

# Important: Verify the Station's Mailing and E-mail Addresses

A valid mailing address and a valid e-mail address for each station is essential for a smooth renewal process. Broadcast licensees should take the time NOW to verify that the station address is correct in the FCC's files, and make any necessary corrections. Please double check the mailing address and e-mail address on the license renewal application before electronically filing the application.

AM and FM full service stations, Low Power FM stations, and interested persons may check the Commission's address-of-record by using the [Mailing Address Query \(/media/radio/broadcast-station-mailing-address-search\)](#). FM Translator stations may verify the mailing address through the "Station Information" link in [CDBS Public Access \(http://licensing.fcc.gov/prod/cdb/publicacc/prod/cdb\\_pa.htm\)](#).

Corrections of mailing addresses may be made as a [CDBS informal filing](#). Please see [Informal Filings - Frequently Asked Questions \(http://licensing.fcc.gov/prod/cdb/forms/prod/faq\\_informal.htm#3\)](#) for the procedure for submitting such changes.

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## The Station's Local Public Inspection File

During the license renewal process, interested parties may ask to review the radio station's local public inspection file. Broadcast licensees should take time now to ensure that the public file fulfills the requirements of 47 CFR Section 73.3526 ([http://www.ecfr.gov/cgi-bin/text-idx?node=se47.5.73.13526](#)) (commercial stations) or 47 CFR Section 73.3527 ([http://www.ecfr.gov/cgi-bin/text-idx?node=se47.5.73.13527](#)) (noncommercial educational stations). Licensees should establish procedures to respond promptly to all requests to review the station's public inspection file during regular business hours. Information on local public file and public access requirements is available on the Enforcement Bureau's [Public Inspection File \(https://www.fcc.gov/eb/broadcast/pif.html\)](#) page, and in [The Public and Broadcasting \(/media/radio/public-and-broadcasting\)](#) (July 2008 is the current edition).

Public inspection file requirements do not apply to FM Translator stations. Low Power FM stations are exempt from the local public file requirement, but must continue to maintain a [political file \(/media/radio/public-and-broadcasting\)](#).

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## License Filing Renewal Dates

The following lists indicate license renewal application filing dates, license expiration dates, and Petition to Deny filing dates, for noncommercial educational FM, commercial AM and FM, FM Translator, and Low Power FM stations. Renewal dates are based on the location (state, territory, etc.) of the station's community of license, not the station's transmitter site location. Dates for radio broadcast station renewals fall between 2011 and 2014, inclusive. (Lists will open in a PDF file in a new browser tab or window.)

- [Radio broadcast renewal dates by STATE \(/media/radio/broadcast-radio-license-renewal-dates-by-state\)](#)
- [Radio broadcast renewal dates by DATE \(/media/radio/broadcast-radio-license-renewal-dates-by-date\)](#)

**License renewal applications (FCC Form 303-S) must be filed four months prior to the station's license expiration date.** Details on the process are provided in the following sections.

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## License Renewal Process -- Broadcast Announcements ([47 CFR Section 73.3580 \(http://www.ecfr.gov/cgi-bin/text-idx?node=se47.5.73.13580\)](#))

Section  
73.3580</a>

**Operating AM and FM stations.** Announcements must be made over the AM, FM, or FM Low Power station according to the following schedule. FM Translators are exempt from announcement requirements. See [47 CFR Section 73.3580 \(http://www.ecfr.gov/cgi-bin/text-idx?node=se47.5.73.13580\)](#).

If the station's License Expires in:	Make Pre-Filing Announcements on the 1st and 16th Day of the Previous	File the Form 303-S Renewal Application by the First Weekday of	Make Post-Filing Announcements on the 1st and 16th Day of
February	August & September	October	October, November, & December
April	October & November	December	December, January, & February
June	December & January	February	February, March & April
August	February & March	April	April, May, & June
October	April & May	June	June, July, & August
December	June & July	August	August, September, & October