

## **VHF PUBLIC-SAFETY (EMS) LICENSE APPLICATION FEES + PROCEDURES**

*rev 9/24/10*

These instructions apply if you require a license in the VHF (150-174 MHz) band.

In the instructions below, "IMSA" is the Intl. Municipal Signal Assn., the FCC-designated frequency coordinator for Fire and EMS.

Here is what's needed:

1. Check for \$200 per frequency payable to "IMSA FREQUENCY COORDINATION." This will permit the assignment of one VHF frequency. At the present time, I believe the coordination fee will stay at \$200. There is a possibility, however, that an additional \$100 will be needed if the Fire-EMS frequency coordinator has to select a channel that is within the jurisdiction of another coordinator. If that situation arises, I will notify you. As an alternative, you may prepare an additional check for \$100, also payable to "IMSA FREQUENCY COORDINATION," and send it to me with the \$200 check. If we need the extra \$100, I will have the check on hand to submit immediately, to prevent delays. If the check is not needed, I will return it to you. If you want a VHF repeater, you'll need 2 channels. Prepare a check for \$400, plus the additional \$100 (separate check) described above.
2. If you need a repeater, you will need a "letter of support," because the second channel needed for the repeater will be "outside" the normal EMS channel range. Click here: [FCC Support Letter](#) for a sample letter.
3. A completed copy of the NSP Telecom Survey for your patrol, if not already submitted.
4. Make sure you completely fill out the geographic information questions on the NSP license application form (click [here](#)). We need the lat/long to the nearest second, the elevation, the street address, and also provide an idea of how tall your patrol building (or dispatch location) is, so we can provide antenna height info to the frequency coordinator. You can attach a sketch showing approximate dimensions.
5. Keep a copy of the NSP license application form, support letter (if required), telecom survey response and check(s) for your records.
6. Send the telecom survey response, NSP license application and check(s) to me:

Dick Woolf  
PO Box 333  
Scarsdale NY 10583-0333

7. Questions? Email me: [telecom@nsp.org](mailto:telecom@nsp.org)