

Filing the Part Two Certification in the Antenna Structure Registration (ASR) System

This article provides information on filing the Part Two Certification application in the Antenna Structure Registration (ASR) system. Applications could be ready for the Part Two Certification as soon as 10-12 days after the 30-day National Notice Period, as long as no further environmental review is required, or if a FONSI letter has been issued.

To check if the application is ready for the Part Two Certification, Log in to [ASR Online Filing](#) with your FCC Registration Number (FRN) and password. From the Antenna Structure Registration Dashboard, click the My Applications tab. On the Application Manager page click on the Env. Certification tab. The application file number will appear here if it is ready for certification.

Steps to Filing the Part Two Certification in ASR

1. Log in to [ASR Online Filing](#) with your FCC Registration Number (FRN) and password.
2. On the Antenna Structure Registration Dashboard click on the My Applications tab.
3. On the Application Manager page click on the Env. Certification tab.
4. Click on the file number you would like to amend to file the Part Two Certification.
5. On the Application at a Glance page click on the Amend Application button.
6. Navigate through the application by clicking on the Save and Continue button.
7. On the Environmental Compliance screen, answer the question "Does the applicant certify that grant of Authorizations at this location would not have a significant environmental effect pursuant to Section 1.1307 of the FCC's rules?" When the answer is "Yes", you will then be prompted to select the basis for this certification. Only options 3 or 4 will apply to an application that required environmental notice.

NOTE: If this question is answered "No", it indicates the applicant cannot certify that any significant environmental effects were not found during a prior EA review or Prior Environmental Notice Process. The online filing form will not allow the applicant to proceed to the next question (Local Notice Date), which is required in order to grant the 854 application. When the application is submitted with this question answered "No", it cannot be granted and the application will be offlined for FCC review.

8. After selecting the basis for certification, enter the Local Notice Date and click the Save and Continue button.
9. On the Application Summary page click on the Sign and Submit button
10. Complete the Certification page and click the Submit Application button.

Note: By typing your first and last name in the name fields you have signed your application.

11. You will receive a confirmation of application submission that shows the file number and status. Click the Back to Home button to return to the Antenna Structure Registration Dashboard.

For procedures and processing time frames for the [Environmental Notification Process](#), please refer to [Public Notice DA 12-731](#).

FAQs – Filing a Request to Amend an Application in ASR

Will I owe a filing fee?

No.

Why can't I see the application I want to certify in step 4?

There are a few possibilities:

- Applications must be in a Pending status in order to file a Part Two Certification.
- The entire environmental notice period (approximately 40 days) must be completed.
- The application must be linked to the same FRN you used to log in to ASR Manager.
- If you previously started to file a Part Two Certification application and did not complete the filing, it could be in a list of Saved applications.

How do I answer the question "Does the applicant certify that grant of Authorizations at this location would not have a significant environmental effect pursuant to Section 1.1307 of the FCC's rules?"

- If, during the environmental notification process, you were NOT notified that an Environmental Assessment (EA) was required or that a Request for Further Environmental Review had been received you should answer this question "Yes".

Note: The applicable certification option will be 3. (The environmental notification has been completed, and the FCC has notified the applicant that an Environmental Assessment is not required under Section 1.1307(c) or (d) of the FCC's rules, and the Construction does not fall within one of the categories in Section 1.1307(a) or (b) of the FCC's rules.)

- If you submitted an EA and after completion of the environmental notification process the FCC issued a Finding of No Significant Impact (FONSI) letter, you should answer this question "Yes".

Note: The applicable certification option will be 4. (The FCC has issued a Finding of No Significant Impact.)

- If this question is answered “No”, it indicates the applicant cannot certify that any significant environmental effects were not found during a prior EA review or Prior Environmental Notice Process. The online filing form will not allow the applicant to proceed to the next question (Local Notice Date), which is required in order to grant the 854 application. When the application is submitted with this question answered “No”, it cannot be granted and the application will be offlined for FCC review.

How do I know if my application is received at the FCC?

Applications will appear immediately in [ASR Application Search](#). Enter the file number in the ASR Application Search to find your application.