



# PUBLIC NOTICE

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DA 01-1157  
May 7, 2001

## **WIRELESS TELECOMMUNICATIONS BUREAU TO BEGIN USE OF UNIVERSAL LICENSING SYSTEM FOR LICENSING IN COMMERCIAL RADIO OPERATOR SERVICES ON MAY 21, 2001; DEPLOYMENT MEANS CONVERSION OF ALL WTB SERVICES TO ULS IS NOW COMPLETE**

On May 21, 2001, the Wireless Telecommunications Bureau (WTB) will begin use of the Universal Licensing System (ULS) for all application and licensing activity in the Commercial Radio Operator services.<sup>1</sup>

ULS is the new, interactive licensing database developed by WTB to consolidate 11 existing licensing systems used to process applications and 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 for the public. The Commercial Radio Operator services are part of WTB's ongoing phased deployment of ULS.

This deployment actually completes WTB's multi-year deployment of all wireless services to ULS, which began in 1997; and thus marks a very significant milestone for WTB and the FCC.

This Public Notice summarizes the procedures that will take effect on May 21, 2001, for operator licensing in the Commercial Radio Operator services using ULS and in accordance with the ULS rules. The conversion of the Commercial Radio Operator services to ULS may affect all aspects of filing of applications with WTB, and we encourage licensees to become familiar with these changes now (even if you do not anticipate renewing or modifying your license in the near future).

For further information regarding the ULS rules and procedures, please refer to the FCC's ULS Internet site at <http://www.fcc.gov/wtb/uls>.<sup>2</sup>

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<sup>1</sup> The conversion affects those services licensed under the Commission's rules, 47 C.F.R. Part 13. For a definition of "Commercial Radio Operator Radio Services," see 47 C.F.R. § 13.7(b).

<sup>2</sup> 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 Commission'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), *recon.*, FCC 99-139 (adopted June 10, 1999, released June 28, 1999). See also "Wireless Telecommunications Bureau Announces New Universal Licensing System (ULS) Filing Procedures and Revised Application Forms Effective February 16, 1999," *Public Notice*, February 10, 1999.

## GENERAL ISSUES RELATING TO CONVERSION

Following are some key points on conversion of Commercial Radio Operator services to ULS:

- The license classes DO (GMDSS Radio Operator License) and DM (GMDSS Radio Maintainer License) are available in a consolidated class (DB). To consolidate, the purpose must be a MD (modification), and the existing DO serial number must be shown in Item 5 of the Main Form 605, and the DM serial number shown in Item 1A of Schedule E. This consolidation will not be assumed based on classes you hold; you must file a MD to make use of the consolidated class. If you currently hold a DO or DM and are requesting a DB by way of passing additional examination elements, you should apply as MD selecting DB as operator class and file the original Proof of Passing Certificate.
- Applicants must submit their DOB (date of birth). If your DOB is not submitted and it is not present in the ULS database, the application will be dismissed.
- Applicants for any of the T1, T2, or T3 classes (radiotelegraphy license classes) must submit a manual (paper) application and supply a photograph in compliance with Instructions. If the application is filed through a commercial operator license examination manager (COLEM), the COLEM must forward the photograph.
- Unless the application is filed through a COLEM, any filing that requires a Proof of Passing Certificate must be filed manually (on paper) to the Bureau's processing facility at Gettysburg, Pa. (Federal Communications Commission, Wireless Telecommunications Bureau, 1270 Fairfield Road, Gettysburg, PA 17325-7245. The Proof of Passing Certificate must be the original.
- Restricted Permits and Commercial Renewals should be filed at the Federal Communications Commission, Wireless Telecommunications Bureau, P.O. Box 358245, Pittsburgh, PA 15251-5245.
- Renewals filed to Federal Communications Commission, Wireless Telecommunications Bureau, P.O. Box 358245, Pittsburgh, PA 15251-5245 will be treated as a RO (Renew Only), with no changes. If you wish to make administrative changes along with your renewal, you must file a RM (Renewal Modification) purpose.
- International addresses are allowed to be included only on Restricted Permits. Any CM (regular commercial operator) application with an international address included will be dismissed.
- Due to size of the RP (Restricted Permit) database, we are not converting those records. Therefore, applicants who need a replacement of an RP must apply in ULS with the application purpose of New.
- Restricted Permits granted in ULS will be issued a serial number. This is a new feature for RPs. The serial numbers that you are accustomed to seeing for Commercial Radio Operator Licenses will change slightly. They will begin with two alphabetic characters (which will indicate the operator class they hold), followed by all numeric characters.
- With the implementation of ULS, we will send renewal reminder letters for Commercial licenses.
- Filing a RM with no changes will result in a dismissal; this purpose code is meant for Renewals accompanied by modifications or changes to the license.

## **OVERVIEW OF ULS CONVERSION**

### **NEW FCC FORM 605**

On May 21, 2001, WTB will begin use of FCC Form 605 with an edition date of March, 2001 or later (OMB Control Number 3060-0850) for Commercial Radio Operator service application filings for license renewals, modifications, cancellations, application withdrawals and amendments, requests for duplicate licenses, and administrative updates (change of address or other administrative data changes).

Applications for new licenses or a change in operator class may continue to be filed through a COLEM.

### **New Filing Procedures**

Commercial Radio Operator 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 correct before submitting the application. Manually filed applications will not be checked automatically, and may be subject to dismissal if they are defective or incomplete.

Commercial Radio Operator licensees may continue to use pre-ULS application forms (FCC Forms 753 for Restricted Permits, 755 for Restricted Limited and 756 for Commercial applications) for a six-month transition period, until November 21, 2001.

### **Effect of ULS Data Conversion on Processing Prior to May 21**

The ULS conversion process requires the transfer of existing Commercial Radio Operator services licensing data into the ULS database. To accommodate the transfer, it will be necessary to discontinue electronic filing activity in the pre-ULS system as follows: Electronic files submitted by COLEMs under the current filing system will not be accepted after **May 11, 2001**.

### **ULS System Will Become Unavailable Weekend of May 18-21, 2001**

As part of the conversion of Commercial Radio Operator services to ULS, the ULS system will be unavailable beginning at 3 p.m., Friday, May 18, 2001, and you should expect it to remain unavailable until 8 a.m. Monday, May 21, 2001.

### **Automated Processing of Commercial Radio Operator 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., EDT. 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 files system. Applications filed on weekends and holidays will be given a receipt date for, and will be processed on, the next business day.

## **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 signs with your TIN; and (2) provide your TIN on all applications filed on or after May 21, 2001.

For individuals, the TIN is your Social Security Number (SSN). Under some circumstances, Commercial Radio Operator 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.

WTB urges Commercial Radio Operator applicants and licensees to register their TINs *immediately*, and not to wait until the ULS conversion date for the service. You only need to register your TIN once.

**IMPORTANT: If you do not register your TIN, you will be UNABLE to file applications in ULS. Additionally, applications that do not contain your TIN on or after May 21, 2001 will be DISMISSED as defective.**

### **There are several ways to register your TIN in ULS:**

#### 1. Electronic TIN Registration:

WTB strongly recommends electronic registration. 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 online 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 Commercial Radio Operator serial number 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 serial number. Associating your serial number with your TIN in ULS will enable you to file renewals, modifications, notifications, and other filings with respect to the serial number identified.

#### 2. Automatic TIN Registration Through COLEMs (available beginning May 21, 2001):

As a convenience for Commercial Radio Operator applicants and licensees, WTB has established an automatic TIN registration process for Commercial Radio Operator applications filed through COLEMs. If you are filing an application through a COLEM and have not previously registered your TIN, you may submit your TIN to the COLEM with the application. When the COLEM files the application on your behalf with FCC, your TIN will be automatically registered in ULS. If you register your TIN through the automated COLEM registration process, you must still get a password if you file in ULS electronically in the future. To get a password, 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 signs 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.

A manually filed FCC Form 606 should be mailed to:

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

For 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.

### **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.

### **PROVIDING YOUR TIN ON APPLICATIONS**

In addition to registering your TIN, beginning May 21, 2001, you must also include the TIN or Licensee Identification Number on all applications filed in ULS. **All applications filed on or after this date that do not include the information described below will be DISMISSED as defective.**

All paper applications filed directly with the FCC or via Mellon Bank *must* include a TIN.

For applications that a COLEM files on your behalf after May 21, 2001, you will have the option of providing either your TIN or your Licensee Identification Number to the COLEM. Because you obtain a Licensee Identification Number when you register your TIN, you should register your TIN *prior* to qualifying for a Commercial Radio Operator license if you wish to provide a Licensee Identification Number in place of your TIN.

WTB encourages applicants to include their TIN on all filings submitted to the FCC between now and May 21, 2001. If you do not provide your TIN with an application filed before May 21, 2001, processing of your application may be delayed. If you do not provide your TIN with an application filed on or after May 21, 2001, your application will be dismissed.

## FILING PROCEDURES UNDER ULS

FCC Form 605 replaces all letter requests and old forms (Form 753 for Restricted Permits, Form 755 for Restricted Limited Use and Form 756 for Commercial applicants) previously used by Commercial Radio Operator Radio Services licensees. FCC Form 605 will be used for all Commercial Radio Operator licensing applications filed directly with the FCC or via Mellon Bank. Manual filers must use an edition of FCC Form 605 with a March 2001 edition date or later. Filings on earlier editions of FCC Form 605 will be dismissed as defective.

Required and Optional Applicant Information: All Commercial Radio Operator Radio Services licensees must provide a U.S. mailing address on their applications. (All applications must specify an address where the applicant can receive mail delivery by the United States Postal Service, except for applicants for a Restricted Radiotelephone Operator Permit, and applicants for a Restricted Radiotelephone Operator Permit—Limited Use.<sup>3</sup> FCC Form 605 also includes fields for applicant telephone number, fax number, and e-mail address.

Use of Pre-ULS Forms: Commercial Radio Operator licensees may continue to use Forms 753, 755 and 756 until November 21, 2001, provided that they submit their TINs and certain other required information with the application. **Applications filed on Forms 753, 755 and 756 after November 21, 2001 will be dismissed as defective.**

Although licensees have the option of continuing to use pre-ULS forms during the six-month transition period, WTB strongly urges applicants and licensees to begin using FCC Form 605 immediately. Choice of application form and filing method will affect processing in the following way:

- (1) **FCC Form 605 filed electronically**—is the most efficient filing method and will result in expedited processing compared to filing manually. Reminder: any application that requires the original Proof of Passing Certificate cannot be filed electronically.
- (2) **FCC Form 605 filed manually**—will result in expedited processing compared to filing pre-ULS forms or letter requests.
- (3) **Pre-ULS forms or letter requests**—is *not* recommended and will result in slower processing than options described above. Submissions on pre-ULS forms received before May 21, 2001, but still pending as of conversion, are subject to processing delay while WTB contacts you to obtain additional information needed to process these applications under ULS. Applicants filing pre-ULS forms or letter requests *must* remember to include their TIN and DOB (Date of Birth) with each filing submission. As of May 21, 2001, failure to provide TIN and DOB on each application or letter request will result in dismissal.

NOTE: Applicants who do not use pre-printed FCC Form 159 in connection with an electronically filed application must enter ULS-generated file number in the FCC Form 159 box labeled FCC Code 2. If problems arise trying to print FCC Form 159, call FCC Technical Support Hotline at (202) 414-1250 (available Monday through Friday, from 8 a.m. to 6 p.m. EDT). Mellon Bank must receive FCC Form 159 and accompanying fee within 10 calendar days of submitting the application. Credit card payments can be made online in ULS.

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<sup>3</sup> See Commission's rules, 47 C.F.R. § 13.10.

Where to Send Payments for Electronically-filed Applications. If you do not wish to use the online payment option, payments and the Form 159 should be sent to:

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

### **WHERE TO SEND MANUALLY FILED APPLICATIONS IN THE COMMERCIAL RADIO OPERATOR 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** should be sent to:

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

### **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 site at <http://www.fcc.gov/wtb/uls>. Individuals having specific questions not addressed on the Web site may contact Commission staff via phone or e-mail as described below.

FCC Technical Support Hotline: (202) 414-1250, 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., EDT. 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: 1-888-CALL-FCC (225-5322), or via e-mail at [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 a.m. to 5:30 p.m. EDT.

Comments on ULS should be sent via email to: [ulscomm@fcc.gov](mailto:ulscomm@fcc.gov).