



PUBLIC NOTICE

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October 30, 2000

Wireless Telecommunications Bureau (WTB) to Implement Universal Licensing System (ULS) for Ship Station Licensing on November 20, 2000

On November 20, 2000, the Wireless Telecommunications Bureau (WTB) will implement the Universal Licensing System (ULS) for all Ship station licensing.¹

ULS is the interactive licensing database developed by WTB to consolidate and to replace eleven existing licensing systems used to process applications and to grant licenses in wireless services. ULS provides numerous benefits, including fast and easy electronic filing, improved data accuracy through automated checking of applications, and enhanced electronic access to licensing information. The deployment of Ship in ULS is part of the WTB's ongoing deployment of ULS for all wireless services.

For further information regarding ULS rules and procedures, applicants should refer to the ULS homepage at <http://www.fcc.gov/wtb/uls>.²

OVERVIEW OF ULS SHIP CONVERSION

Beginning November 20, 2000, applicants and licensees of Ship stations will be able to use ULS Form 605³ for

- Electronic Filing of New Station Applications
- License Cancellations

¹ This Public Notice applies only to Ship stations that are required to be licensed under section 80.13 of the FCC's rules (47 CFR § 80.13). Other Maritime services covered by Part 80 (including the licensing of land stations) will be converted to ULS at a later date.

² Additional information can be found in the *ULS Report and Order*. See Amendment of Parts 0, 1, 12, 22, 24, 26, 27, 80, 87, 90, 95, 97, and 101 of the FCC's Rules to Facilitate the Development and Use of the Universal Licensing System in the Wireless Telecommunications Services, WT Docket No. 98-20, *Report and Order*, 13 FCC Rcd 21027 (1998) (*ULS R&O*), *recon.*, FCC 99-139, 14 FCC Rcd 11476. See also "Wireless Telecommunications WTB Announces New Universal Licensing System (ULS) Filing Procedures and Revised Application Forms Effective February 16, 1999," *Public Notice*, February 10, 1999. Applicants can find these documents, all Public Notices, and other documents pertaining to ULS by accessing the ULS homepage at <http://www.fcc.gov/wtb/uls> and selecting "Headlines" and then "All Releases."

³ OMB Control Number 3060-850.

- License Modifications
- Application Amendments
- License Renewals
- Application Withdrawals
- Requests for Duplicate Licenses
- Administrative Updates

NOTE: At the present time, applicants must file a change of vessel name as a Modification (MD) in ULS, even though current paper Form 605 instructions state that applicants should file change of vessel name as an Administrative Update (AU). This procedure is temporary and should last through mid-February 2001. We will release a Public Notice in advance of any changes to this procedure.

As part of the conversion process, all valid existing Ship station licensing data currently residing in WTB's database will be transferred to the ULS database, and all Ship station applications filed on or after November 20, 2000, will be entered into the ULS database and processed through the new system. Also, as of November 20, 2000, Ship station licensing data will be available to the public via ULS and will no longer be updated in the database currently used for Ship station licensing.

TIN REGISTRATION

As mandated by the Debt Collection Improvement Act of 1996 (DCIA), the FCC requires all wireless licensees—including Ship station licensees—to register their Taxpayer Identification Number (TIN) via ULS. To protect licensee privacy, registered TINs will **not** be made available to the public. However, TIN information may be released to the U.S. Treasury Department for purposes of compliance with the DCIA.

Ship station licensees who have not yet registered their TIN and selected user passwords in ULS must do so before filing applications electronically or updating licensing information in the new system.⁴ WTB urges applicants and licensees to register their TIN electronically. Applicants can register at the ULS homepage at <http://www.fcc.gov/wtb/uls>.

All applicants and licensees must submit their TIN with their applications regardless of whether they file electronically or manually. Failure to register prior to filing an application will result in delayed processing of the application.

Manual TIN registration requires FCC Form 606 (TIN Registration Form), which applicants can obtain from the Internet at <http://www.fcc.gov/formpage.html> or by calling the FCC's Forms Distribution Center at 1-800-418-FORM (3676) (outside the Washington, DC, area) or 202-418-3676 (in the Washington, DC, area). If applicants registered their TIN manually, then they must call ULS Technical Support staff to obtain a password prior to filing electronically via ULS.

If filed manually, Form 606 should be mailed to:

⁴ See "Wireless Telecommunications Bureau Universal Licensing System Registration Now Available," *Public Notice*, November 4, 1997.

Federal Communications Commission
Information Technology Division
Attention: Kathy McLucas
1270 Fairfield Road
Gettysburg, PA 17325-7245

FORM 605 FILING PROCEDURES

Form 605 will replace three forms—Forms 506 (including 506A), 405B, and Electronic Form 900—previously used by Ship station applicants and licensees. It will be used for all Ship station licensing purposes, including new station applications, license modifications, application amendments, license renewals, license cancellations, application withdrawals, requests for duplicate licenses, and administrative updates.

Beginning with receipts on or after November 20, 2000, for Ship services, only the July 1999 edition (or later) of Form 605 is acceptable for filing. Applications filed on or after November 20, 2000, for Ship services on prior editions of the Form 605 will be dismissed without prejudice. Use of pre-ULS forms in lieu of Form 605 is permitted for a **six-month transition** period ending **May 20, 2001**; however, WTB strongly urges applicants to use Form 605 to avoid processing delays. The choice of application form and filing method will affect applications in the following ways:

1. Form 605 filed electronically is the most efficient filing method and will result in expedited treatment compared to filing manually.
2. Form 605 filed manually will result in expedited treatment compared to filing old forms or letter requests.
3. Old forms or letter requests filed manually is not recommended and will result in slower processing than the options described above. Applicants filing manually using old forms must remember to include their TIN with each application or letter request.

To facilitate immediate use of ULS, WTB waives its rules to the extent that it requires the filing of Forms 506 and 405B for Ship station licensing.⁵ This waiver is conditioned on the timely filing of Form 605 in lieu of the old forms. For instructions on filing Form 605 electronically, applicants should go to <http://www.fcc.gov/wtb/uls>. For instructions on filing Form 605 manually, applicants should refer to the Instructions included with the form.

PRE-ULS FORM AND LETTER REQUESTS

Beginning with receipts on or after November 20, 2000, for Ship services, manual filers who choose to use pre-ULS Form 506 and letter requests **must** use the most current edition of this form, which is October 1997.

⁵ See *ULS Report and Order*, 13 FCC Rcd at 21117, ¶ 213.

Use of this form for Ship applications is permitted only until May 20, 2001. Any pre-ULS form or letter request submitted after May 20, 2001, for this service will be dismissed without prejudice.

APPLICATION FEES

Applicants using ULS to file electronically remain subject to application fees under Section 1.1102 of the rules, Section 47 CFR § 1.1102. ULS, however, will simplify the process of submitting fees to the FCC and greatly reduce the potential for applicants to submit insufficient fees. When applicants submit their application online, ULS will assign a file number and show the correct fee amount due and the payment type code on a confirmation screen. Clicking on the “Form 159” button will display an FCC Form 159 with pre-filled information.

Electronic filers have the option either to pay by mail or to pay online using a credit card. If electronic filers choose to pay online using a credit card, they will click on the “Pay Online Now” button. This option will expedite processing of their application. Electronic filers who wish to pay by mail may click on the “Printable Form 159” button to print the pre-filled Form 159, which they should mail with payment to the address specified below.

NOTE: Electronic filers who do not use the pre-printed FCC Form 159 in connection with an electronically filed application must enter the ULS-generated file number in the FCC Form 159 box labeled FCC Code 2. If problems arise while trying to print FCC Form 159, applicants should call the FCC Technical Support Hotline (see below). Mellon Bank must receive the FCC Form 159 and accompanying fee within ten (10) days of submitting the application electronically.

APPLICATION AND PAYMENT ADDRESSES

Where to Send Payments for Electronically filed Applications:

Federal Communications Commission
ULS Electronic Filings
P.O. Box 358994
Pittsburgh, PA 15251-5994

Manually filed **Renewal Only** Applications that require fees should be sent to:

Federal Communications Commission
Wireless Telecommunications Bureau
P.O. Box 358245
Pittsburgh, PA 15251-5245

All other manually filed applications **that require fees** should be sent to:

Federal Communications Commission

ULS Application Processing
P.O. Box 358130
Pittsburgh, PA 15251-5130

All manually filed applications **that do not require fees** should be sent to:

Federal Communications Commission
ULS Application Processing
1270 Fairfield Road
Gettysburg, PA 17325-7245

NOTE: Applicants are advised that filing manually—using either new or old paper forms—will delay processing in comparison to electronic filing of ULS forms because of the additional time required for the FCC to enter manually filed information into ULS. Additionally, applicants using non-ULS forms are reminded to include their TINs on the front of their applications so that the data can be entered into ULS.

FOR FURTHER INFORMATION OR ASSISTANCE

For general information about ULS, including answers to frequently asked questions (FAQs) in regard to submitting applications, finding the status of pending applications, and searching the ULS database, the FCC recommends first consulting the ULS homepage at <http://www.fcc.gov/wtb/uls>. Those individuals having specific questions not addressed on the homepage may contact Technical Support staff via phone or email as described below.

Applicants can reach the FCC Technical Support Hotline at (202) 414-1250, via TTY at (202) 414-1255, or via email at ulscomm@fcc.gov. Applicants can contact the Technical Support Hotline staff about questions concerning computer access to ULS, TIN registration, uploading files, or submitting attachments in ULS. The Hotline is available Monday–Friday, from 7 a.m.–10 p.m., on Saturdays from 8 a.m.–7 p.m., and Sundays from noon–6:00 p.m., Eastern Time. To provide better service to ULS users and to ensure the security of the electronic filing system, all calls to the Hotline are recorded.

ULS Ship Licensing Support and Forms information is a separate hotline. To talk with an agent, applicants should call 1-888-CALLFCC (225-5322) and choose option #2, or send questions to ulshelp@fcc.gov. Applicants can contact Licensing Support with questions about application purpose(s) that 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–Friday, from 8 a.m.–5:30 p.m., Eastern Time.

Comments on ULS should be sent via the Internet to: ulscomm@fcc.gov.