Tips for Completing the FCC's
Annual 911 Fee Report Questionnaire

Here are some tips to help respondents fill out the questionnaire:

- Submit the completed Word fillable form to 911feereport@fcc.gov. Do not convert it to a PDF or other format for submission.

- Only report calendar year data, not fiscal year data.

- In fields that ask for a numerical response (e.g., total number of primary PSAPS), provide <u>only</u> a numerical response or a short non-numerical response such as "Unknown," "None," or "N/A."

  - If you need to provide a narrative explanation or qualifier, you can provide that in the related "Addendum Section."

- <u>States should submit a single questionnaire form for the entire state</u>, not multiple questionnaire forms completed by local jurisdictions.

- <u>States should include all requested data (e.g., county totals) on the state questionnaire itself</u>. States may submit supplemental materials, as long as the form itself contains all requested data.