



Virginia Association of Broadcasters Legal Review



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May 30, 2019

Virginia Radio Renewal Reminder!

Renewal Applications and EEO Report (Schedule 396) Due for Virginia Radio Stations By **June 3, 2019**

All Virginia radio stations must file their FCC license renewal applications by Monday, **June 3, 2019**. If your Virginia radio station has not yet taken the steps necessary to ensure a timely filing of the license renewal application, you are running out of time and should call your FCC counsel (or the VAB hotline) immediately!

Also due on **June 3** for Virginia radio stations, in conjunction with the license renewal application, is the Broadcast Equal Employment Opportunity Program Report on FCC Form 2100, Schedule 396 (formerly known as FCC Form 396). The requirement to file the Schedule 396 in the FCC's LMS (Licensing and Management System) applies to all radio stations, no matter how many full-time employees they have.

NOTE: Virginia radio stations will need to file the Schedule 396 Report in LMS **before** filing their license renewal application (also in LMS). Why? Because the FCC's LMS filing system will generate a file number upon receipt of the Schedule 396 that stations must then insert into the relevant field in the license renewal application.

The VAB has previously distributed a license renewal guide; if you need a copy, please contact the Association office.

If you have any questions concerning the information discussed in this memorandum, please contact your communications counsel or any of the undersigned.

Tim Nelson, Editor

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