schedule 303-S radio Instructions primarily update Commission rulemaking citations, corresponding to a recent proceeding on the specific topic (*i.e.*, foreign ownership or signature requirements) that has taken place in the intervening eight years since the last renewal cycle. Other modifications track the Commission's current application processing guidelines, such as updated application filing fee schedules and fee payment procedures. In several instances the wording of the directions was revised for clarification purposes, without changing the substance of the instruction.

Notably, there are no changes to any of the questions in the Schedule 303-S form itself. Only the Instructions have been updated. For example, the Instructions have been updated with a link to the current "Application Fee Filing Guide for the Media Bureau" and with reminders to applicants that the Commission closed all of the U.S.P.O. boxes it formerly used for the collection of fees, and that the Commission now requires electronic payment of all application and regulatory fees under 47 CFR §§ 1.1112 (application fees) and 47 CFR §§ 1.1158 (regulatory fees), in accordance with the procedures set forth on the Commission's web site.

A second example of a non-substantive change to the Instructions is the insertion of the cite to the Commission's most recent foreign ownership review proceeding.³ This update simply tracks the Commission's recent adoption of the *2026 Foreign Ownership Review Order*; the information collection requirements contained within the order have already been approved by OMB.⁴ A third example of a minor non-substantive change to the Instructions is an added note pertaining to the Biennial Ownership

¹ Prior to the Media Bureau's recent transition from its legacy database (CDBS) to LMS, there was one set of instructions for the broadcast renewal application that covered both television stations and radio stations. Because of the transition to LMS, there are two set of instructions: the radio instructions track the flow of questions in the application pertaining to radio applicants; the television instructions track the flow of questions in the application pertaining to television applicants. Authorization for the information collection requirements for the transition to LMS for the radio Schedule 303-S was previously approved by OMB on April 2, 2019. See Notice of Action OMB ICR Reference Number 201903-3060-012.

² See 47 CFR §§ 73.1020 (Station license period), 73.3539 (Application for renewal of license).

³ *Review of Foreign Ownership Policies for Broadcast, Common Carrier and Aeronautical Radio Licensees under Section 310(b)(4) of the Communications Act of 1934, as Amended*, GN Docket No. 25-149, Report and Order, FCC 26-3, 2026 WL 297818 (rel. Jan. 30, 2026) (*2026 Foreign Ownership Review Order*). See also *Review of Foreign Ownership Policies for Broadcast, Common Carrier and Aeronautical Radio Licensees Under Section 310(b)(4) of the Communications Act of 1934, as Amended*, Report and Order, 31 FCC Rcd 11272, paras. 44-77 (2016).

Report question on the form, which asks the renewal applicant to certify that it has filed the biennial ownership reports required by 47 CFR § 73.3615. By Public Notice released July 29, 2025, DA 25-671, the Media Bureau waived the biennial ownership reporting requirement for 18 months. Therefore, renewal applicants do not need to certify to biennial ownership reports that were due on December 1, 2025, in their preceding license term.

The respondent categories, burden hours, and costs⁵ of this Information Collection are not impacted by these minor non-substantive changes to the Instructions for Schedule 303-S, which track the renewal of **Radio** broadcast station license applications in LMS.

⁴Final approval for the information collection requirements in FCC 26-3 were approved by OMB, under OMB Control Number 3060-1163, on March 26, 2026. See Notice of Action OMB ICR Reference Number 202602-3060-021.

⁵ There are no increased burdens to applicants from this non-substantive change.