



# PUBLIC NOTICE

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## **The Maximum Size for Attachments Submitted via ULS and ASR is 10 megabytes.**

The Wireless Telecommunications Bureau (WTB) announces that all attachments submitted via the Universal Licensing System (ULS) and Antenna Structure Registration (ASR) **must be 10 megabytes or less**. This file-size limit also affects applications submitted through Electronic Batch Filing (EBF).

**Note:** The vast majority of attachments received by ULS and ASR are much smaller than 10 megabytes—most filers will not be affected by the limit described in this Public Notice. The file-size limit will mostly affect customers submitting very large documents, such as engineering drawings and spectrum maps.

### **Types of Documents Accepted**

We recommend you convert all attachments to Adobe Portable Document Format (PDF) to ensure your documents are uploaded successfully into ULS and ASR. However, if you cannot convert attachments to PDF, please submit them in one of the following standard electronic formats:

- Microsoft Word
- Microsoft Works
- Word Perfect
- Rich Text Format (RTF)
- ASCII Text (TXT)

**Note:** Image files must be imported into PDF or Word files before uploading to ULS or ASR.

### **Tips for Attaching Documents**

We recommend that when attaching documents for uploading into ULS, you follow the suggestions listed below to avoid processing errors.

- Check your attachments before uploading them: If you are converting documents to one of the standard formats listed above, open the files prior to upload to be sure your conversion is complete and without errors.
- To reduce file size, convert your image files to the .jpg format before importing them into PDF or Word documents. Other image formats that you might import into Word or PDF files, such as .tiff, .bmp, or .gif, may cause your attachments to be over the 10-megabyte file-size limit.
- Avoid using punctuation in your file names.
- Do not upload password-protected documents.
- If you have difficulty uploading large documents, check with your Network Administrator to see if your Network restricts the file size permitted for upload.

**Documents Larger than 10 Megabytes**

Documents larger than 10 megabytes must be split into smaller files and uploaded as two or more attachments. If you need assistance with reducing the size of a document, contact ULS Tech Support.

**Documents that cannot be Attached Electronically**

The Cellular Service requires certain full-size maps to be submitted as attachments. These maps must be sent manually, and they must arrive at the FCC within 10 days of the date the associated electronic application was filed through ULS.<sup>1</sup>

**For more help with ULS and ASR attachments, please contact technical support:**

**FCC Technical Support Hotline:** Call 202-414-1250 (TTY 202-414-1255), or send e-mail to [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 7 a.m. to 10 p.m., Saturdays from 8 a.m. to 7 p.m., and Sundays from 12 p.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:** Call 1-888-CALLFCC (225-5322) and chose option #2, or call 717-338-2888. 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 a.m. to 5:30 p.m. Eastern Time.

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<sup>1</sup> For more information on full-size cellular maps, see *Public Notice: Wireless Telecommunications Bureau Clarifies Procedure For Filing Full-Size Maps In The Cellular Radiotelephone Service*, DA99-1187 (June 18, 1999), [http://ftp.fcc.gov/Bureaus/Wireless/Public\\_Notices/1999/da991187.txt](http://ftp.fcc.gov/Bureaus/Wireless/Public_Notices/1999/da991187.txt).