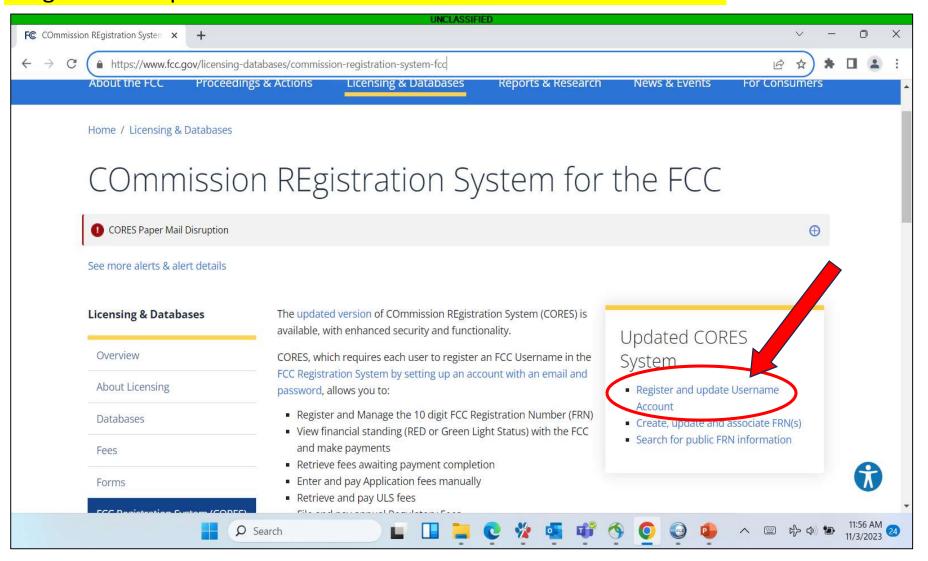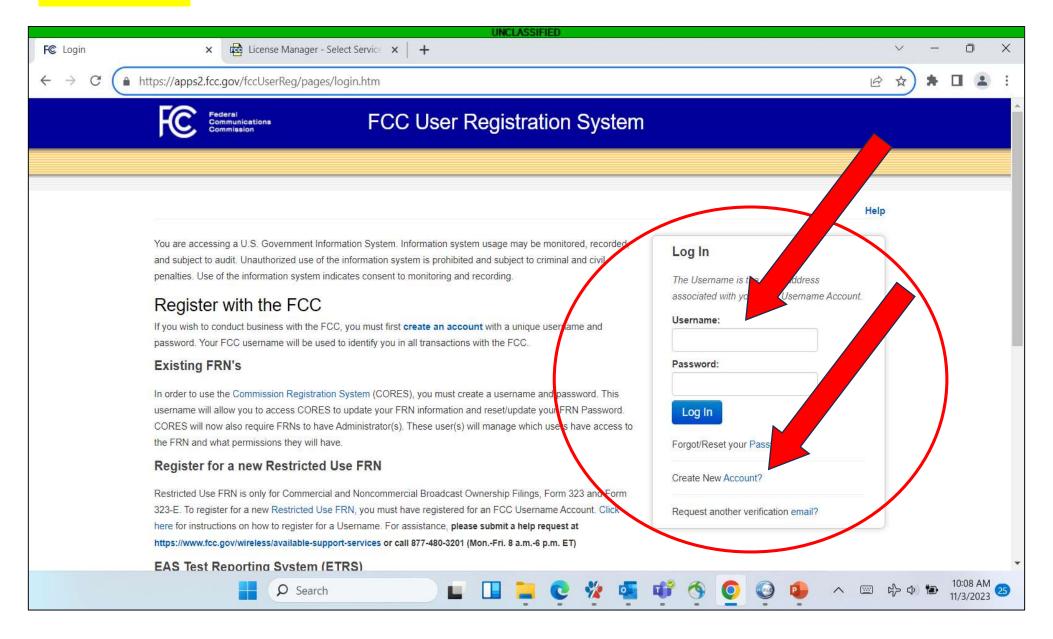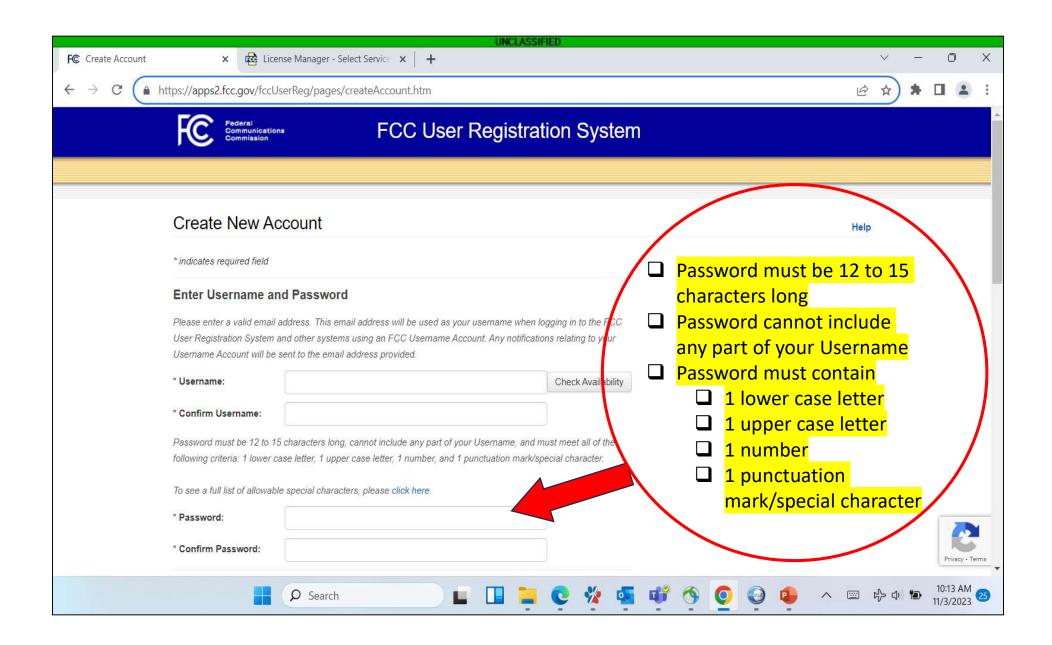# How to obtain a new FCC Ship Station License

To order an FCC Ship Station License, you will need a username account and an FCC Registration Number (FRN). The starting point for this process is through the FCC CORES page on the web page https://www.fcc.gov/licensing-databases/commission-registration-system-fcc. To register, update, or create a username account, select the "Register and update Username Account" link shown below in red.
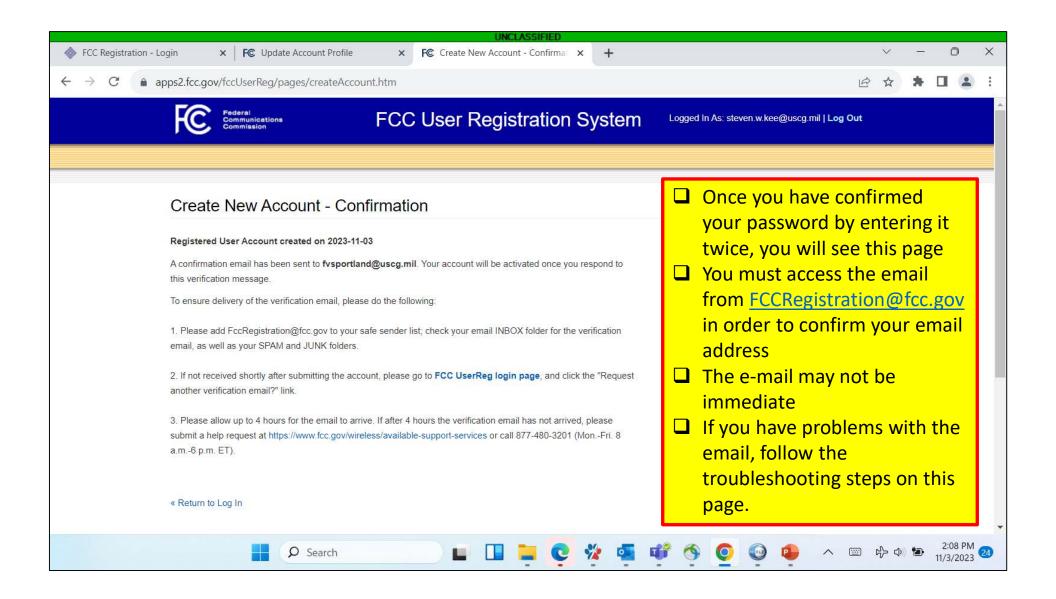
After you select the username link, you will be taken to the page shown below https://apps2.fcc.gov/fccUserReg/pages/login.htm. If you have an account, log in with your username and password. If you need to create a username, select the "Create New Account" link.

If you selected to "Create New Account", you will be taken to the screen as shown below. Enter the information to create a new account using your email as the username. An activation email will be sent to continue the process.
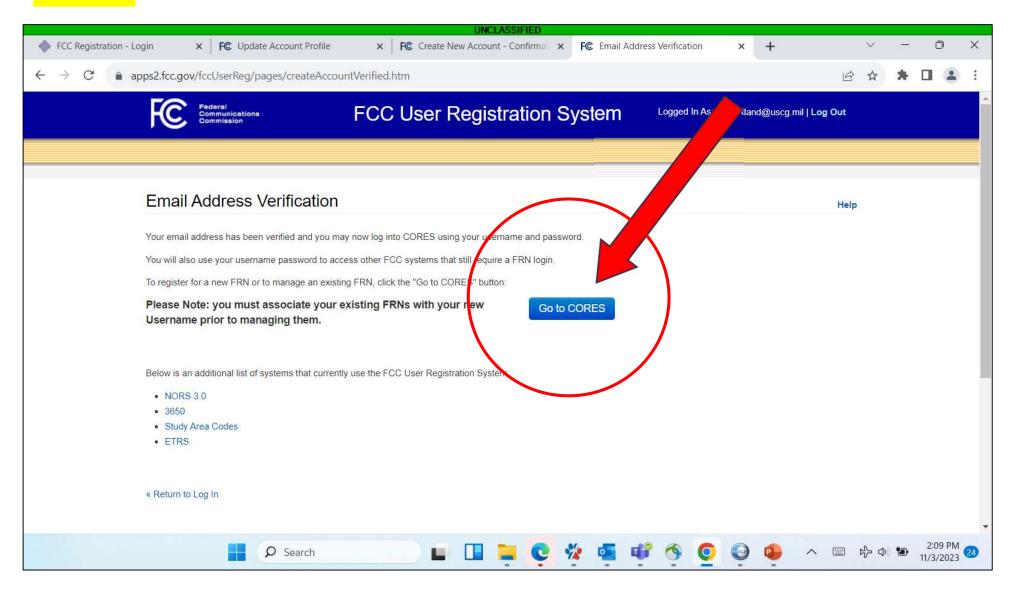
UNCLASSIFIED

FC Create Account   ×   FCC License Manager - Select Service ×   +

https://apps2.fcc.gov/fccUserReg/pages/createAccount.htm

FCC Federal Communications Commission   **FCC User Registration System**

Create New Account

Help

* indicates required field

Enter Username and Password

Please enter a valid email address. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

* Username: [   ] [Check Availability]

* Confirm Username: [   ]

Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

To see a full list of allowable special characters, please *click here.*

* Password: [   ]

* Confirm Password: [   ]

- ❑ Password must be 12 to 15 characters long
- ❑ Password cannot include any part of your Username
- ❑ Password must contain
  - ❑ 1 lower case letter
  - ❑ 1 upper case letter
  - ❑ 1 number
  - ❑ 1 punctuation mark/special character

Privacy - Terms

Search

10:13 AM
11/3/2023

You will see this confirmation page as part of the "new account" process shown on the previous page.

Create New Account - Confirmation

Registered User Account created on 2023-11-03

A confirmation email has been sent to **fvsportland@uscg.mil**. Your account will be activated once you respond to this verification message.

To ensure delivery of the verification email, please do the following:

1. Please add FccRegistration@fcc.gov to your safe sender list; check your email INBOX folder for the verification email, as well as your SPAM and JUNK folders.

2. If not received shortly after submitting the account, please go to **FCC UserReg login page**, and click the "Request another verification email?" link.

3. Please allow up to 4 hours for the email to arrive. If after 4 hours the verification email has not arrived, please submit a help request at https://www.fcc.gov/wireless/available-support-services or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

« Return to Log In

- ❑ Once you have confirmed your password by entering it twice, you will see this page
- ❑ You must access the email from FCCRegistration@fcc.gov in order to confirm your email address
- ❑ The e-mail may not be immediate
- ❑ If you have problems with the email, follow the troubleshooting steps on this page.

You will receive an email like the one shown below as part of the "new account" process shown on the previous pages.

Click on the link to verify your email address. Once you do that, you will see an "Email Address Verification" page as shown on the following page.

FCC Account Request Verification

F   FCCRegistration@fcc.gov
     To   ⊞ **fvsportland**

Retention Policy   Non-Capstone (10 years)

Fishing Vessel,

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/0e27b21b729037b4febc73ec855fc5017cda55cf7214942c28a38b7f35ea8ae57255a8c36a02ed8e

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 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

Thank you,

FCC CORES Registration Team

❑ You must access the email from FCCRegistration@fcc.gov in order to confirm your email address
❑ The e-mail may not be immediately received
❑ If you have problems with the email or other parts of the process, submit a help request or call the number on this page.

Once your "new account" has been verified with the email you received (as shown on the previous page of this handout), you will see the screen below. Select "Go to CORES" to continue.

If you signed in with an existing username account and password, you will be taken to a screen as shown below. The next step will be to create or manage your required FRN. To do that, select the "GO TO CORES" link.

Select "Register New FRN" if you have not previously created one or if you need to create a new one.

Select the appropriate choices for your situation.

If you selected "An entity" on the previous page, this page will appear. Once you enter the information, you will be assigned a new FRN.
If you selected "Individual", you will not see this screen. You will be taken to the following screen.

If you selected "Individual", this is the page you will see. Select "CORES FRN Registration" and "Continue".

This page will show up for your FRN Registration. Enter the information and then submit.

This page is your new "Individual" FRN. Your FRN should be noted for future reference along with your username and password. Select "Continue".

To get to the next step, use the "FCC" hyperlink to get to the www.fcc.gov homepage or type it into your browser.

Once you are on the FCC homepage, go to the "Universal Licensing System" by clicking on one of the ULS hyperlinks.

Once you are on the ULS homepage, scroll down and select "File Online". (see next page)

Click on "File Online" to continue.

Enter the FRN you were assigned in the previous steps. Enter your username password and select "Submit".

Select "Apply for a new license."

Choose "SA or SB-Ship" for the service. Then "Continue".

Most people will choose "No". If you do have a 4 letter call sign, select "Yes", enter it, and then "Continue".

Select "Yes" for the 1ˢᵗ question. Most boats will select "No" for the foreign ports and other equipment. Select which is best for your operations. Then select "Continue".

Under "Applicant Questions", select "No" for these 3 questions. Then select "Continue".

Select the appropriate license type and enter the details. Then select "Continue".

Select the appropriate response for a felony conviction. Then select "Continue".

Select "Regular" for the type of license. Then select "Continue".

Select "No" for questions A, B, C, and D. Select the appropriate "Yes" or "No" for question E (Yes for >65.6ft). Then select "Continue".

If you answered "Yes" to question E on the previous page, you will be prompted to enter the vessel Gross Tonnage and Length. (This page will not show up if you selected "No" to question E on the previous page). Then select "Continue".

Select "FV-Fishing" for General Class. Select "PH-Fishing Vessel" for Specific Class. Then select "Continue".

Enter the vessel name and official number (the number found on the Certificate of Documentation). Then select "Continue".

Select the appropriate responses for international voyages. Most vessel will select "No" for both questions. Then select "Continue".
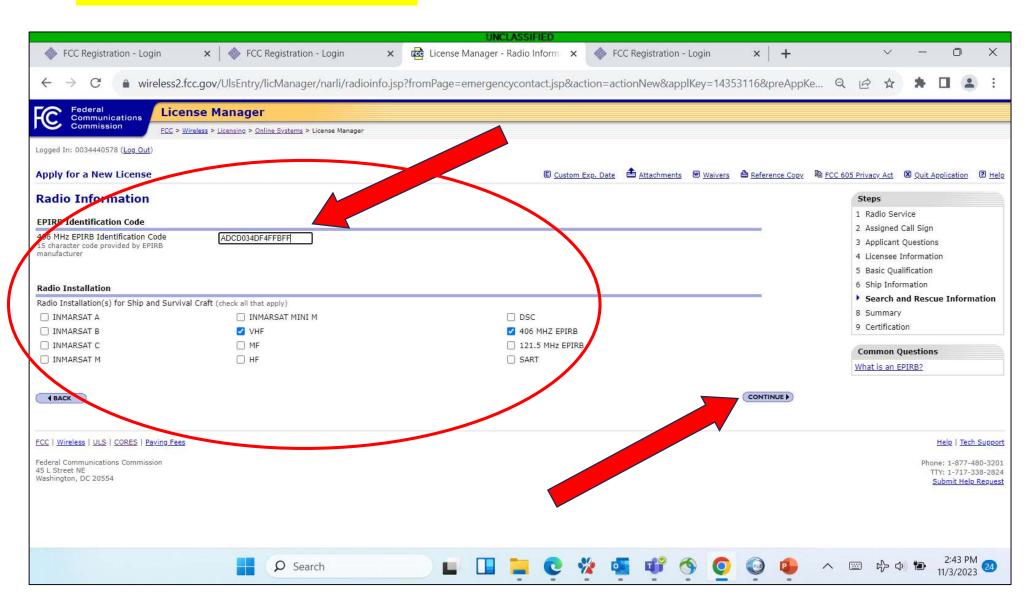
If you need a new Maritime Mobile Service Identity (MMSI), check the box. If you have an existing MMSI, do not check the box, and enter the MMSI in the box. Then select "Continue".
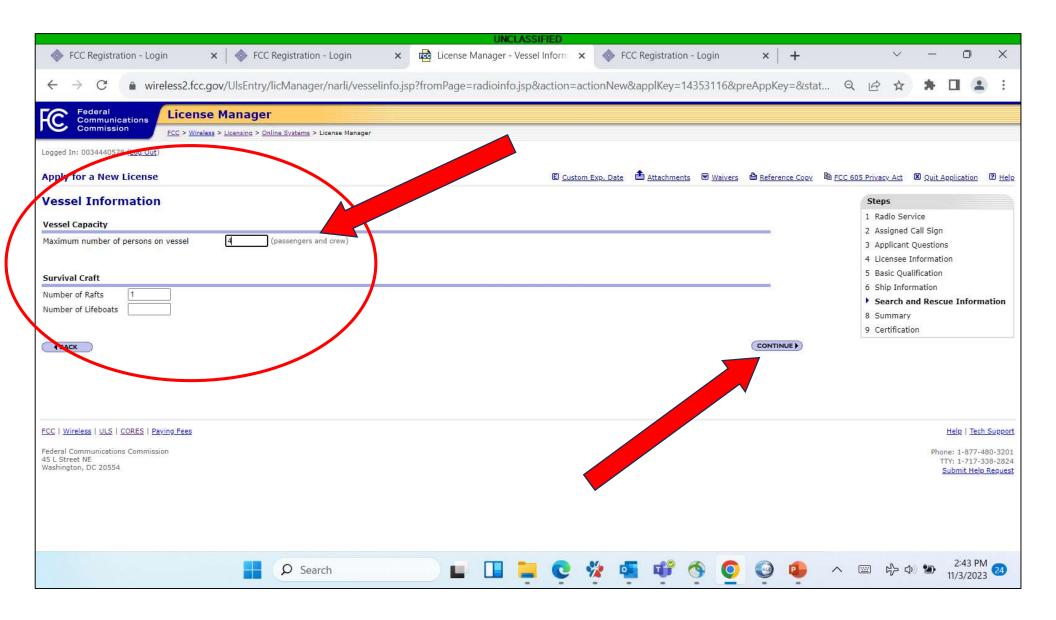
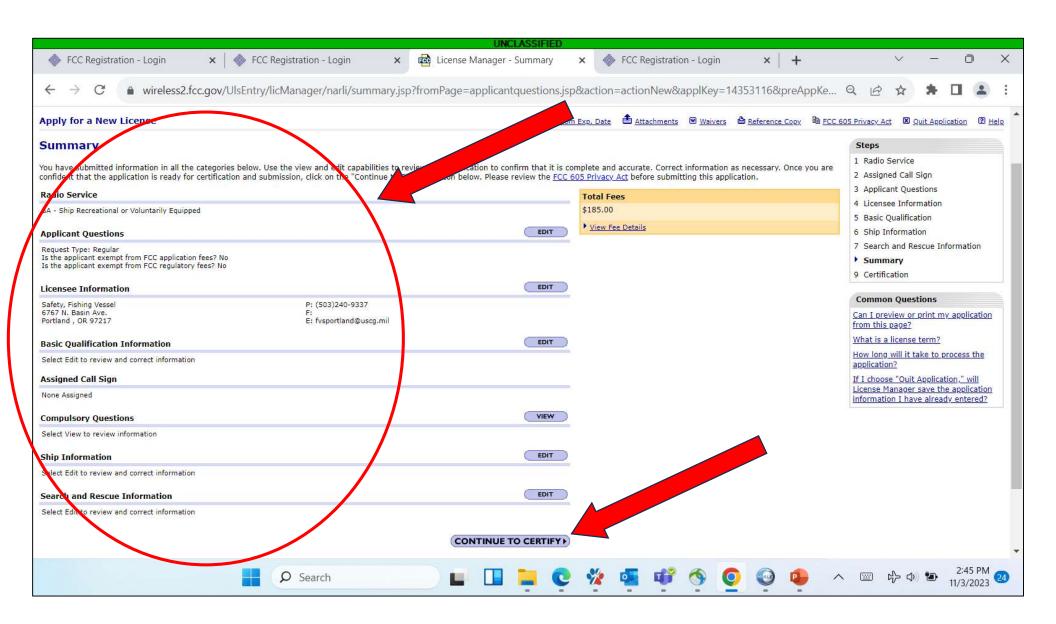**Enter emergency contact information in the appropriate blocks. Then select "Continue".**

Enter the EPIRB identification code. Select the appropriate equipment onboard. All vessels select VHF; select MF or HF for sideband radios; select 406MHZ EPIRB if the vessel has an EPIRB; select DSC if your radio(s) have a red Distress/DSC button. Then select "Continue".
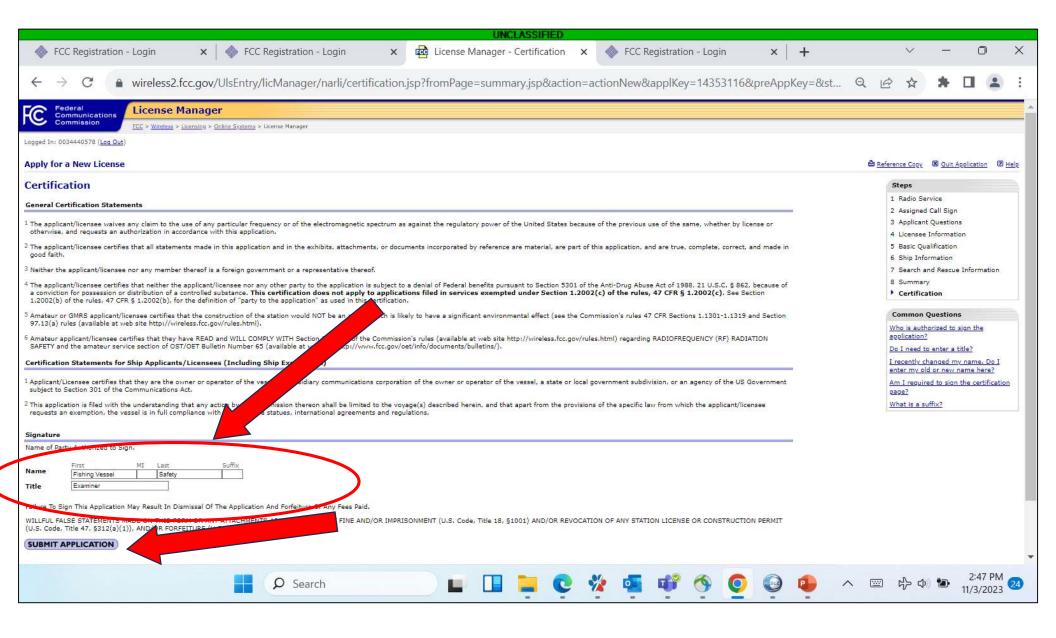
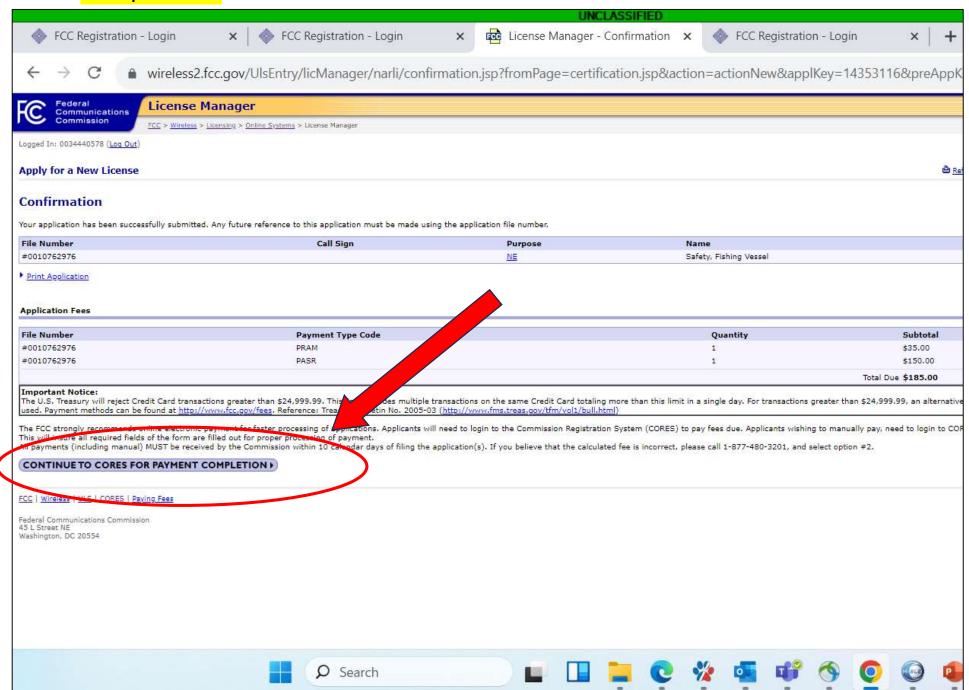Enter the crew size and number of liferafts on the vessel. Then select "Continue".

Review the information and edit as necessary. Then select "Continue to Certify".

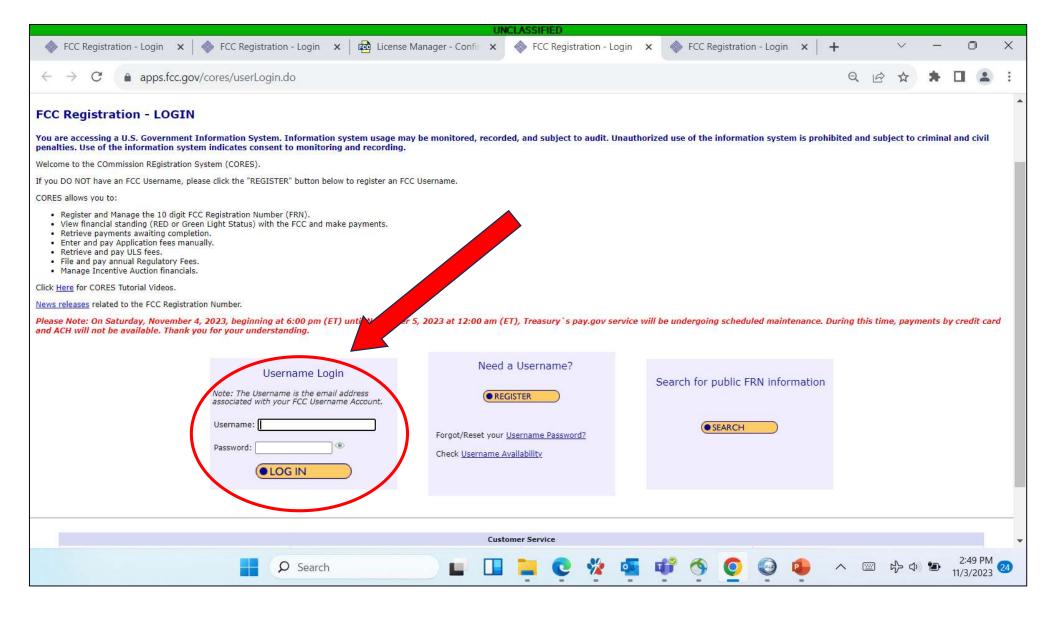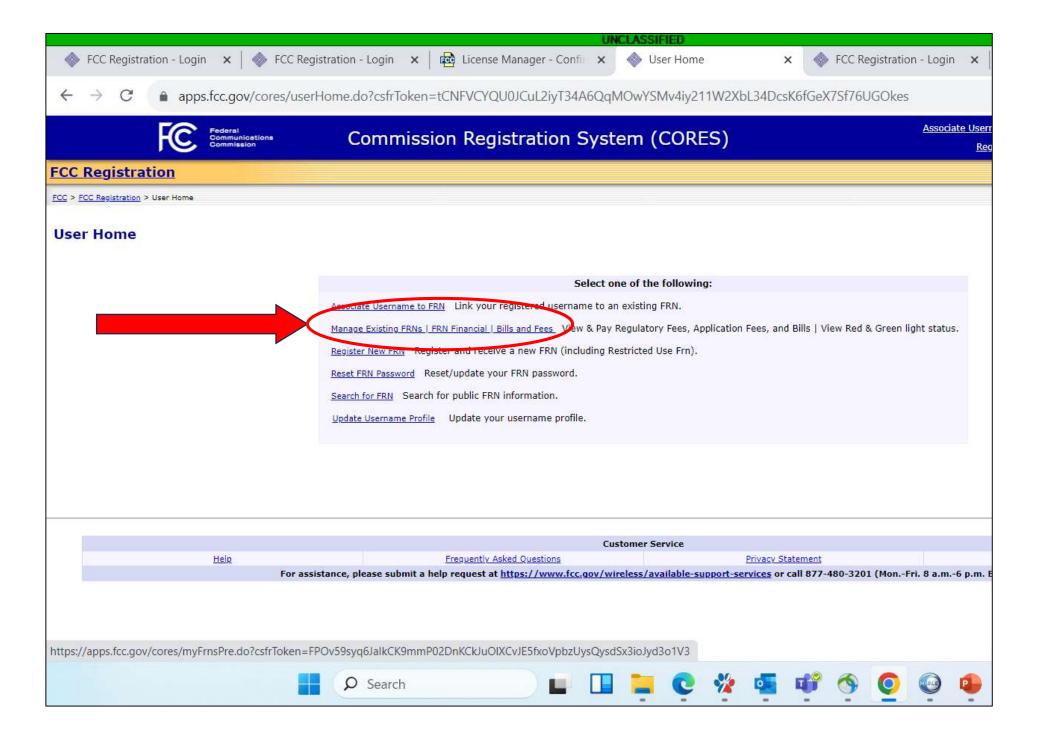Enter your name and title to certify the application. Then select "Submit Application".

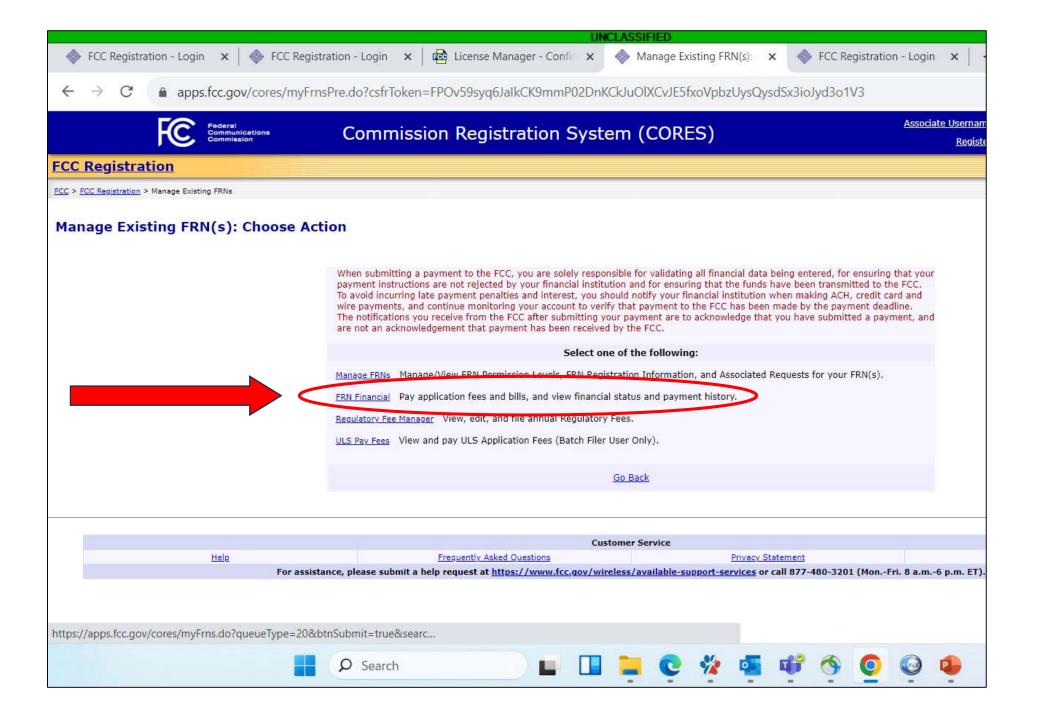Review the information. Then select "Continue to CORES for Payment Completion".
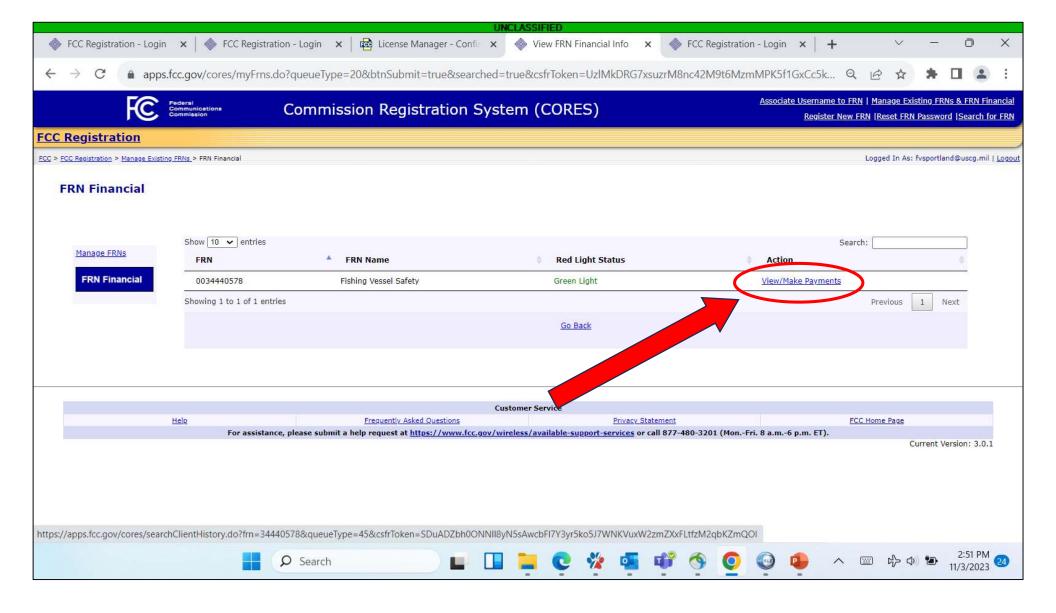
Enter your username and password. Then select "Log In".

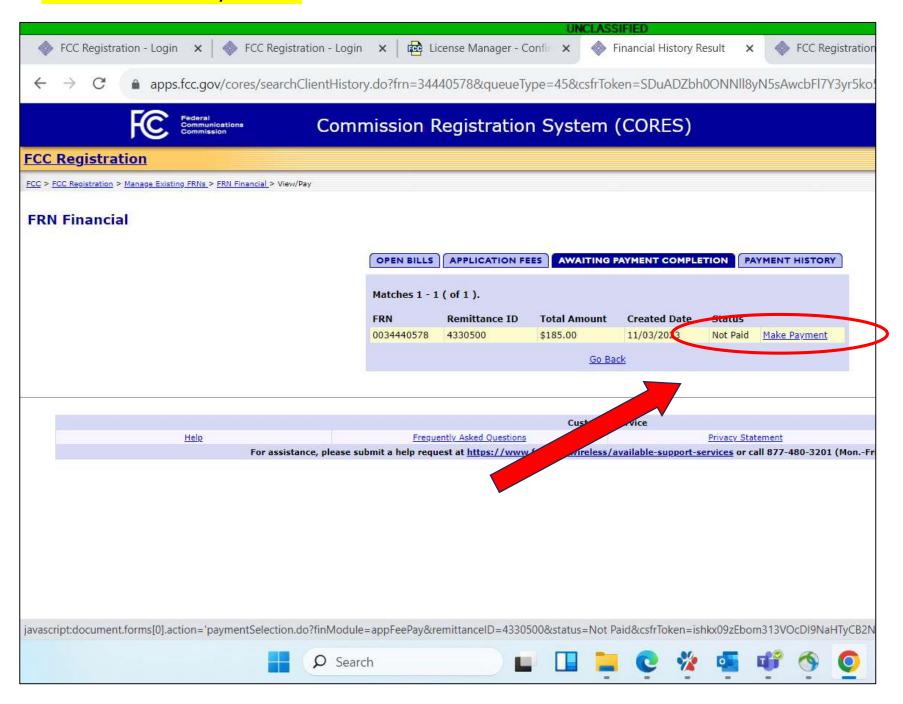**Select "Manage Existing FRNs / FRN Financial / Bills and Fees".**
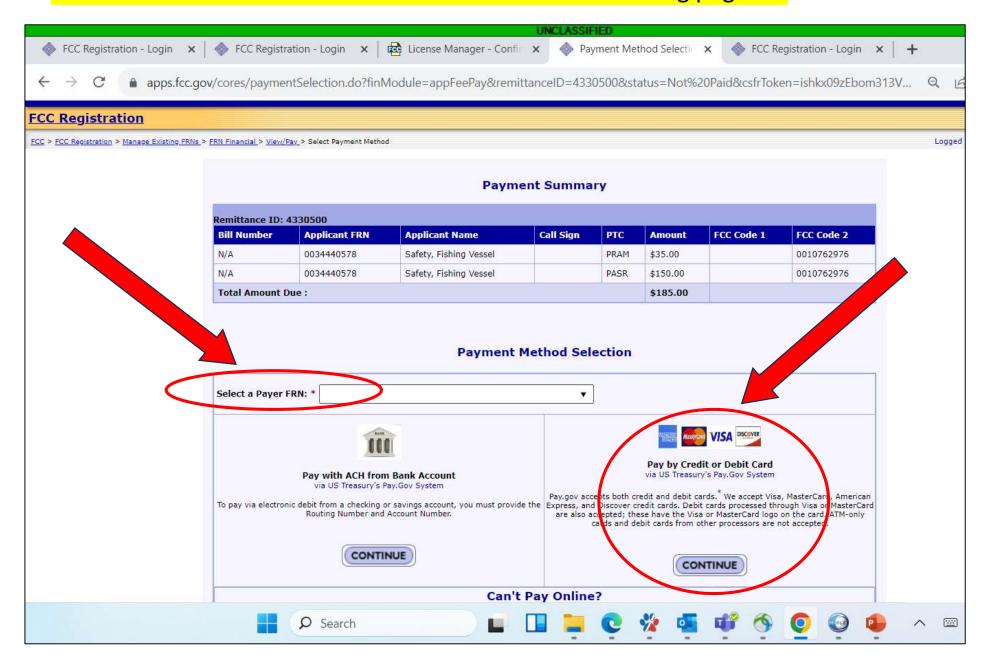
Select "FRN Financial".

Select "View / Make Payments".

Select "Make Payment".

Select the "Payer FRN" and Payment Method.
Please read the additional information on the following page

***Please note, the system automatically defaults to "SA" for "Ship, Recreational or Voluntarily Equipped".

❑ In order to get the "SB" for "Ship Compulsory Equipped" License that is required for federally documented commercial fishing industry vessels, send an email to the FCC at Attach605@fcc.gov.

> ❑ Include the FRN number in the subject line.
>
> ❑ Include the following text in the body of the email:
>
> ❑ "My vessel is required to carry radio equipment under Coast Guard regulations and the required category is not listed on the FCC 605 Schedule B item 14 A-E."

***Send the email immediately after paying for the license. Once the email is received, they will adjust the license category on their end.

❑ If you have problems with payment processing, you may have to log out and log back in.

***If you have suggestions or other feedback regarding this guide, please contact us at fvsportland@uscg.mil. Thank you.