



# PUBLIC NOTICE

**FEDERAL COMMUNICATIONS COMMISSION**  
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**DA 00-270**  
**February 11, 2000**

## **Amateur Licensees Required to File Using Universal Licensing System (ULS) Forms Beginning February 17, 2000**

*Applications Filed on Pre-ULS Forms Will Be Dismissed Without Prejudice; New Dismissal Policy for Defective Applications Also Takes Effect on February 17, 2000*

The Wireless Telecommunications Bureau (WTB) began use of ULS for the Amateur services on August 16, 1999, and described the procedures for station and operator licensing in the Amateur Radio Services using ULS in a Public Notice released in July 1999.<sup>1</sup> In that Public Notice, the WTB provided a 6-month transition period during which pre-ULS forms would still be accepted. That transition period ends at midnight on February 16, 2000, at which time the Bureau will no longer accept filings made on pre-ULS Forms 610 and 610V. The Bureau will dismiss without prejudice all applications received on or after February 17, 2000, that are filed using Forms 610 and 610V. As described below, the Commission will continue to accept Form 610B in certain circumstances.

### **New Filing Procedures**

For applications that do not need to be filed by a volunteer-examiner coordinator (VEC), such as renewals and administrative updates, Amateur Service licensees may file FCC Form 605 electronically (interactively) or manually (see "ULS Filing Procedures" below). Electronically filed applications will be subject to automated edit checking, enabling the applicant to make corrections before filing the application. Manually filed applications will not be checked automatically, and are subject to dismissal if they are defective or incomplete. **NOTE:** Electronic filing currently uses the Commission's wide-area network via dial-up access; the Bureau plans to make application filing via the Internet available later this year and will announce that availability in a future Public Notice.

### **Automated Processing of Amateur Service Applications in ULS**

Under ULS, applicants may file FCC Form 605 electronically at any time 24 hours a day, seven days a week. Automated processing of electronically filed applications will occur nightly on each business day, beginning at approximately 11 p.m., Eastern Time. When the nightly processing run is completed, ULS will generate a file listing the day's licensing activity, and processing results will be available for query through the ULS Internet public access system. Applications filed on weekends and holidays will be given a receipt date for, and will be processed on, the next business day.

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<sup>1</sup> See "Wireless Telecommunications Bureau to Begin Use of Universal Licensing System (ULS) for Licensing in the Amateur Radio Services Beginning on August 16, 1999", Public Notice, DA 99-1455, released July 23, 1999.

## Registration of Taxpayer Identification Numbers (TINs)

In order to file any application in ULS electronically or manually, you must (1) register your TIN in ULS and associate your current call sign(s) with your TIN; and (2) provide your TIN on all applications.

For individuals, the TIN is your Social Security Number (SSN). For businesses, the TIN is the Employer Identification Number (EIN) of the business. Under some circumstances, Amateur Service applicants or licensees may not be required by law to have a TIN (e.g., citizens of foreign countries and certain nonresident aliens). The FCC will provide you with an FCC-generated identification number for access to ULS if and only if you are not required by law to have a TIN. To determine whether you fall within this category, call ULS Technical Support at 202-414-1250. Amateur licensees do not require a Sub-group Identification Number (SGIN).

Trustees and custodians of Club, Military Recreation, and RACES licenses should not use their personal Social Security Number as the TIN for these licenses, but should instead use an EIN (when one is available). Otherwise, contact ULS Technical Support to obtain a FCC-generated identification number.

The Bureau urges Amateur Service applicants and licensees to register their TINs immediately if they have not done so already. Applicants need to register their TIN only once.

**IMPORTANT:** If you do not register your TIN, you will be UNABLE to file applications in ULS. Applications that do not contain a TIN will be DISMISSED as defective.

There are several ways to register your TIN in ULS:

### 1. Electronic TIN Registration:

The Bureau strongly recommends electronic registration. Also, registering TINs electronically before taking a test will save users from having to call Technical Support later to obtain a password. To register electronically, access the FCC's ULS Internet site at <http://www.fcc.gov/wtb/uls>, click on the "ULS TIN/Call Sign Registration" link, and follow the on-line instructions.

When you register your TIN electronically, you select a password to identify yourself in future, private transactions with the FCC database. (This is analogous to setting a PIN when your bank gives you a new ATM card.) Your password can be 5 to 30 characters (letters and/or numbers) long and is case-sensitive. For additional security, you must also specify a personal or corporate identifier. We recommend that you not use your Amateur Service call sign or any other call sign that can be associated with you as a password or identifier.

After registering your TIN, you will be asked to enter your call sign(s). Associating your call sign(s) with your TIN in ULS will enable you to file renewals, modifications, notifications, and other filings with respect to the call sign(s) you have identified.

### 2. Automatic TIN Registration Through VECs:

As a convenience for Amateur Service applicants and licensees, the Bureau has established an automatic TIN registration process for Amateur Service applications filed through VECs. If you are filing an application through a VEC and have not previously registered your TIN, you must submit your TIN to the VEC with the application. When the VEC files the application on your behalf with the Commission, your TIN will be automatically registered in ULS. If you have previously registered, you may, for added security, submit your License Identification Number to a VEC, rather than your TIN. Note that if you

register your TIN through the automated VEC registration process, you must still obtain a password if you want to file in ULS electronically in the future. To obtain a password for TIN registration through a VEC, call ULS Technical Support at 202-414-1250.

### 3. Manual TIN Registration:

To register your TIN manually, use FCC Form 606 (TIN Registration Form). This form can be obtained 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). FCC Form 606 also allows you to associate your call sign(s) with your TIN. If you register your TIN manually, you must call ULS Technical Support at 202-414-1250 to obtain a password before you can file applications electronically in ULS.

Manually-filed FCC Form 606 should be mailed to:

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

More Information on TIN Registration: Fact Sheet Number 206-U, released in April 1999, discusses TIN registration in a question-and-answer format. A link to this Fact Sheet is available on the ULS Internet site (<http://www.fcc.gov/wtb/uls>) under the "ULS Headlines" section. The ULS Internet site contains additional information about registering your TIN under the topic "Getting your Login and Password (Tin/Call Sign Registration)." The site also contains a list of Frequently Asked Questions (FAQs) about TIN registration.

### 4. Confidentiality of TIN Information:

Once registered, your TIN will not be disclosed to the public. Instead, the ULS will generate a Licensee Identification Number that will be used in place of your TIN on publicly available records.

**Note:** Detailed information about connecting to ULS and accessing the FCC network are attached to this Public Notice as Appendices A and B, respectively. Appendix C includes information on common filing operations for Amateur Licensees, including information on filing Administrative Updates.

### **Filing Procedures Under ULS**

FCC Form 605 replaces all letter requests and old forms (FCC Form 610 and FCC Form 610V) previously used by Amateur Radio Services licensees (except Form 610B, as described below). FCC Form 605 will be used for all Amateur Service licensing applications filed directly with the FCC or via the FCC's payment P.O. Box at Mellon Bank in Pittsburgh, PA. Manual filers must use an edition of FCC Form 605 with a July 1999 edition date or later. Filings on earlier editions of FCC Form 605 will be dismissed as defective.

To file FCC Form 605 electronically you must use your browser to connect to ULS through the Commission's wide-area network via a toll-free number, 1-800-844-2784. Instructions for connecting to ULS are contained on the ULS website at <http://www.fcc.gov/wtb/uls> (or see Appendices A and B attached to this Public Notice). For instructions on filing FCC Form 605 manually, refer to the instructions on the form.

**Required and Optional Applicant Information:** All Amateur Radio Services licensees must provide on their applications a mailing address at which mail can be received from the U.S. Postal Service; the Bureau will

not accept foreign addresses. FCC Form 605 also includes fields for applicant telephone number, fax number, and e-mail address. These fields are optional for Amateur applicants and licensees, and any information that is provided in these fields will not be made available to the public.

### **Continued Use of FCC Form 610B for Club, Military Recreation, and RACES Licenses**

Until further notice, applicants should continue to use FCC Form 610B for Club and Military Recreation station licenses and requests for modifications and renewals of Club, Military Recreation, and RACES station licenses. In the future, ULS will accommodate the processing of these license applications on FCC Form 605 through call sign administrators; until this program is in place, however, Club, Military Recreation, and RACES station licensees and applicants will be unable to use FCC Form 605. **Important:** You must add the EIN or FCC-generated ID number, along with other information previously described by the Commission, on each FCC Form 610B you submit. Applications that do not include this additional information are subject to dismissal. Once you have received your Club call sign, you may apply online for a Club vanity call sign.

### **Application Fees (Vanity Call Sign applications)**

Amateur Service applicants filing vanity call sign applications in ULS remain subject to existing application fees under Section 1.1102 of the rules, 47 CFR §1.1102. ULS, however, will simplify the process of submitting fees to the Commission. When an applicant submits an application electronically, ULS will assign a file number and show the fee amount due and the payment type code on a confirmation screen.

### **Where to Send Payments for Electronically-filed Applications**

Filers are urged to make payments electronically. To do this, simply sign Form 159 electronically and, when prompted, provide a credit card number and hit the Submit button. The Help file for Form 159 can be accessed at [https://wtbwww05.fcc.gov/pcs\\_entry\\_m/help\\_fees.html](https://wtbwww05.fcc.gov/pcs_entry_m/help_fees.html). **Important:** *Paying electronically requires use of the 128-bit encryption Netscape browser.*

For manual payment, clicking on the "Form 159" button will pre-fill fee amount due and payment type code information on the FCC Form 159. ULS will then instruct the applicant on how to print out the pre-filled FCC Form 159 so that it can be mailed to the Pittsburgh, PA address specified below.

**Note:** Applicants 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, call the FCC Technical Support Hotline at 202-414-1250 for assistance (available Monday through Friday, from 8 a.m. to 6 p.m. Eastern Time). The FCC Form 159 and accompanying fee must be received within 10 calendar days of submitting the application.

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

### **Where to Send Manually Filed Applications in the Amateur Radio Services**

Manually filed applications that do not require fees should be sent to:

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

Manually filed applications that require fees (applications for Vanity Call Signs) should be sent to:

Federal Communications Commission  
Wireless Telecommunications Bureau  
P.O. Box 358130  
Pittsburgh, PA 15251-5130

Manually filed applications that require fees also can be sent via courier using the following procedure:

1. Prepare and address the application package exactly as directed above.
2. Place the application package into a second, outer envelope and seal it.
3. Address and deliver this package to:  
Federal Communications Commission  
c/o Mellon Bank  
525 William Penn Way, 27th Floor  
Room 153-2713  
Pittsburgh, PA 15259  
Attn: Wholesale Lockbox Supervisor.

**Note:** Do not use this delivery address as a mailing address.

When sending attachments to applications, please note that:

1. Attachments, in general, delay processing, so avoid sending attachments altogether if at all possible.
2. 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.
3. Attached documents must not be password protected.
4. Attachments should not contain Taxpayer Identification Numbers (TINs), as the FCC cannot screen them from attachments.
5. Attachments should not contain image files (jpg, gif, tif, etc.), as ULS cannot convert such files.
6. When sending attachments that cannot be submitted electronically, filers should mail the attachments 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.

## **Unified Policy for Reviewing Amateur License Applications and Pleadings**

Also beginning February 17, 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 Amateur services. This 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.<sup>2</sup> Manually filed Amateur applications that do not contain a TIN fall under this policy and will be dismissed.

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.

## **Finding Basic Information About Amateur Filings in ULS**

On July 23, 1999, the Bureau released a Public Notice containing an overview of the use of ULS for licensing in the Amateur 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 Licensing in the Amateur Radio Services Beginning on August 16, 1999,” DA 99-1455, is available on the Bureau’s Amateur Homepage at <http://www.fcc.gov/wtb/amateur>.

## **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>. Additional information can be found at the WTB’s Amateur web page at <http://www.fcc.gov/wtb/amateur>. Those having specific questions not addressed on the web pages 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](mailto: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](mailto: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.

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<sup>2</sup> 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.

**Obtaining Forms:** The FCC offers several ways to obtain 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.