

Schools and Libraries (E-Rate) Program
FCC Form 486 Submission Guide
(Funding Year 2016 and Forward)
May 2025

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FCC Form 486 Overview

This guide shows users how to file the Receipt of Service Confirmation and Children’s Internet Protection Act (CIPA) Certification Form (FCC Form 486) in the E-Rate Productivity Center (EPC). Applicants file FCC Form 486 to certify the billed entity’s status of compliance with CIPA and to notify USAC of the services start date for all funding request numbers (FRNs) listed on the form. The FCC Form 486 can be filed for multiple FRNs on one or more E-Rate applications (FCC Forms 471).

CIPA mandates that, as an applicant, you must certify that your school or library enforces an Internet safety policy that includes a technology protection measure that protects against obscene content, child pornography, and harmful material for minors under the age of 17. You must also give public notice and hold at least one public hearing or meeting on your proposed technology protection measures and Internet safety policies. For private schools, public notice means notifying the appropriate constituent group. Additional meetings are only required if mandated by state or local rules.

When completing the FCC Form 486, the [administrative authority](#) will certify that their school or library is either CIPA compliant, in the process of becoming CIPA compliant, or that your FRN does not include services that require compliance to CIPA. Please visit the E-Rate [FCC Form 486](#) and [CIPA](#) web pages for more details.

When to File

Applicants can file FCC Form 486 only after receiving a positive Funding Commitment Decision Letter (FCDL) from USAC for their FRN(s). The filing deadline for FCC Form 486 is 120 days after either the FCDL date or the FRN’s service start date (SSD), whichever is later. Applicants in receipt of an FCDL, with confirmation that services will start in July of the coming funding year, may file early, i.e., before the FRN's service start date if they meet certain conditions.

Applicants who miss the FCC Form 486 certification deadline will receive a single urgent reminder through the EPC **News** Feed. Upon receipt of this FCC Form 486 Urgent Reminder Letter, you have 15 days to file your FCC Form 486. If you miss the FCC Form 486 deadline, USAC will adjust your SSD to 120 days before the filing date, which may reduce your funding commitment.



How to File FCC Form

Start the FCC Form 486 Filing Process

- 1) Access the form by clicking **FCC Form 486** in the top-right of your EPC Applicant Landing Page.

The screenshot shows the 'My Applicant Landing Page' for Universal Service Administrative Co. The user is logged in as 'ABC 123 School'. In the top right navigation menu, 'FCC Form 486' is highlighted with a red box and a red arrow. Other menu items include Funding Request Report, FCC Form 470, FCC Form 471, Appeal, IDD Extension, FCC Form 500, SPIN Change, Service Substitution, Manage Users, Manage Organizations, EPC E-Rate Invoicing, USAC Website, Contact Us, and Help. Below the navigation menu, there are filters for 'Pending Inquiries' with dropdowns for 'Type' and 'Funding Year', and an 'Application/Request' search field. 'APPLY FILTERS' and 'CLEAR FILTERS' buttons are at the bottom right.

Sections to Complete to file an FCC Form 486

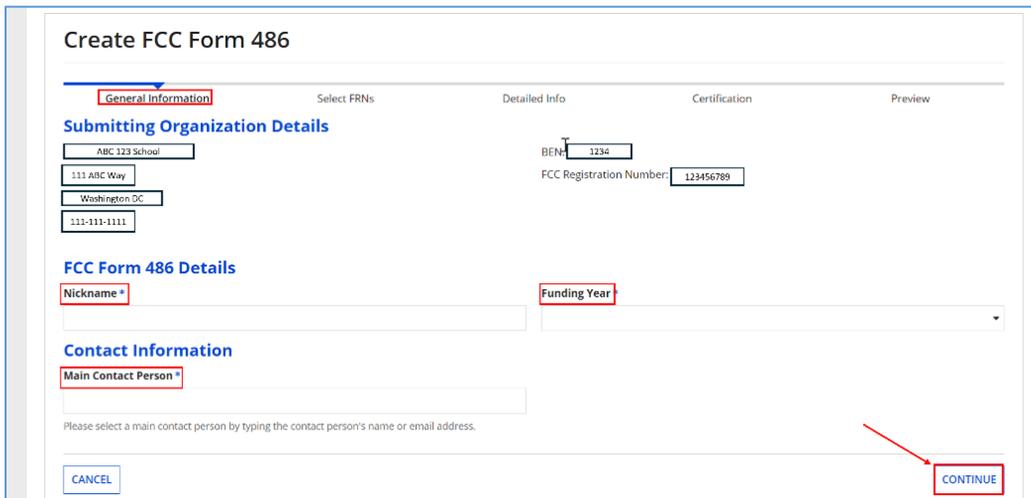
When filing FCC Form 486, provide and review information in the following 5 sections of the online form:

The screenshot shows the 'Create FCC Form 486' form with five sections: General Information, Select FRNs, Detailed Info, Certification, and Preview. The 'General Information' section is currently selected and highlighted with a blue arrow.

- **General Information:** Include the FCC Form 486 nickname, select the relevant funding year (FY) of the FRN(s), and enter the Main Contact Person for your entity.
- **Select FRNs:** Associate the appropriate FRN(s) with this FCC Form 486.
- **Detailed Info:** Enter the SSD(s) for your FRN(s).
- **Certification:** Make certifications regarding your school, library, or consortium's status of compliance with the CIPA requirements
- **Preview:** Review the information you included before filing your FCC Form 486.

Provide General Information

- 1) Review that the “Submitting Organizations Details” section and confirm the information is correct.
- 2) Provide information in the following fields under “FCC Form 486 Details”:
 - a. Nickname: Enter the FCC Form 486 nickname.
 - b. Funding Year: Select the relevant Funding Year of the FRN(s) you wish to include.
- 3) In the “Contact Information” section, enter the Main Contact Person for your entity. Begin typing the contact’s name or email address and their information will appear in a dropdown menu for you to select.
- 4) In the bottom-right corner, click **Continue** to move forward to the “Select FRNs” page.



Create FCC Form 486

General Information | Select FRNs | Detailed Info | Certification | Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

FCC Form 486 Details

Nickname *
Funding Year

Contact Information

Main Contact Person *

Please select a main contact person by typing the contact person's name or email address.

CANCEL CONTINUE

Select the FRN(s)

- 1) First on the “Select FRNs” page, check the box(es) next to the FRN(s) in the “Filters” section that you wish to associate with your FCC Form 486. After checking the box(es), click **Add FRNs** in the bottom-right to include the FRN(s) on your form.

Create FCC Form 486
Use the filters below to search and select FRNs to associate.

General Information **Select FRNs** Detailed Info Certification Preview

Submitting Organization Details

ABC 123 School BEN 1234
111 ABC Way FCC Registration Number 123456789
Washington DC
111-111-1111

Filters

Application Number: Enter entire FCC Form 471 Application Number
FRN: Enter entire Funding Request Number
Category of Service: --Select Filter by Application Category of Service--
FRN Status: Funded

ADD ALL (8) FRNS CLEAR SEARCH FILTERS SEARCH

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input checked="" type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded
<input checked="" type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded
<input checked="" type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded
<input checked="" type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded
<input checked="" type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded
<input checked="" type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded
<input checked="" type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded
<input checked="" type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded

ADD (0) FRNS

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded

- 2) After you associate the FRN(s) with your FCC Form 486, the “Selected FRNs” grid displays the FRN(s) you included. Click **Continue** to move forward to the “Detailed Info” page.

Selected FRNs

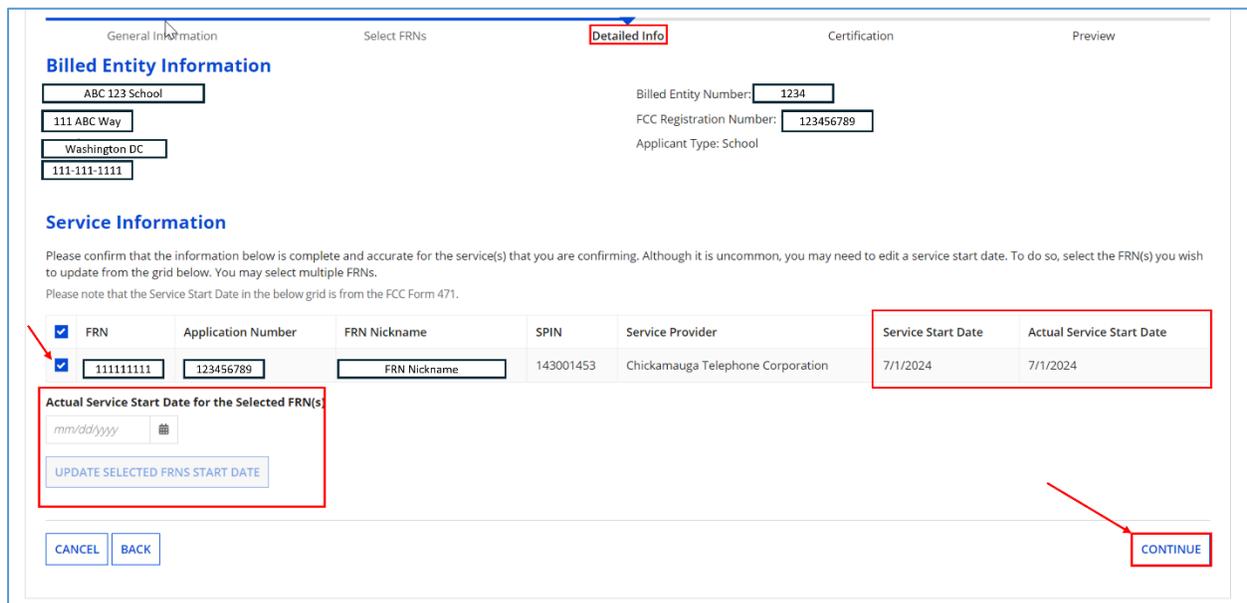
<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	111111111	123456789	FRN Nickname	Category 2	Funded

REMOVE (0) FRNS

CANCEL BACK CONTINUE

Include the service start dates (SSD)(s) for your FRN(s)

- 1) On the “Detailed Info” page in the “Service Information” section, review the “Actual Service Start Date” column to determine whether this needs to be changed (e.g., your services started on a date after the beginning of the funding year) or whether you would like to keep the SSD that you were approved for on the relevant FCC Form 471. Remember that you will not be reimbursed for services provided before the SSD that is certified on the FCC Form 486.
- 2) To change the SSD(s) of your FRN(s) on the FCC Form 486:
 - a. Check the box(es) next to one or more FRN(s),
 - b. Enter your requested, “actual” SSD(s) in the field under the “Actual Service Start Date for the Selected FRN(s)” text,
 - c. Click **Update Selected FRNs Start Date** to include your requested, actual SSD(s) on the “Detailed Info” page, and
 - d. Confirm that the value under the “Actual Service Start Date” column reflects your actual SSD.
- 3) In this example the applicant did not request an SSD change. In the bottom-right corner, click **Continue** to move forward to the “Certification” page.



The screenshot displays the 'Detailed Info' page of the FCC Form 486 system. It is divided into two main sections: 'Billed Entity Information' and 'Service Information'.

Billed Entity Information: Includes fields for 'ABC 123 School', '111 ABC Way', 'Washington DC', and '111-111-1111'. It also shows 'Billed Entity Number: 1234', 'FCC Registration Number: 123456789', and 'Applicant Type: School'.

Service Information: Contains a table with the following data:

FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date	
<input checked="" type="checkbox"/>	111111111	123456789	FRN Nickname	143001453	Chickamauga Telephone Corporation	7/1/2024	7/1/2024

Below the table is a date picker labeled 'Actual Service Start Date for the Selected FRN(s)' with a calendar icon and a button labeled 'UPDATE SELECTED FRNS START DATE'. At the bottom of the page are 'CANCEL', 'BACK', and 'CONTINUE' buttons.



Make Certifications Including CIPA Compliance Status

- 1) On the first “Certification” page, check the Early Filing and CIPA Waiver box(es) to the left of the certification statement(s) ONLY if they apply to your school or library. Click **Continue** to proceed to the next certification page.

FCC Form 486

General Information
Select FRNs
Detailed Info
Certification
Preview

Billed Entity Information

ABC 123 School	Billed Entity Number: <input style="width: 50px;" type="text" value="1234"/>
111 ABC Way	FCC Registration Number: <input style="width: 50px;" type="text" value="123456789"/>
Washington DC	Applicant Type: School
111-111-1111	

Early Filing

CHECK THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.

The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

CIPA Waiver

CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE BILLED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.

I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the schools or libraries represented in the Funding Request Number(s) on this FCC Form 486 will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

- 2) On the second “Certification” page, click the CIPA certification that corresponds to your school or library for the funding year in question.

- 3) After making your certifications on this page, in the bottom-right corner, click **Preview** to move forward to the “Preview” page.

FCC Form 486

General Information Select FRNs Detailed Info **Certification** Preview

Billed Entity Information

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

Billed Entity Number: 1234
FCC Registration Number: 123456789
Applicant Type: School

Certifications

I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

CIPA Certifications

I certify that as of the date of the start of discounted services:*

I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (i).

I certify that as of the date of the start of discounted services: Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (i), the recipient(s) of service represented in the Funding Request Number(s) on this Form 486: (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

I certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.

CANCEL BACK **PREVIEW**

Review the “Preview” Page Before Filing

- 1) On the FCC Form 486 “Preview” page, review the information you provided on the previous pages. After confirming this information is correct, click **Certify** in the bottom-right corner to move forward.

FCC Form 486

General Information Select FRNs Detailed Info Certification **Preview**

Form Details

Nickname: Test Funding Year: 2024

Billed Entity Information

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

Billed Entity Number: 1234
FCC Registration Number: 123456789
Applicant Type: School

Main Contact

Name: Full_17037962 User Email: test_full17037962@usac.org
Phone Number: 111-111-1111

Service Information

FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
111111111	123456789	FRN Nickname	143002602	Pioneer Telephone Company	7/1/2024	7/1/2024

Certifications

I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request; any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

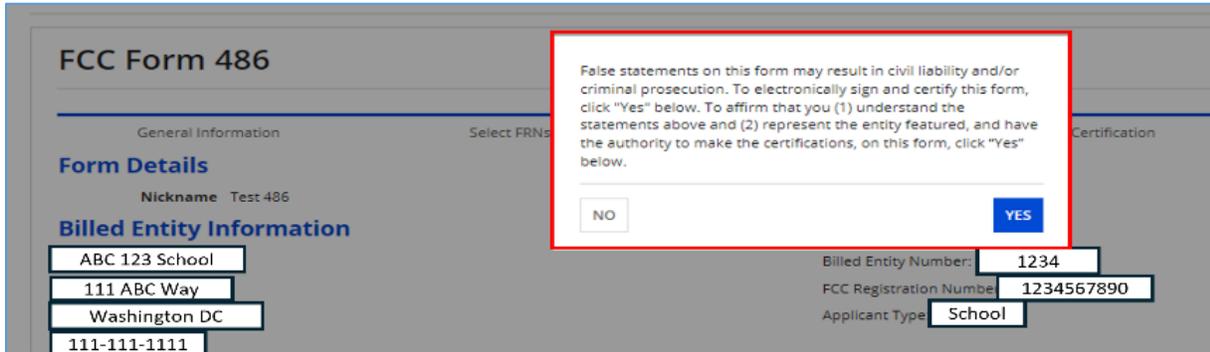
I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (i).

CANCEL BACK PRINT PREVIEW **CERTIFY**

- 2) To submit FCC Form 486, you must provide a response to the following:

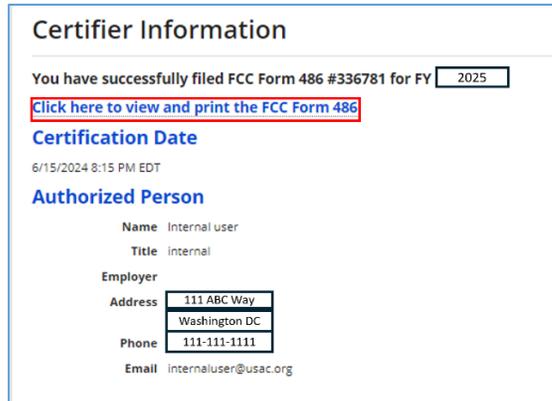
False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click “Yes” below.

Clicking “No” returns to the “Preview” page. Clicking “Yes” will file your FCC Form 486.



After Filing Your FCC Form 486

After filing, you may click the blue hyperlink shown in the screenshot to view your FCC Form 486 request in EPC.



FCC Form 486 Decisions

For FY2016 and forward, USAC issues you and your service provider an FCC Form 486 Notification Letter after your FCC Form 486 is processed. You can access your FCC Form 486 Notification Letter in your EPC **News** Feed.

On your Notification Letter, the FRN(s) on your FCC Form 486 may receive one of the following decisions:

- **Approved:** USAC accepts the CIPA certifications and service start dates represented on the FCC Form 486.
- **Partially Approved:** Some items on the FCC Form 486 were modified or not accepted. Review the FCC Form 486 Notification Letter in detail to view the specific decision and modification



for each FRN. For example, the CIPA certification for an FRN was accepted while the new SSD submitted on the form was rejected; or the CIPA certification and service start date for one or more FRN was accepted as submitted while the service start date for another FRN was modified by USAC due to untimely filing.

- **Canceled:** You requested to cancel your FCC Form 486, and this request was approved.
- **Denied:** Applicant is in violation of CIPA requirements.

You may appeal the decision on your FCC Form 486 by first filing an appeal with USAC before appealing to the FCC. If USAC denies your appeal, you may then appeal to the FCC.