

Registration for a KVHF Laurel VE Testing Session

NOTE: There are two parts to this, the first is obtaining the FRN (For anyone who does not have one, usually new hams. If you have a GMRS license you have one. Contact me if you need help finding it. The second is registering for the Laurel VE test session – on page 5.

Generally speaking, you need a government issued photo ID (Driver's License, Military ID) at the session. PA also issues a non-driver's license ID. That is valid. If you do not have one of these, contact me and we will see what other ID can be substituted.

If you are upgrading you will need to bring your current license. We need to see this to verify your current status. If you have a current FCC license (Ham, GMRS, etc.) the FRN will be printed on it.

Steps to Getting an FCC Registration Number (FRN)

1. Before you can apply for an FRN you must register a **Username** and Password.

<https://apps.fcc.gov/coresWeb/publicHome.do>

You must have a Username and password to access CORES in order to log into CORES before you can apply for an FRN.

It's a simple three-step process to get an FRN

1. Register
2. Log into CORES.
3. Apply for an FRN.



The image shows three screenshots of the FCC CORES website interface. The first screenshot is titled "Username Login" and includes a note: "Note: The Username is the email address associated with your FCC Username Account." Below the note are input fields for "Username:" and "Password:", and a "LOG IN" button. The second screenshot is titled "Need a Username?" and features a "REGISTER" button and a link for "Forgot/Reset your Password?". The third screenshot is titled "Search for public FRN information" and features a "SEARCH" button.

Step 1. Register a Username

- Click on **"Register"**
- Provide the required information and any optional information you may choose to include.
- Your Username is your e-mail address. *If you don't have an e-mail address, there are alternative methods for acquiring an FRN that are discussed later on in this document.*
- Your password (12-15 characters)
- Your name

- Your phone number (10-digits)
- Select a security question and provide the answer.
- Click on “**Create Account**”
- Almost immediately after you click on “Create Account” you will receive an e-mail containing an e-mail address verification link. You must verify your e-mail address within 24 hours.

Your name,

Your request to create a new FCC account has been received. To verify your email address, please click the link below.

<https://apps2.fcc.gov/fccUserReg/api/authorizeUser/916b6199bf6f4f9f43ee43f88baa36d249b1446e0b150a81eb64c25c4be6f9ec15784f75c64ef888>

This link will expire within 24 hours. If you did not request an FCC account, please disregard this email.

For assistance, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call 877480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

Thank you,

FCC CORES Registration Team

- Go to your e-mail account, find the e-mail from the FCC and click on the verification link.
- Once you have verified your e-mail address, you can log into CORES.

Step 2 – Log into CORES

- Enter your Username and Password
- Click on “**Login**”
- You will immediately see the following menu:

Select one of the following:

[Associate Username to FRN](#) Link your registered username to an existing FRN.

[Manage Existing FRNs](#) View and perform additional actions upon your registered FRNs.

[Register New FRN](#) Register and receive a new FRN (including Restricted Use Frn).

[Reset FRN Password](#) Reset/update your FRN password.

[Search for FRN](#) Search for public FRN information.

[Update Username Profile](#) Update your username profile.

Step 3 – Apply for an FRN

- Click on “**Register New FRN**” – you will see the following screen:

Are you registering as an entity or as an individual?

An entity (e.g., corporation, partnership, government agency, etc.)
 An individual

Is your contact address within the United States or its territories?

Yes
 No

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- Select “**An Individual**”, answer address question as appropriate, and click on “**Continue**” – You will see the following screen:

Do you wish to proceed with a CORES FRN Registration or a Restricted Use FRN Registration?

CORES FRN Registration
 Restricted Use FRN Registration (Restricted Use FRNs can only be used for reporting individuals on Form 323 and Form 323-E.)

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- Click on “**Continue**” – You will see the following screen:

Register a Domestic Individual			
Salutation:	<input type="text"/>	First Name: *	<input type="text"/>
Middle Initial:	<input type="text"/>	Last Name: *	<input type="text"/>
Suffix:	<input type="text"/>	Doing Business As:	<input type="text"/>
<i>If you have a Social Security Number or Taxpayer Identification Number, enter and confirm it here.</i>			
SSN:	<input type="text"/>	Confirm SSN:	<input type="text"/>
<i>If you do not have a Social Security Number, select a reason:</i> <input type="text"/> ?			
Contact Information			
Same as Above:	<input type="checkbox"/>		
Organization:	<input type="text"/>	Position:	<input type="text"/>
Salutation:	<input type="text"/>	First Name: *	<input type="text"/>
Middle Initial:	<input type="text"/>	Last Name: *	<input type="text"/>
Suffix:	<input type="text"/>		
Address Line 1: *	<input type="text"/>	Address Line 2:	<input type="text"/>
City: *	<input type="text"/>	State: *	ALABAMA <input type="text"/>
Zip Code: *	<input type="text"/>	Phone:	<input type="text"/> <input type="text"/> <input type="text"/> ext. <input type="text"/>
Fax:	<input type="text"/>	Email: *	<input type="text"/>
<input type="button" value="SUBMIT"/> Go Back			
Asterisks (*) indicate required fields.			
Revised: April 2005			

- Enter the required information, including your Social Security Number, and any optional information desired.
- If you don't have a Social Security Number, select a reason.
- Click on “**Submit**” – You will see the following screen.

FRN Registration Confirmation

Thank you for registering with the FCC. As of today, **Nov 16 2018 3:49PM**, you have been assigned the following FCC Registration Number (FRN): **0028016616**. Please print this page for your records.

Domestic Individual Registration			
Salutation:		First Name:	Robert
Middle Initial:	L	Last Name:	Rose
Suffix:		Doing Business As:	
SSN:	**** 9999		
Contact Information			
Organization:		Position:	
Salutation:		First Name:	Robert
Middle Initial:	L	Last Name:	Rose
Suffix:			
Address Line 1:	7122 E Prairie Ridge Rd	Address Line 2:	
City:	Prescott Valley	State:	ARIZONA
Zip Code:	86315	Phone:	
Fax:		Email:	aa3rr@verizon.net

[Continue](#)

- Your FRN is automatically associated with your CORES Username and you will be known as the FRN Administrator.
- Print the page or write down your new FRN.

2. Alternative methods of applying for an FRN.

- Apply for an FRN by mail using [FCC Form 160](https://transition.fcc.gov/Forms/Form160/160.pdf)
<https://transition.fcc.gov/Forms/Form160/160.pdf>
- Apply for an FRN using someone else's Username (They have to log into CORES, so you can apply using their Username).
 - Your FRN will be associated with their Username and they will be your FRN Administrator.
 - There is a process (Associate Username to FRN) for transferring administration of your FRN from their Username to your Username.

Pre-register for a KVHF Laurel Testing session

This helps us in the session, increases accuracy and reduces the number of forms you need to fill out in the session. The link is....

<https://goo.gl/forms/1AiN6ddx96N6kjo72>

https://docs.google.com/forms/d/e/1FAIpQLSfopbxFc0HJiHNBRNFpawVDeZN6dZk93_NW9XZUWz5Yfci1QQ/viewform?usp=sf_link

Complete the form. If you have problems with the online system just email me your Call sign if you have one, your FRN, address and phone number. If you do not have a license you will not

have a expiration date. If you do not have a license you will be testing for a Technician license even if you plan to take the Technician and other classes.

I will get an email when you complete the registration and hit send. If you do not complete all items the ones needed will be displayed in red.

If I do not respond within 48 hours contact me by phone – 717-885-3063

If we do not have any registration by the Thursday noon before the session we will cancel it. If you register after that time and we have other candidates i.e. we are holding the session you can register. Please call me to be sure there is a session.