



PUBLIC NOTICE

FEDERAL COMMUNICATIONS COMMISSION
445 12TH ST, S.W.; TW-A325
WASHINGTON, D.C. 20554

News Media Information: (202) 418-0500
Fax-On-Demand: (202) 418-2830
Internet: <http://www.fcc.gov>
<ftp.fcc.gov>

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Electronic Filing Required for Certain Microwave Licenses Beginning March 1, 2000

Wireless Telecommunications Bureau (WTB) Recommends that Microwave Licensees Take Steps to Prepare for Electronic Filing Via the Universal Licensing System (ULS); New Dismissal Policy for Defective Applications Also Takes Effect on March 1, 2000

In the *ULS Report and Order* in WT Docket No. 98-20¹, the Commission revised its rules to require electronic filing via ULS of all applications (excluding emergency requests) for certain Microwave services, which, in general, consist of Part 101 Common Carrier Microwave Services. This rule is to take effect for certain Microwave services on March 1, 2000, as shown in the table below.

The WTB began use of ULS for the Microwave services on August 30, 1999, but provided a 6-month transition period before requiring electronic filing for those services.² That 6-month transition period ends at midnight on February 29, 2000, at which time mandatory electronic filing will take effect. In implementing this rule, the Bureau will dismiss without prejudice all manually-filed applications (excluding emergency requests) received on or after March 1, 2000 that include radio service codes subject to mandatory electronic filing. Also beginning March 1, 2000, the Bureau will dismiss without prejudice all manually-filed applications that are filed on pre-ULS forms, regardless of whether the applicant is permitted to continue to file manually.

The WTB recommends that licensees prepare for mandatory electronic filing by, at a minimum, taking the steps listed below. As soon as possible, each licensee should:

- (1) Make sure that it is registered in ULS. Registration can be done on the Internet at <http://www.fcc.gov/wtb/uls> by clicking the "TIN/Call Sign Registration" button. See the table below for the percentages of call signs registered for each service subject to mandatory filing;
- (2) Verify that it has the correct hardware and software to utilize ULS License Search, Application Search, and Online Filing. Note: ULS search functions are now available on the Internet or via the FCC network, but online filing is available only via the FCC network, not the Internet. **Note:** Detailed information on getting connected to ULS and accessing the FCC network are included as Appendices A and B, respectively, to this Public Notice (this information also is available on the ULS Homepage at <http://www.fcc.gov/wtb/uls>, under the "ULS Information Center" heading by clicking on the Getting Connected to the ULS link or by

¹ Amendment of Parts 0, 1, 13, 22, 24, 26, 27, 80, 87, 90, 95, 97, and 101 of the Commission's Rules to Facilitate the Development and Use of the Universal Licensing System in the Wireless Telecommunications Service, WT Docket No. 98-20, *Report and Order*, 13 FCC Rcd. 21027 (1998) (*ULS Report and Order*).

² See "Wireless Telecommunications Bureau to Begin Use of Universal Licensing System (ULS) for Microwave Services on August 30, 1999", Public Notice, DA 99-1543, released August 6, 1999.

clicking the Connecting to ULS button, the eighth button down on the left at the ULS Homepage);

- (3) Check the ULS Homepage (<http://www.fcc.gov/wtb/uls>) for scheduled down-time so that it may plan its filings accordingly;
- (4) For filings with specific deadlines or filing dates, plan on completing all parts of the application form on-line well in advance of those deadlines so that it only needs to access the application and hit the “Submit” button on the filing date. **Note:** Form 602, *FCC Ownership Disclosure Information for the Wireless Telecommunications Services*, is not yet available for electronic filing. Until the Bureau issues a Public Notice announcing the availability of Form 602 for electronic filing, Form 602 must be filed manually;
- (5) Use License Search to verify license expiration and construction dates well in advance;
- (6) Verify that it has a TIN/SGIN/password combination to access each of its call signs by initiating a sample Administrative Update application to ensure that each call sign is present. The licensee must have already registered its TIN/SGIN online or manually using FCC Form 606, and associated each of its call signs with the appropriate TIN/SGIN combination. This initiation of an application is for the sole purpose of verifying that all call signs are accounted for. The application does not need to be submitted to the FCC. All applications in “Saved” status will be automatically deleted from the system after 30 days. **Note:** If you registered manually using FCC Form 606, you must call Technical Support at 202-414-1250 (TTY 202-414-1255) to obtain a password;
- (7) Read the online “Help” files well in advance regarding the type of application it intends to file;
- (8) For applications where ULS location, file, and path numbers are required — *e.g.*, application purposes Modification (MD), Required Notification (NT), Request for Extension of Time (EX), Withdrawal of Application (WD), Amendment (AM), and Renewal/Modification (RM) — verify each location and path number using License Search and each file number using Application Search;
- (9) Start its filing as early as possible and keep a recent “Print Preview” of the application in case its computer, software, or phone line fails. Ideally, the print preview will be done at the point where the application is substantially complete (*e.g.*, where only the signature is missing) so that there is no doubt as to the intent of the filing. In lieu of printing a hard copy, applicants may want to use the Adobe Acrobat print driver to save an electronic copy of the print preview in “PDF” format;
- (10) If it encounters a problem during filing, contact Technical Support at 202-414-1250 (TTY 202-414-1255) as soon as possible, noting the time and date of the call, and the Technical Support representative’s name;
- (11) If it plans to file a non-*pro forma* ownership change (*i.e.*, a transfer of control of assignment of license), be aware that this is a three-step process requiring both parties to the transaction to access the system and fill in portions of the form. For assignments, the assignor fills out and “Approves” the filing, the assignee completes and “Approves” the filing, and the assignor signs and “Submits” the filing. Similarly for transfers, the licensee fills out and “Approves” the filing, the transferee completes and “Approves” the filing, and the licensee signs and “Submits” the filing. The Bureau recommends filling in the form up to the third step well in advance, so that all that remains to do on the desired filing date is to access the application and hit the “Submit” button;
- (12) When filing a transfer of control (purpose TC), be aware that the Licensee must use its TIN/SGIN/password to access the system and provide the TIN/SGIN (but not the password) of the

Transferor (may be the same as the licensee) as well as the TIN/SGIN (not the password) of the Transferee. Applicants should obtain the appropriate TIN/SGIN information well in advance; and,

- (13) When filing an assignment of license (purpose AA), be aware that the Assignor must use its TIN/SGIN/password to access the system and provide the TIN/SGIN (but not the password) of the assignee. Applicants should obtain the appropriate TIN/SGIN information well in advance. **Note:** For security reasons, the FCC will not release TINs, even to the owners of the TINs.

Mandatory Electronic Filing

Beginning on March 1, 2000, certain Microwave licensees and applicants must electronically file Form 601, *Application for Wireless Telecommunications Bureau Radio Service Authorization*, and Form 603, *FCC Wireless Telecommunications Bureau Application for Assignments of Authorization and Transfers of Control*, as set forth below.³ Where manual filing of Forms 601 and 603 is allowed, the Bureau will accept manually filed applications filed only on the August 1999 edition (or subsequent editions) of Form 601 and on the February 1999 (or subsequent editions) of Form 603. Forms 415, 415T, 430, 313, 313R, 402R, 701, 702, 703, and 704 will no longer be accepted from Microwave filers beginning March 1, 2000. *The WTB strongly recommends that all filers take advantage of electronic filing via ULS, which will result in expedited processing compared with manual filing.*

When sending attachments to applications, please note that:

1. Adobe PDF format for attachments is preferable, but all commonly used word processing and spreadsheet formats are acceptable. A complete list of acceptable formats can be found in the ULS help files.
2. Attached documents must not be password protected.
3. Attachments should not contain Taxpayer Identification Numbers (TINs), as the FCC cannot screen them from attachments.
4. When sending an attachment that cannot be submitted electronically, filers should mail the attachment as follows:
 - a. submit a separate attachment electronically explaining that there is/are attachment(s) coming via mail due to the inability to send it/them in an electronic format, and list the attachments.
 - b. after submitting an application, perform a print preview and send the first page of the application, along with the attachments, so that the FCC will have the correct file number.
 - c. mail the attachment(s) to the FCC's Gettysburg, PA office at: Attn: ULS Attachments, 1270 Fairfield Road, Gettysburg, PA 17325-7245.

³ Pursuant to § 1.913(b) of the Commission's Rules, 47 C.F.R. § 1.913(b). After February 29, 2000, applications that contain both radio service codes subject to mandatory electronic filing and radio service codes that may be filed manually as part of the same application *must* be filed electronically.

Radio Service Codes Subject to Mandatory Electronic Filing	Radio Service Codes That May Be Filed Electronically or Manually	
CE – Common Carrier DEMS <i>% of call signs registered: 72</i>	PE – Private DEMS	AI – Broadcast Auxiliary Aural Intercity Relay
CT – Common Carrier Local Television Transmission <i>% of call signs registered: 83</i>	WA – Private Point-to-Point, Eligibility – Aviation	AB – Broadcast Auxiliary Aural Microwave Booster
CF – Common Carrier Point-to-Point <i>% of call signs registered: 55</i>	MG – Private Point-to-Point, Eligibility – Industrial/Business	AS – Broadcast Auxiliary Aural Studio Transmitter Link
LD – Local Multipoint Distribution Service <i>% of call signs registered: 100</i>	WM – Private Point-to-Point, Eligibility – Marine	TI – Broadcast Auxiliary TV Intercity Relay
TN – 39 GHz, Market Area <i>% of call signs registered: n/a</i>	MW – Private Point-to-Point, Eligibility – Public Safety	TB – Broadcast Auxiliary TV Microwave Booster
	WR – Private Point-to-Point, Eligibility - Radiolocation	TS – Broadcast Auxiliary TV Studio Transmitter Link
		TP – Broadcast Auxiliary TV Pickup
		TT – Broadcast Auxiliary TV Translator Relay

Unified Policy for Reviewing Microwave License Applications and Pleadings

Also beginning March 1, 2000, the Bureau will implement its unified policy for dismissing and returning applications, as well as pleadings related to such applications (unified policy), for the Microwave services. The unified policy takes effect for all radio services for which electronic filing has been available for more than 6 months. Under the unified policy, applications or pleadings that are defective will be dismissed, rather than returned to the applicant for correction, except as described previously by the Bureau.⁴

To find out more about the Unified Dismissal Policy, consult the Public Notice titled “Wireless Telecommunications Bureau Revises and Begins Phased Implementation of its Unified Policy for Reviewing License Applications and Pleadings,” available on the Bureau’s ULS Homepage (<http://www.fcc.gov/wtb/uls>) via the “ULS Releases” link.

⁴ See “Wireless Telecommunications Bureau Revises and Begins Phased Implementation of Its Unified Policy For Reviewing License Applications and Pleadings” Public Notice, DA 99-1267, released June 28, 1999.

Finding Basic Information About Microwave Filings in ULS

On August 6, 1999, the Bureau released a Public Notice containing an overview of the use of ULS for licensing in the Microwave Services, as well as a detailed description of the procedures licensees need to follow in order to make filings and check on the status of their applications. This document, titled “Wireless Telecommunications Bureau to Begin Use of Universal Licensing System (ULS) for Microwave Services on August 30, 1999,” DA 99-1543, is available on the Bureau’s ULS Homepage (<http://www.fcc.gov/wtb/uls>) under “ULS Headlines.”

For Further Information or Assistance

For general information about ULS, including answers to frequently asked questions regarding submitting applications, finding the status of pending applications, and searching the ULS database, the Commission recommends first consulting the ULS web page at <http://www.fcc.gov/wtb/uls>. Those having specific questions not addressed on the web page may contact Commission staff via phone or e-mail as described below.

FCC Technical Support Hotline: 202-414-1250 (TTY 202- 414-1255), or via e-mail at ulscomm@fcc.gov. Contact the Technical Support Hotline about questions concerning computer access to ULS, TIN registration, uploading files, or submitting attachments in ULS. The hotline is available Monday through Friday, from 8 a.m. to 6 p.m. Eastern Time. In order to provide better service to ULS users and ensure the security of the electronic filing system, all calls to the hotline are recorded.

ULS Licensing Support and Forms Information: 1-888-CALLFCC (225-5322), choose option #2. E-mail questions may be sent to ulshelp@fcc.gov. Contact Licensing Support with questions about which application purpose(s) are appropriate for a particular filing, what information is being requested on a ULS form or schedule, or any other ULS-related licensing matter. ULS Licensing Support is available Monday through Friday, from 8:00 am to 5:30 pm Eastern Time.

Obtaining Forms: The FCC offers several ways to obtain forms (including pre-ULS forms). Forms can be acquired via the FCC forms page at <http://www.fcc.gov/formpage.html>; via the Forms Request System (forms are mailed to those who request them) at 1-800-418-Form (3676); and via the Fax on Demand System at 202-418-0177.