



Instructions for completing TCB application form RF_731

RD_732, Issue 4

BELONGS TO RF_731, FCC Application form

This guide describes the instructions of Kiwa for manufacturers and importers to complete the TCB application form.

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Revision record sheet

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Revision	Section number	Page number	Date	Remark(s)	issued by
03	Complete document	All	23-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
04	All	All	30-09-2025	Update Kiwa logo	AG

Issued/modified by : Axel Gase
Function : Quality manager
Revision : 4
Date : 30-09-2025

Verified by : Willem Jan Jong
Function : Team Lead
Date : 30-09-2025

Released by : Axel Gase
Function : Quality Manager
Date of release : 30-09-2025

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Introduction

About Kiwa

Kiwa Nederland B.V. (unit Wireless & EMC), hereinafter to be referred to as Kiwa) is a third party test laboratory and third party certification body. The Dutch Council for Accreditation (Raad voor Accreditatie: RvA) has accredited the unit wireless & EMC (legal entity of Kiwa NL B.V.) to ISO/IEC 17025 (laboratory) and NEN-EN-ISO/IEC 17065 (product certification).

More information about Kiwa Nederland B.V. (unit Wireless & EMC), is available in *RD_560*.

About this document

This document is an instruction for manufacturers and importers, for completing TCB application form RF_731.

FCC Registration Number (FRN):

If you wish to conduct business with the FCC, you must first register through the FCC's **CO**mmission **RE**gistration **S**ystem (CORES). Upon registration, you will be assigned a **FCC Registration Number (FRN)**.

Without that number (10 characters) no application can be carried out nor a Grantee Code can be obtained. FRN can be obtained from FCC CORES and is used to uniquely identify the company in all transactions with FCC.

FCC Grantee Code (Section ONE point 3(a):

A grantee code is assigned to a specific applicant at a specific address and is the first portion of each FCC Identifier (ID) for devices authorized under the Certification procedure (Section 2.925 47 CFR). Grantee Code can have 3 or 5 characters.

Equipment Product Code (Section ONE point 3(b)):

The Equipment Product Code (EPC) may not exceed 14 characters. The EPC may consist of any combination of capital letters, Arabic numerals, and the hyphen or dash (-). To expedite entry of the FCC ID into the FCC's database, it is requested that applicants select an EPC that has at least the number of characters that will adequately identify the equipment in this application. Example: family, series or system numbers or names.

Technical/non-technical contact:

Details of a technical as well as a non-technical contact person including e-mail addresses are required.

Confidentiality (Section ONE point 7):

There are 2 possibilities for confidentiality (see also KDB 726920):

1. Long-Term (or Permanent) Confidentiality; this would apply for Schematics, Block Diagrams, Operational Description, Parts Lists, Tune-up Procedures.

If this item in point 1.a) is answered "Yes", a "Request for Confidentiality" form must be completed and signed (you can use the Kiwa form RF_501). The written request for confidentiality must include a justification consistent with the requirements in 47 CFR Section 0.459(a) & (b). The confidentiality request must (1) specifically identify the material to be held confidential (See 47 CFR Section 0.457(d)), and (2) the material to be held confidential, along with a copy of the request, must be specifically annotated as separate file in the Exhibits portion of this application.

2. Short-Term Confidentiality point 1.b); this would apply for documents like Internal Photos User's Manual, External Photos, Test Set-up Photos, and is only applicable when the product is not marketed yet.

Short-Term Confidentiality is granted for 45 calendar day increments from the date of grant; it must be extended within the 45 calendar day period. A maximum of 3 extensions after the first 45 days is allowed (thus max. total time 180 days).

Exhibits are automatically released to the public at expiration date or at date that FCC has been informed about start of marketing.

Release information to the public **immediately** when marketing begins.

A special request letter (you can use the Kiwa form RF_501) must be made/signed for Short-Term Confidentiality and it should include a **justification** for the Short-Term confidentiality.

Only one type of confidentiality can be applied per attachment exhibit type (i.e. Long-Term Confidential **or** Short-Term Confidential)

Modular Equipment (Section ONE point 10):

Modular approval is intended for devices with the same transmitter that can be built in multiple hosts without the need for Re-Certification of the transmitter.

A special form/letter has to be completed/signed with indication about meeting special requirements. When not all requirements can be met Limited Modular approval is applicable.

Split modular devices (*transmitters consist of two basic components: the "radio front end" or radio elements and the "firmware" or hardware on which the software that controls the radio operation resides*) can currently not be certified directly (Permit But Ask procedure is required),

Equipment Class (Section ONE point 11(a)):

The list of Equipment Class and Rule Part combinations is available on this website:

<https://apps.fcc.gov/oetcf/eas/reports/EquipmentRulesList.cfm>

Application Purpose (Section ONE point 12):

Box 1 – Original equipment: tick only for new equipment that has not been previously authorized by the FCC.

Box 2 – Change in identification: tick only if the FCC ID has to be changed. This can also be used when company B wants to sell same equipment as company A but with their own FCC ID (authorization from company A for that is required). If an application is pending with the FCC under the same FCC ID in Section ONE point 3, and the applicant wishes to file additional information, contact the Equipment Authorization Branch at the address at the bottom of this document for instructions on submitting amendments to pending applications. Alternatively, an amendment may be submitted via the Internet at the OET Electronic Filing Page under the option, Submit Amendments to a Pending Application.

Box 3 – Class II Permissive change: tick only if the equipment listed in the application has been previously authorized by the FCC. Do not check if the FCC ID has been changed as a result of modification of the equipment.

Equipment Specifications (Section TWO):

- a. **Frequency Range:** Show the frequency/frequency range in MegaHertz (MHz).
Example: If the frequency is 325 kiloHertz (kHz), convert it to 0.325 MHz. If a frequency range is used type the lowest and the highest channel (e.g. 2402-2480 MHz)
- b. **Rated RF power output in watts:** This item applies to transmitting equipment that is subject to Type Acceptance, Notification and Certification (e.g., Part 15 spread spectrum transmitters), with output power that is required/listed in Watts.
- c. **Frequency Tolerance and Emission Designator**
These items apply only to equipment that is subject to Type Acceptance, or is transmitting equipment that is subject to Notification, and operates in licensed radio services rule part.
- d. **Microprocessor model number**
This item applies to digital devices that are subject to Certification under Part 15 of the Rules (personal computers and personal computer peripherals).
- e. **FCC Part#.** Here indicate which FCC Part (maybe with section#) is used for each frequency range; examples: Part 15, or Part 22H, or Part15.231

Composite Device (Section ONE point 13):

Examples for point 13(a) and (c):

1: a Part 15 transceiver that contains a transmitter and a super-regenerative receiver requires assignment of the same FCC ID and is subject to Certification under both Subparts 15B and 15C; thus two grants/certificates with the same FCC ID. Consequently two Forms 731 are required with references to each other (via Section ONE point 13)

2: a Wireless LAN product that operates in 2.4 GHz band (DTS) and 5.25-5.35 GHz (NII) requires two grants/certificates with the same FCC ID, and thus two Forms 731. Also **separate** DTS and NII reports are required!

Applications for composite devices must be filed at the same time. The Grant(s) of Equipment Authorization cannot be issued until all required applications and requirements for grant are met.

Multiple device authorization:

An example of a system (point 13(b) and (c)) where both devices require an equipment authorization is an auto security alarm system that:

- (a) consists of a transmitter and super-regenerative or super-heterodyne receiver;
- (b) requires a different FCC ID to be assigned for each component of the system; and
- (c) requires two Form 731 filings (one for the transmitter and one for the receiver), accompanied by all required documentation (including a fee for the transmitter and a fee for the receiver).

Application(s) for the component(s) must be filed at the same time if the related receiver or transmitter that operates or is marketed as part of a system, has not been authorized by the FCC. The FCC will not issue Grant(s) of Equipment Authorization until all required applications are filed, appropriate fees paid, and all requirements for grant are met.

Additional type of equipment authorization required:

If you are uncertain as to the type of equipment authorization that you should request, contact Kiwa at the address listed at the bottom of this document for assistance.

Test Firm:

Enter the full or partial name of the test firm (incl. contact person + e-mail address).
Test firms that perform compliance testing of equipment which is subject to Certification or Notification under Part 15, or Certification under Part 18 of the rules, must file a description of their measurement facility, pursuant to 47 CFR Section 2.948.

A list of independent contract test firms that have filed a site description is available via the Internet at the OET Electronic Filing Page under the option Test Firm Report.

Section 5301 (Anti-Drug Abuse) Certification (ADAC):

In order to be eligible for a Grant, all applicants must respond to the Applicant/Agent Certification. Failure to respond will result in this application not being accepted for filing.

Application/Agent Certification:

The application must be dated, and bear the original signature of either an officer of the applicant, a designated employee of the applicant located at the applicant's address, or an authorized agent. A signature includes any symbol executed or adopted by the applicant with the intent that such symbol be a signature, including symbols formed by computer-generated electronic impulses.
The agent information section (Section THREE point 5) must be completed if an agent signs the application on behalf of the applicant.

Market Surveillance:

In accordance with ISO/IEC Guide 65, a TCB is required to conduct appropriate post-market surveillance activities. These activities shall be based on type testing a few samples of the total number of product types that the certification body has certified. The applicant must comply with TCB request for samples.

Appendix A Additional information

For more information contact:

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