PUBLIC NOTICE

FEDERAL COMMUNICATIONS COMMISSION
445 12th STREET, S. W.
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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ALL UNIVERSAL LICENSING SYSTEM AND ANTENNA STRUCTURE REGISTRATION APPLICANTS MUST USE THEIR FCC REGISTRATION NUMBER(S), EFFECTIVE DECEMBER 3, 2001.
Important Changes Affect all Applicants.

On August 24, 2001, the Federal Communications Commission (FCC) adopted a rule requiring a mandatory FCC Registration Number (FRN).[1] This requirement becomes effective December 3, 2001, for all parties who file applications with the Universal Licensing System (ULS) or register towers via Antenna Structure Registration (ASR). As a result of CORES and the implementation of the FRN, several important changes will occur for filers of ULS and ASR. This Public Notice is intended to provide guidance to our users about the ensuing changes. The following topics are discussed:

- FRN Changes for Current ULS/ASR Users
- FRN and Manual Filing
- Determining FRN Status for Current Users
- FRN and New Users
- Obtaining Help with FRNs

Instructions and Information for ULS Customers

What does the new FRN mean for current ULS customers?

If you File Electronically with ULS
The following are changes to the ULS login procedure as a result of the new FRN requirement:
1. On December 3, 2001, the current ULS login screen that requires your TIN/SGIN (Tax Payer Identification Number/Sub-Group Identification Number) and ULS password will be changed. The new login screen will allow you to enter either your TIN/SGIN or FRN and will require your CORES password. For most ULS users, CORES passwords will be the same as current ULS passwords. Please see the section on Passwords below for further guidance. We strongly recommend that you begin using your FRN to login on December 3. However, to assist you in your transition to using the new number, you will be able to continue using your TIN/SGIN for a limited period of time.

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[1]   *See* Adoption of a Mandatory FCC Registration Number, MD Docket No. 00-205, *Report and Order*, 16 FCC Rcd. 16138 (2001).

2. If you choose to login with your TIN/SGIN, we will query CORES to locate the FRN associated with that TIN/SGIN, and the following message will be displayed: "Your FCC Registration Number (FRN) is ##########. Please record this FRN and use it instead of TIN/SGIN for all future transactions with the FCC." Your FRN will appear in place of the hatch marks. Click "OK" to continue.
3. If no FRN associated with your TIN/SGIN can be located, you will receive the following message: "Before proceeding, you must first register with the Commission Registration System (CORES) to receive an FCC Registration Number (FRN). Click the Register in CORES button below, then select 'Register and receive your FRN' on the CORES Home Page." Please click the button, and register in CORES. After completing your registration, you will be presented with a link back to the ULS TIN/Call Sign registration login page. Provide the appropriate call sign and ASR information.

Other important changes for current users include the following:

1. All fields on electronic forms within ULS and ASR that previously required a TIN will now require an FRN including, for example, The Real Party in Interest, Transferee, and Assignee sections.
2. Applicant and contact information will no longer be "pre-filled" from your ULS TIN registration records for "New" applications. In addition, transferee and assignee information and associated contact information will no longer "pre-fill" for applications with a purpose of "TC" and "AA," respectively. You will need to enter applicant and contact information each time you complete a "New," "TC," or "AA" application.
3. Updating information in CORES such as address, phone number, email, etc. **does not** update this information in ULS. To update information pertaining to your license(s) or antenna structure registration(s), you must file an application for "Administrative Update" (AU).

If you File Applications for Wireless Services Manually[2]
As of December 3, 2001, you will have to provide your FRN on all paper forms submitted manually to the FCC where a TIN was previously required. If you do not have access to your FRN, contact the CORES Help Desk by phone, 877-480-3201, or by email, CORES@fcc.gov. To obtain your FRN manually, submit an FCC Form 160. Form 160 is available on the FCC's web site at http://www.fcc/gov/formpage.html, by calling the FCC's Forms Distribution Center at 1-800-418-FORM (3676), or from the FCC's fax-on-demand service by dialing (202) 418-0177.

Do I already have an FRN?
We have pre-registered all ULS and ASR users registered in the ULS TIN Registration database who have existing licenses. As a result, you may have already received one or more FRNs. At the time of the conversion, each TIN/SGIN combination received a corresponding, separate FRN. Note: If you are a current licensee, but have not registered your TIN in ULS by November 28, 2001, please refer to "How do I obtain an FRN?" below.

How can I find my FRN?
An easy method for finding your FRN for a particular license is to query ULS "License Search." Enter a specific call sign, and select "Search." Your FRN will appear on your License record.[3]

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[2]   This section applies only to radio services that have the option to file manually. *See* 47 C.F.R. § 1.913(d). All applications that require frequency coordination, regardless of radio service, must be filed electronically.

[3]   When the transition to CORES has been completed, your FRN will appear in place of Licensee ID on the ULS License Search results screen.

How can I determine the licenses associated with a specific FRN?
An easy method for determining which licenses are associated with a specific FRN is to query ULS "License Search" by entering the FRN and selecting "Search." The call signs will appear on your License Search results screen. For more information on searching for existing FRNs, see Attachment A.

How do I obtain an FRN?
As we mentioned earlier, many ULS and ASR users were previously issued an FRN. If you do not currently have an FRN and would like to obtain one, you should register your TIN and call signs or ASR numbers in ULS prior to November 28, 2001. After this date, you should access CORES registration from the ULS TIN/Call Sign registration screen. This method will ensure that you have the ability to associate call signs or ASR registrations with your newly issued FRN.
Effective November 28, 2001, follow these steps:

1. Select "TIN/Call Sign Registration" from the ULS homepage. Choose the "Register Now" button, and click "Continue" to be automatically linked to CORES.
2. Provide the required contact and other administrative information required by CORES, and you will receive a confirmation screen displaying your FRN number. Record this number for future reference.
3. Choose the ULS link on the confirmation screen to return to ULS.

How do I obtain a CORES password?
For the majority of ULS and ASR users, CORES passwords will be the same as current ULS passwords. However, if your ULS password contained less than 6 characters, or more than 15 characters, it has automatically been adjusted to a new required length of between 6 and 15 characters. CORES has placed an asterisk (*) symbol at the end of passwords that were less than 5 characters to make them 6 characters in length. Similarly, CORES eliminated all characters following the 15th place. For example, if your ULS password was *MyDog*, your CORES password will be *MyDog**. If your ULS password was *MyDogIsNamedSampson*, your CORES password will be *MyDogIsNamedSam*.

If you have registered manually in ULS and do not have your password, please contact the ULS Help Desk at 202-414-1250 or by email at ulscomm@fcc.gov. If you register manually after December 3, 2001, you will receive a letter via postal mail containing your Password. For help after December 3, contact the CORES Help Desk by phone, 877-480-3201, or by email, CORES@fcc.gov.

Changes to Application Filing in ULS

How will the FRN affect NEW ULS and ASR Users?
If you are a current licensee, but a first time user of ULS who has never registered an existing license or antenna structure, or are a new applicant, you need to register in CORES to receive your FRN. Choose the "Register Now" button on the ULS TIN/Call Sign registration page, and select "Continue" to be linked directly to CORES registration. Provide the information required, and choose a password. You will receive your FRN and be directed back to ULS. If you have an existing call sign or antenna structure registration, provide the information as required. Note that when you file applications in ULS, you may be asked for some of the information also required by the CORES system.

Are there changes to Application Filing for Current ULS Users?
New applications
If you or your organization has multiple FRNs, and you are filing an application with the purpose of "NEW," make sure that you login using the FRN with which you want the new call sign associated.

How does FRN affect filing through a certified Application Coordinator?
If you submit applications through a third party, such as a Volunteer Exam Coordinator (VEC) or Club

Administrator for amateur radio services, Commercial Operator License Exam Managers (COLEMS), or frequency coordinators for the land mobile radio services, you may have been automatically registered in CORES. It is also possible that you have received multiple FRNs. To verify the status of your FRN(s), choose "License Search" from the ULS homepage, and query the ULS license database by call sign. Your FRN will be displayed on your license record. For more help on searching, see Attachment A.

Effective December 3, make sure you provide the party coordinating your applications the specific FRN(s) associated with your call sign(s). If the application does not contain the correct FRN associated with the call sign, the application will not be accepted for filing and will be returned to the coordinator for correction. If you are not certain of your FRN, you may provide your TIN or Licensee ID and SGIN (if applicable) to the coordinator, and you will be auto-registered in CORES and assigned an FRN.

Note: For application purposes other than "NEW," please make sure that you submit the correct FRN, TIN/SGIN, or Licensee ID/SGIN to your coordinator. When new applications are granted, they are associated with the FRN-TIN/SGIN provided on the application. If you use SGINs, and do not submit one, ULS will assign the default value of 000.

How will CORES affect my ATIN(s)?
The use of ATINS in ULS is being phased out. As of December 3, 2001, ATINS will no longer be assigned, and you will only be able to use your current ATIN(s) on the ULS/TIN login screen during a short transitional period. Applicants that previously used ATINS, such as Amateur Clubs and foreign entities, must now register in CORES. Follow the "Register Now" link in ULS to access CORES registration. Complete the administrative information required, choose the appropriate exempt category, and provide your new FRN on all ULS and ASR applications.

Is it Possible to Deactivate FRNs?
Yes, but we strongly recommend that prior to deactivating an FRN, you check the ULS licensing database to make sure no active call signs are associated with the FRN you plan to deactivate. You will not be able to file license applications, including Renewals and Modifications, for a call sign if the FRN associated with it has been deactivated. If you have inadvertently deactivated an FRN with an existing call sign, contact the CORES Help Desk by phone, 877-480-3201, or by email, CORES@fcc.gov.

For Further Information or Assistance
Effective December 3, 2001, the CORES Help Desk will be the contact for all password-related issues. For assistance contact the CORES Help Desk by phone, 877-480-3201, or by email, CORES@fcc.gov. CORES Help Desk hours are Monday through Friday from 7 a.m. to 10 p.m. **Eastern Time (ET)**, Saturday 8 a.m. to 7 p.m. ET, and Sunday 12 noon to 6 p.m. ET. Hours will be extended as of December 3.

The ULS Help Desks **continue to provide support on technical and licensing related questions. For more information, contact the FCC at the appropriate locations 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 7 a.m. to 10 p.m. ET, on Saturdays from 8 a.m. to 7 p.m. ET, and Sundays from 12 p.m. to 6 p.m. ET. 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, or
717-338-2888. 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 a.m. to 5:30 p.m. ET.

Attachment A

If you have not used the ULS License Search feature before, please see Attachment B for general instructions. The following are specific tips for using License Search to find Call Sign/FRN associations for licenses issued through ULS.

1. **Search By Call Sign:** Enter the call sign of a license you currently hold with the FCC. Your FRN will appear on your license record.[4]
2. **Search by a specific FRN** to determine all the call signs registered to it in ULS. Registrants may have multiple FRNs because each TIN/SGIN registration that is converted before December 3 will receive an FRN.
3. **Search by Licensee ID** to find all FRNs associated with a specific TIN in ULS.
4. **Search by Licensee Name** to produce a list of all licenses held by a licensee. However, because licensee name is hand keyed, there may be variations in the exact reference to an entity. Use caution when searching by licensee name to be sure you find all references to the party for whom you are searching. Note: A search by Licensee Name may produce a very long list of results which take several minutes to load in your Web browser.

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[4]   When the transition to CORES has been completed, your FRN will appear in place of Licensee ID on the ULS License Search results screen.

Attachment B

Performing a License Search in ULS

The following are instructions for electronically searching for a specific license or licenses on file with the Wireless Telecommunications Bureau. We recommend that you use Netscape Communicator 4.51, 4.61, or 4.7 (Internet web browser software) which can be downloaded free of charge from ***http://home.netscape.com/download/***. *You may click the **? (Help)** button at anytime for additional information on using License Search.*

1. Connect to the FCC Network either via Dial-Up Access, using the URL http://wtbwww05.fcc.gov, or through the World Wide Web at http://www.fcc.gov/wtb/uls.

2. Verify that Java and JavaScript are enabled in your web browser preferences. Additionally, the preferences must specify "Accept all cookies." Refer to your web browser Help function for more information.

3. On the Universal Licensing System main page, click the **License Search** button, located in the center of the page, and also under the heading ULS Online Systems, on the menu on the left-hand side of the page.

   Note: License Search utilizes "cookies." If you are receiving a notification message when accepting a cookie, we recommend that you disable this message in your web browser options. Please consult your Web browser Help facility for more information.

4. Select the type of search by clicking the down arrow in the *Select Search Type* field. Choose from the following options:

   General to search for all licenses.

   Market Based to search only for licenses associated with an FCC Auction.

   Site Based to search only for site-based licenses.

   Frequency to search for Wireless licenses based on a single frequency or frequency ranges.

   Then click the **Continue** button.

5. The License Search screen appears. This screen contains several data entry fields used for specifying the criteria for your license search. On the License Search screen, specify the search criteria necessary to locate the desired license. Please refer to the following "Basic Guidelines for Specifying Search Criteria" for more information.

Basic Guidelines for Specifying Search Criteria:

        You must specify search criteria in at least one field. You do not have to specify search criteria in all of the search fields. Enter search criteria in as many fields as you wish.

        To specify search criteria in a search field containing a menu of options, click the desired option from the menu. Use the scroll bars to view all options in a menu. You can select multiple options from a menu by pressing the CTRL key while you click the menu options.

        Click **<No Criteria>** to undo a menu selection and search for all options in the menu.

        Click the **Clear** button to clear entries from all of the search fields.

        The Universal Licensing System restricts the number of rows returned in a license search to 3000. In such instances if your results set is too large, enter more specific search criteria to reduce the number of rows returned.

        *Click the **?** (Help) button for a definition of each search field available on the License Search screen.*

6.   After you have specified the desired search criteria, click the **Search** button. The system will scan the database for any licenses matching the search criteria. The matching license files will be listed on the Search Results screen. The Search Results screen will identify the call sign, licensee name, radio service code, market, and Licensee ID for each license returned in the query.

        A message on the Search Results screen will indicate if no matches were found for the specified search criteria. Click the **New Search** button and specify your search criteria again.

7.   To view a license, click it's underlined call sign. To navigate through the data on the License screen, use the scroll bar, or click the links at the top of the screen. *Click the **?** (Help) button for information regarding specific functions available on this screen.*

        To re-access the Search Results screen, click the down arrow in the *Other Options* field to obtain the drop-down menu of options. Click **Search Results** from the *Other Options* menu, and then click the **Go** button.

        To access additional information about the license (such as special conditions, associated applications, and locations), click the down arrow in the *License Options* field to obtain the drop-down menu of options. Click the desired selection from the menu then click the **Go** button.

        To begin a new search, click the down arrow in the *Other Options* field to obtain the drop-down menu of options. Click **New Search** from the *Other Options* menu and then click the **Go** button.