



Memorandum

To: All Affected Parties
From: Tim Johnson
Date: 11/19/08
Re: Instruction Sheet for FCC & IC Certification Number Labeling Format
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We frequently process applications where the applicant has questions regarding how to properly label their device for FCC or Canadian Certifications Numbers. The following information has been provided by the current information found in 47 CFR 2.926 & RSS-Gen.

FCC Format (47 CFR 2.926)

All equipment covered in an application for equipment authorization shall bear a nameplate or label listing the following:

CFR 2.925 (a)(1) FCC Identifier consisting of the two elements in the exact order specified in § 2.926. The FCC Identifier shall be preceded by the term *FCC ID*: in capital letters on a single line, and shall be of a type size large enough to be legible without the aid of magnification.

CFR 2.926 (d) The equipment product code assigned by the grantee shall consist of a series of Arabic numerals, capital letters or a combination thereof, and may include the dash or hyphen (-). The total of Arabic numerals, capital letters and dashes or hyphens shall not exceed 14.

The certification number shall appear as follows:
"FCC ID: XXX1234"

Where:

- "XXX1234" is the certification number;
- "XXX" is the Grantee Code, made of 3 alphanumeric characters (A-Z, 0-9), assigned by the FCC; and
- "1234" is the Equipment Product Code, made of at most 14 alphanumeric characters (A-Z, 0-9) assigned by the applicant

Note 1: If your company does not currently have a Grantee Code please contact ATCB for further information. This code should be obtained prior to submitting an application.

Note 4: The nameplate or label shall be permanently affixed to the equipment and shall be readily visible to the purchaser at the time of purchase. As used here, *permanently affixed* means that the required nameplate data is etched, engraved, stamped, indelibly printed, or otherwise permanently marked on a permanently attached part of the equipment enclosure. Alternatively, the required information may be permanently marked on a nameplate of metal, plastic, or other material fastened to the equipment enclosure by welding, riveting, etc., or with a permanent adhesive. Such a nameplate must be able to last the expected lifetime of the equipment in the environment in which the equipment will be operated and must not be readily detachable.

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IC Format

4. Labelling of Certified Radio Equipment (RSS-Gen, Issue 2 – Issue June 2007)

Certified radio equipment must be labelled with a unique certification/registration number, which consists of the Company Number (CN), assigned by the Bureau, followed by the Unique Product Number (UPN), assigned by the TAC or Certificate holder.

The certification/registration number shall appear as follows:

“IC: XXXXXX-YYYYYYYY”

Where:

- “XXXXXX-YYYYYYYY” is the certification/registration number;
- “XXXXXX” is the Company Number (CN), made of at most 6 alphanumeric characters (A-Z, 0-9), including a letter at the end of the CN to distinguish between different company addresses, as assigned by Industry Canada; and
- “YYYYYYYYYYYY” is the Unique Product Number (UPN), made of at most 11 alphanumeric characters (A-Z, 0-9) assigned by the applicant; and

Note 1: If your company does not currently have a CN number please contact ATCB for further information. This number should be obtained prior to submitting an application.

Note 2: The letters "IC" have no other meaning or purpose than to identify the Industry Canada certification number/registration number.

Note 3: Permitted alphanumerical characters used in the CN and UPN are limited to capital letters (A-Z) and digits (0-9). Use of other characters, such as #, / or -, shall not be used. An example of the new format for a company having a CN of “21A” and wishing to use a UPN of “A3” would thus be: **IC: 21A-A3**.

Note 4: All Category I radio equipment intended for use in Canada must permanently display on each transmitter, receiver, or inseparable combination thereof, the information required above. This information must be affixed by labelling or other means, in such a manner as not to be removable except by destruction or defacement.

Radio equipment that is issued a TAC or a Certificate but is not properly labelled is not considered certified.

The new IC format took effect on February 1, 2002 and was modified for additional UPN characters in June 2007. The new format replaces the old certification number format referenced in older issues of certain Radio Standards Specifications (RSS), the Radio Standards Procedures 100 (RSP-100) and other Industry Canada documents. These various documents are being updated by IC to reflect this new certification number format. Radio equipment certified before February 1, 2002 under the previous certification format will continue to be considered certified and their labeling and user manual will not require modification.

Sincerely,

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