

## Rural Tribal Priority Window Filing Instructions

Application(s) for the Rural Tribal Priority Window must be filed through the Universal Licensing System (ULS). ULS may be accessed at <https://www.fcc.gov/wireless/systems-utilities/universal-licensing-system>.

In order to access ULS, the user must have an FCC Registration Number (FRN). To obtain an FRN or update an existing FRN, click on “New User Registration” on the ULS homepage (see Image 1 below). Follow the online prompts and continue through each screen until the FRN has been obtained or updated. Note: For assistance, contact the FCC Support Center at (877) 480-3201, option four; TTY: (202) 414-1255. To provide quality service and ensure security, all telephone calls are recorded.

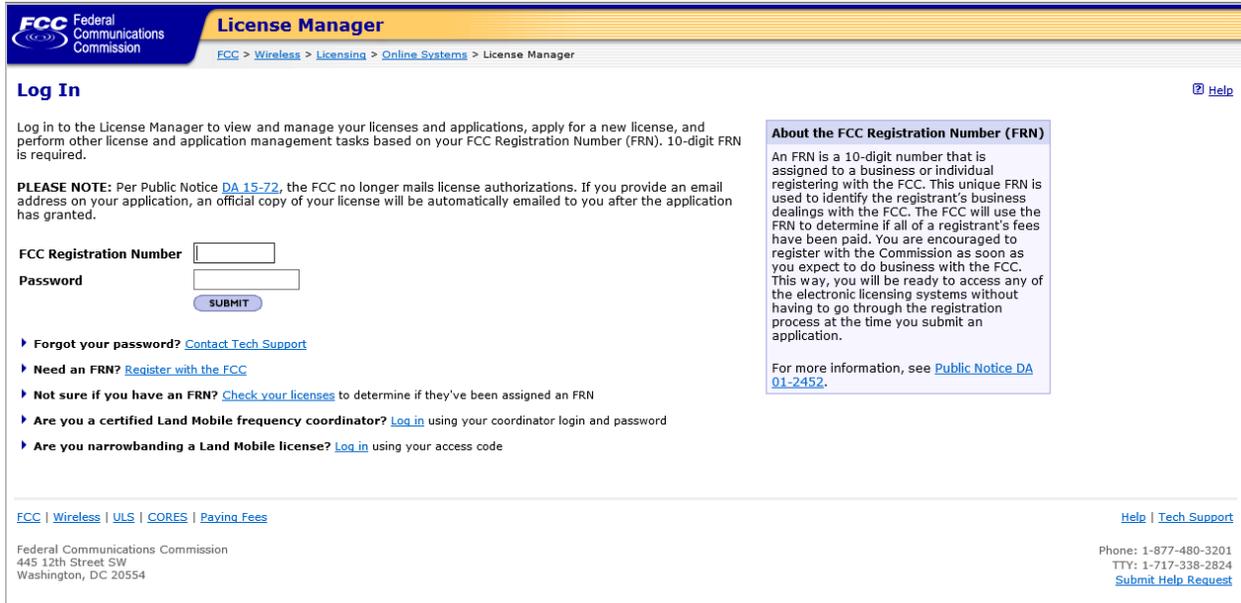
Once the FRN has been obtained or updated, return to the ULS homepage and click on “File Online” (see Image 1 below).

Image 1

The screenshot shows the Universal Licensing System (ULS) homepage. The browser address bar displays <https://www.fcc.gov/wireless/systems-utilities/universal-licensing-system>. The page header includes the FCC logo and navigation options: "Browse by CATEGORY" and "Browse by BUREAUS & OFFICES". A search bar is located in the top right corner. The main navigation bar contains links for "About the FCC", "Proceedings & Actions", "Licensing & Databases", "Reports & Research", "News & Events", and "For Consumers". The breadcrumb trail reads "Home / Wireless / Systems & Utilities /". The main heading is "Universal Licensing System". A sidebar on the left lists various services: "Universal Licensing System", "Pay Fees", "Forms", "Routine Downtime Schedule", "Processing Utilities", "TCNS / E106", "ULS Electronic Batch Filing - EBF", "Hearing Aid Compatibility Status Reporting", "TOWAIR", "AM Tower Locator", and "Antenna Structure Registration". The main content area features a "Filing" section with three columns: "New User Registration", "File Online", and "Obtain Official ULS Authorization". The "File Online" column is highlighted with a yellow box. Below the "File Online" column, there are links for "Modify Wideband Emissions", "Remove Wideband Emissions", and "Submit a Pleading". A search bar is located in the top right corner of the page.

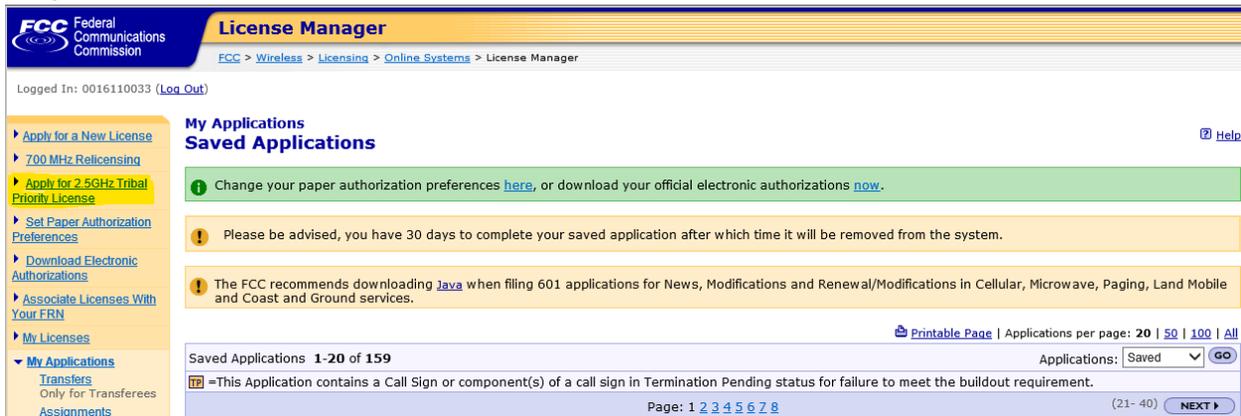
Clicking “File Online” will take you to the License Manager (see Image 2 below). Enter your FRN and Password. Click Submit. ULS will verify that you have entered a valid FRN and password. If invalid, ULS will display an error message.

Image 2.



From License Manager, click “Apply for 2.5 GHz Tribal Priority License” (see Image 3 below).

Image 3



Clicking on “Apply for 2.5 GHz Tribal Priority License” will launch a new application. Complete the questions on the pages as they appear, following the onscreen prompts and instructions. Use the buttons at the bottom of each page to continue to the next page or go back to the previous page.

Please enter your Applicant Information (see Image 4).

*Real-party-in-interest* (see Image 4). A real-party-in-interest is a person who “has an ownership interest, or will be in a position to actually or potentially control the operation of the station.” To be eligible to apply in the Tribal window, the applicant must be a federally recognized American Indian Tribe or

Alaska Native Village, or an entity that is majority-owned and controlled by one or more federally-recognized Tribes or Alaska Native Villages. Thus, if a Tribe or Alaska Native Village is applying on its own behalf, this question should be left blank. If the applicant is a consortium of federally-recognized Tribes or Alaska Native Villages, the applicant should list each member of the consortium. If the applicant is an entity majority owned and controlled by one or more Tribes or Alaska Native Villages, the applicant should list all of the Tribes(s) or Alaska Native Village(s) which hold majority ownership and control of the applicant.

Image 4

[FCC 601 Privacy Act](#) [Quit Application](#) [Help](#)

### Applicant Information

**Steps**  
1 Applicant Information

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#### Applicant Entity Type and Name

Legal Entity Type:

If Other, please specify:

Name:  First  MI  Last  Suffix

Legal Entity Name:

Attention To:

---

#### Address

P.O. Box:

Street Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

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#### Real Party in Interest

Name of Real Party in Interest:  
(if different from Applicant)

FCC Registration Number (FRN) of Real Party in Interest:  
 [\(Search CORES\)](#)

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#### Demographics (optional)

Race:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian/Pacific Islander
- White

Ethnicity:

Gender:

Please enter your Contact Information.

On the General Information page, the selection for Regulatory Status is prefilled to display non-common carrier, Type of Radio Service is prefilled to display “Fixed” and “Mobile.” and Interconnection is

prefilled to display “No.” Review the prefilled selections; you can change the prefilled selections, if needed. Your selection here does not limit your future use of the spectrum.

Each applicant must upload an exhibit demonstrating its eligibility for the 2.5 GHz Rural Tribal Priority Window and its compliance with the “local presence” requirement.

On the Application Information page, please answer the question regarding whether the applicant is requesting a rule waiver. If the answer to this question is “yes,” then the Attachment question is defaulted to “yes” and cannot be changed, because the applicant must upload an appropriate attachment justifying the waiver request.

Any exhibits to be attached to the application in response to a question on the FCC Form 601 or as specified in the Commission’s rules or in this Public Notice should be added using the “Attachments” link. Click on “Attachments” link at the top of the page (see Image 5 below). This link will take you to the “Add Attachment” page (see Image 6 below). Select the appropriate attachment type from the pull-down menu in the text box provided, browse for your file, add a description and click on the “Add Attachment” button. ULS will accept many different types of computer files. Do not add password protection to the attached files. After the attachment(s) is added, click on “Return to Application” button. **Please note:** The Contact Information page is the first screen where attachments may be added. Attachments, however, may be added at any time during the application process but must be added prior to submitting.

Image 5.

Image 6.

The screenshot shows the FCC License Manager interface. At the top, there is a breadcrumb trail: [FCC](#) > [WTB](#) > [ULS](#) > License Manager. In the top right corner, there is a link for [FCC Site Map](#). Below the breadcrumb, the page title is "License Manager" and there is a [Help](#) icon. The main content area is divided into several sections:

- Add Attachment:** This section contains a form with the following fields:
  - Type: A dropdown menu currently set to "Other".
  - File\*: A "Browse..." button followed by the text "No file selected."
  - Description: An empty text input field.Below the form are three buttons: "RETURN TO APPLICATION", "ADD ATTACHMENT", and "RESET".
- Current Attachments:** This section has a "REFRESH" button and currently displays "None".
- ULS Help:** A row of links: [ULS Glossary](#) - [FAQ](#) - [Online Help](#) - [Technical Support](#).
- ULS Online Systems:** A row of links: [CORES](#) - [ULS Filing](#) - [ULS License Search](#) - [ULS Application Search](#).
- About ULS:** A row of links: [Privacy Statement](#) - [About ULS](#) - [ULS Home](#).

At the bottom of the page, there is a footer with the following information:

- Left side: [FCC](#) | [Wireless](#) | [ULS](#) | [CORES](#)
- Center: Federal Communications Commission  
445 12th Street SW  
Washington, DC 20554
- Right side: [Help](#) | [Tech Support](#)  
Phone: 1-877-480-3201  
TTY: 1-717-338-2824  
[Submit Help Request](#)

If your regulatory status is common carrier, you must answer the questions on the Alien Ownership Information page.

Please complete the Basic Qualification Information.

2.5 GHz Rural Tribal Priority Window Market Information (See Image 7 below). From this screen you will identify the Eligible Tribal land for which you are applying. The Commission has created shapefiles for each Eligible Tribal land.

In Alaska, all land (except for a limited amount of land contained in urban areas) is eligible rural Tribal land because the land covered by the Alaska Native regional corporations are “regions established pursuant to the Alaska Native Claims Settlement Act.”<sup>1</sup> The Commission shapefiles include shapefiles for Alaska Native Village Statistical Areas and larger shapefiles for the land covered by the Alaska Native regional corporations. The listing of these by Alaska Native regional corporation name does NOT imply that those regional corporations are eligible entities for purposes of filing in this Window, nor does it imply that any eligible entity can necessarily meet the local presence requirement to apply for an entire region. Alaska eligible entities must demonstrate local presence over the land for which they apply.

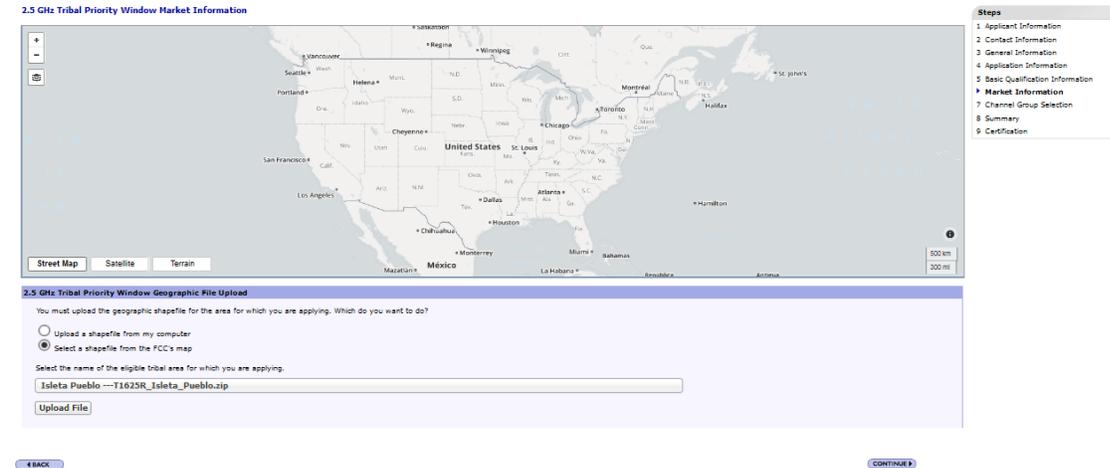
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<sup>1</sup> As noted in the Public Notice, the Alaska Native regional corporations are not eligible to apply in the Tribal Priority window because they are not entities “owned and controlled by a federally-recognized Tribe or a consortium of federally-recognized Tribes.”

Thus, Alaska Native Villages are not limited to their statistical area, but can apply over rural land for which they can demonstrate local presence and commit to meet build out requirements. Thus, a custom shapefile may be required with the application. To view or download a shapefile prior to filing your application, go to <https://us-fcc.app.box.com/s/fofbkwy51xo6q8kq94i5bg8raob5gpui>.

To select a Commission-created shapefile, click on the select a shape file from the FCC’s map. Select one Eligible Tribal Area Click Upload File. The selection will be uploaded to the map.

Image 7



To upload a shapefile that you created on your own, click the upload a shapefile from my computer button and click “browse” to browse your computer to select the shape file that describes the Tribal area to be licensed. Select the Shapefile. Click Open. Click Upload File. Wait for the file to load. **Please Note:** Your shapefile must be within an Eligible Rural Tribal Land. Depending on the size of your shapefile and the speed of your connection, uploading or deleting shapefiles may take more than a few moments to complete. **Do not** interrupt the upload or deletion, **do not** use your browser’s back button, and **do not** quit the application until your file is loaded or deleted. Please remain on the market information screen until the process is complete. If the map does not display correctly or there is an “invalid” status, it may mean that something is wrong with your shapefile (see Image 9 below). You may click delete to remove a shapefile, but a new valid shapefile must be uploaded in order to file your application. **Please note:** If you are applying for an area for which there is not an uploadable shapefile, you must describe the area in your local presence or waiver attachment and upload your own shapefile. Applicants are reminded that any shapefile that is not limited to eligible, rural Tribal lands must be accompanied by a request for waiver.

Image 8.

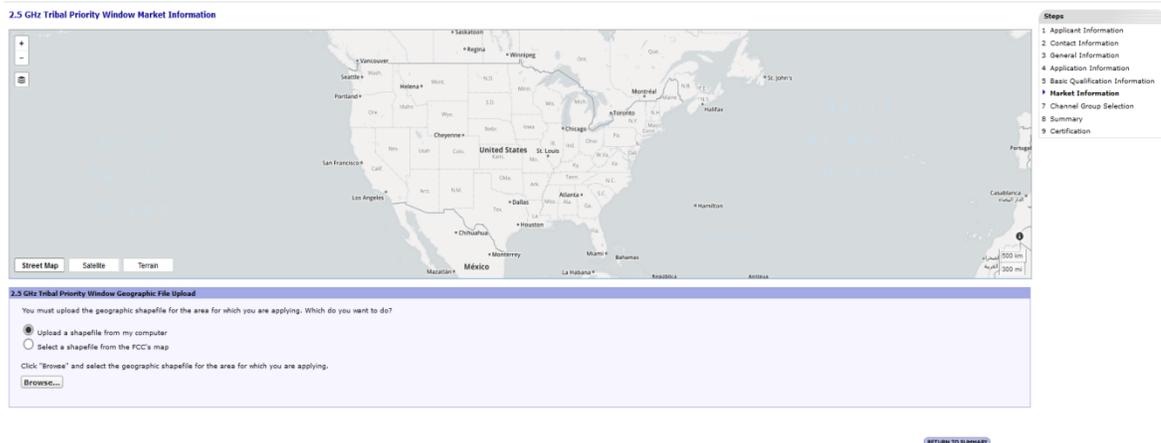


Image 9.

The screenshot shows the FCC License Manager interface. At the top, there is a navigation bar with the FCC logo and the text 'License Manager'. Below this, a breadcrumb trail reads 'FCC > Wireless > Licensing > Online Systems > License Manager'. The user is logged in as '0016110033'. A navigation menu includes 'Attachments', 'Reference Copy', 'FCC 601 Privacy Act', 'Quit Application', and 'Help'. A prominent red error box states: 'Geometry File uploading process Failed. Please try again.' Below the error, the page title is '2.5 GHz Tribal Priority Window Market Information'. A map of the United States is displayed, with various cities and states labeled. To the right of the map is a 'Steps' sidebar with a list of 10 steps: 1 Applicant Information, 2 Contact Information, 3 General Information, 4 Application Information, 5 Alien Ownership Information, 6 Basic Qualification Information, 7 Channel Group Selection, 8 Market Information (highlighted with a blue arrow), 9 Summary, and 10 Certification. Below the map, there is a section for '2.5 GHz Tribal Priority Window Geographic File Upload' and a '2.5 GHz Tribal Priority Window Market Summary' table.

Market Designator	Market Name	Spectrum	Status	Action
TL0039	TL0039		Invalid	<a href="#">View</a>   <a href="#">Delete</a>

Channel Group Selection (see Image 10 below). From this screen you will select the channel block(s) that you are applying for. The listing of channel groups does not indicate actual availability. Check the mapping tool and ULS License Information to identify available spectrum. At least one channel group must be selected. **Please note:** To apply for all unassigned spectrum over your requested eligible rural license area, you should select all channel groups. Applicants may not add channel groups after the window closes.

Image 10

[Attachments](#) [Reference Copy](#) [FCC 601 Privacy Act](#) [Quit Application](#) [Help](#)

### Channel Group Selection

Select Channel Group

**At least one channel group must be selected:**

**Channel Group 1**

Channel Block	Frequency Band
A1	2502.00 - 2507.50
A2	2507.50 - 2513.00
A3	2513.00 - 2518.50
B1	2518.50 - 2524.00
B2	2524.00 - 2529.50
B3	2529.50 - 2535.00
C1	2535.00 - 2540.50
C2	2540.50 - 2546.00
C3	2546.00 - 2551.50

**Channel Group 2**

Channel Block	Frequency Band
A4	2572.00 - 2578.00
B4	2578.00 - 2584.00
C4	2584.00 - 2590.00
D1	2551.50 - 2557.00
D2	2557.00 - 2562.50
D3	2562.50 - 2568.00
D4	2590.00 - 2596.00
G4	2596.00 - 2602.00
JA1	2568.00 - 2568.33
JA2	2568.33 - 2568.66
JA3	2568.66 - 2569.00
JB1	2569.00 - 2569.33
JB2	2569.33 - 2569.66
JB3	2569.66 - 2570.00
JC1	2570.00 - 2570.33
JC2	2570.33 - 2570.66
JC3	2570.66 - 2571.00
JD1	2571.00 - 2571.33
JD2	2571.33 - 2571.66
JD3	2571.66 - 2572.00

**Channel Group 3**

Channel Block	Frequency Band
G1	2673.50 - 2679.00
G2	2679.00 - 2684.50
G3	2684.50 - 2690.00
KG1	2615.00 - 2615.33
KG2	2615.33 - 2615.66
KG3	2615.66 - 2616.00

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[CONTINUE →](#)

**Steps**

- 1 Applicant Information
- 2 Contact Information
- 3 General Information
- 4 Application Information
- 5 Alien Ownership Information
- 6 Basic Qualification Information
- 7 Channel Group Selection**
- 8 Market Information
- 9 Summary
- 10 Certification

Summary Screen – The Summary Screen allows you to view or edit the information entered in previous screens and confirm that it is complete and accurate. The Summary Page will display errors with your application. Correct information as necessary. Once you are confident that the application is ready for certification and submission, click on the “Continue to Certify” button.

Certification Page – The Certification page provides General Certification Statements. By “signing” this form, an applicant certifies that the statements listed in this section are true, complete, correct, and made in good faith.

To submit the application to the Commission, click the “Submit Application” button.

After the application has been submitted, a Confirmation page displays a file number. Receiving a file number indicates that your application has been successfully submitted. Any future reference to this application must be made using the application file number. Applicants should print a copy of the Confirmation page for their records by choosing the “Print this Page” link. Applicants can also print a copy of their complete application by selecting the “Print Application” link.

To file a 602, click “Return to License Manager – My Applications” on the top right of the page. On the My Applications screen click “My Ownership Disclosure Information”.

### Item 11

**My Applications** Help

Change your paper authorization preferences [here](#), or download your official electronic authorizations [now](#).

The FCC recommends downloading [Java](#) when filing 601 applications for News, Modifications and Renewal/Modifications in Cellular, Microwave, Paging, Land Mobile and Coast and Ground services.

Awaiting Action	
Submitted	Submitted by the applicant but not initially processed by the FCC.

\* You can use the [ULS Application Search](#) to find applications completed and otherwise disposed of more than 31 days ago. Completed Hearing Aid Compatibility Reports will continue to be available after the filing period has closed.

Click “Create New Filing” or “Create a new Ownership Disclosure filing.”

### Item 12

**My Ownership Disclosure Information**

You currently have no Ownership Disclosure Information associated with your FRN.

[Create a new Ownership Disclosure filing](#)

Filing Type prefills as “Current filing.” Click Continue

### Item 13

**Ownership Filing**

**Filing Type**

Specify filing type:

Type

Current Filing

Proposed Filing

[BACK](#) [CONTINUE](#)

Approved by OMB3060-0799 (Ownership Filing) [Help](#)

**Step 1 of 2**

**Filing Type**

Filer Information

**Common Questions**

What is the difference between a filing that is "Current" and one that is "Proposed"?

When should I select "expired" as the filing type?

How many "current" and "proposed" filings can I have in US at one time?

Select "Filer Name (if entity)" and enter the applicant name. Complete the Contact Name and Contact Address, click save.

### Item 14

**Filer Information**

Enter the following information:

**Filer Name**

Filer Name (if entity):

OR

Filer Name: First  MI  Last  Suffix

**Contact Name**

Individual Name First  MI  Last  Suffix

Company Name

Attention To:

**Contact Address**

P.O.Box

Street Address

City

State

ZIP Code

Phone

Fax

Email

[← BACK](#) [SAVE](#)

**Step 1 of 2**

Filing Type

**Filer Information**

**Common Questions**

[What sections of the Filer Information page am I required to fill out?](#)

[How will the Contact information be used?](#)

Click "Add FCC Regulated Business Filer."

### Item 15

**Ownership Filing**

[Attachments](#) [Reference Copy](#) [Quit Application](#) [Approved by OMB3060-0799\(Ownership Privacy Act\)](#) [Help](#)

**Ownership Disclosure Filing**

Filing Type: Current File Number

**Filer Name**

Tom Jones

**Contact Name & Address**

John Smith P: (410)222-4567  
Test E: TomJones@EPGTowers.com  
123 Main Street  
Annapolis, MD 21014

**Work on this Filing**

[View/Edit Filer Information](#)

[Add Disposable Interest Holder of Filer](#)

[Add FCC Regulated Business Filer](#)

[Change Filing Type](#)

[Certify Filing](#)

[CERTIFY FILING](#)

[Apply for a New License](#)

[Associate Licenses With Your FRN](#)

[My Licenses](#)

[My Applications](#)

[My Ownership Disclosure Information](#)

[Create New Filing](#)

Click “Add FCC Regulated Business of the Filer”

## Item 16

Ownership Filing

### Add FCC Regulated Business of Filer

Select one of the following options:

**Add New FCC Regulated Business information**  
Enter information for a new FCC Regulated Business.

Copy FCC Regulated Business information from within this filing

Copy an FCC Regulated Business that had previously been entered as an FCC Regulated Business of a Disclosable Interest Holder for this filing.

Copy FCC Regulated Business information from another Filing

Copy the FCC Regulated Business information from other Filings where you are listed as a Disclosable Interest Holder.

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Step 1

Select Option

...

Common Questions

[What is an FCC Regulated Business \(FRB\)?](#)

[What is an FCC Regulated Business \(FRB\) of the Filer?](#)

[What is an FCC Regulated Business \(FRB\) of the Disclosable Interest Holder \(DIH\)?](#)

Add the requested information and click save\

## Item 17

Ownership Filing

### Add FCC Regulated Business of Filer

Name and Type of Business

Business Name:

Principal Business:

FRN:  [\(Search CORES\)](#)

Percent of Interest Held by Filer

Percent:  %

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SAVE

[Attachments](#) [Reference Copy](#) [Quit Application](#) [Approved by OMB3060-0799 \(Ownership Privacy Act\)](#) [Help](#)

Step 2 of 2

Select Option

Name and Type of Business

If the applicant is a Tribe, it should submit the main portion of Form 602 and an exhibit listing the name, address, and title(s) of each member of the governing council or other entity that oversees the Tribe’s affairs. Click “Attachments.”

Item 18

Ownership Filing

Attachments Reference Copy Quit Application Approved by OMB3060-0799(Ownership\_Privacy\_Ast) Help

**Ownership Disclosure Filing**

Filing Type: Current File Number

<b>Filer Name</b>	
Tom Jones	
<b>Contact Name &amp; Address</b>	
John Smith Test 123 Main Street Annapolis, MD 21014	P: (410)222-4567 E: TomJones@EFGTowers.com
<b>FCC Regulated Businesses of this Filer: 1</b>	
<input type="checkbox"/> FCC Regulated Business: Test <small>(DELETE SELECTED)</small>	
<b>CERTIFY FILING</b>	

**Work on this Filing**

- [View/Edit Filer Information](#)
- [Add Disclosable Interest Holder of Filer](#)
- [Add FCC Regulated Business of Filer](#)
- [Change Filing Type](#)
- [Certify Filing](#)

Tribal entities must submit an exhibit listing the name, address, and title(s) of each member of the governing council or other entity that oversees the Tribe’s affairs.

Select “Other” attachment **Type**. Click **Browse** to locate and select your document. Enter a **Description**.

Click Add Attachment

Item 19

Ownership Filing Help

**Add Attachment**

Type:  v

File\*:  No file selected

Description:

\* ULS accepts a variety of file types as attachments. Refer to the ULS Help for a list of specific file types accepted. An attachment may not be greater than 1 GB.

**Current Attachments**

None

**ULS Help** [ULS Glossary](#) [FAQ](#) [Online Help](#) [Technical Support](#)

**ULS Online Systems** [COREES](#) [ULS Filing](#) [ULS License Search](#) [ULS Application Search](#)

**About ULS** [Privacy Statement](#) [About ULS](#) [ULS Home](#)

FCC | Wireless | ULS | COREES
Help | Tech Support

Click “Return to Application”

## Item 20

Ownership Filing help

**Attachment file uploaded**  
The attachment file WTBa Collections (2020).doc was successfully uploaded.

**Add Attachment**  
Type:   
File\*:  No file selected.  
Description:   
**RETURN TO APPLICATION**

\* ULS accepts a variety of file types as attachments. Refer to the ULS Help for a list of specific file types accepted. An attachment may not be greater than 1 GB.

**Current Attachments**   
 

Type	Description	Date Uploaded
<input type="checkbox"/> Other	Required Tribal Information	02/21/2020

Non-Tribe applicants such as Tribally-owned and controlled corporate entities must also provide information about their disclosable interest holders. Click “Add Disclosable Interest Holder”. Corporate applicants should follow the instructions available at <https://transition.fcc.gov/Forms/Form602/602.pdf> and contact [RuralTribalWindow@fcc.gov](mailto:RuralTribalWindow@fcc.gov) with questions relating to a specific ownership structure.

Tribal applicants not required to provided DIH information click “Certify Filing”.

## Item 21

Ownership Filing Attachments Reference Copy Just Application Approved by OMB3060-0799(Ownership Privacy Act) help

**Ownership Disclosure Filing**  
Filing Type: Current File Number

**Filer Name**  
Tom Jones

**Contact Name & Address**  
John Smith P: (410)222-4567  
Test E: TomJones@EFGTowers.com  
123 Main Street  
Annapolis, MD 21014

**FCC Regulated Businesses of this Filer: 1**  
 FCC Regulated Business: [Test](#)

**Attachment: 1**  
Attachments: Other: Required Tribal Information, 02/21/2020

**Work on this Filing**  
[View/Edit Filer Information](#)  
  
[Add FCC Regulated Business of Filer](#)  
[Change Filing Type](#)  
[Cancel Filing](#)

[Apply for a New License](#)  
[Associate Licenses With Your FRN](#)  
[My Licenses](#)  
[My Applications](#)  
[My Ownership Disclosure Information](#)  
[Create New Filing](#)

Enter the Name and Title of the party authorized to sign. Click “Submit Filing.” Once submitted you will see the Certification Page.

## Item 22

Ownership Filing

[Attachments](#) [Reference Copy](#) [Print Application](#) [Approved by OMB3060-0799\(Generate.Financv.Asc\)](#) [Help](#)

### Certification

Certify and submit your filing by completing the information below.

#### Signature

Name of Party Authorized to Sign:

First	MI	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title

WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR ANY ATTACHMENTS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. Code, Title 18, §1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. Code, Title 47, §312(a)(1)), AND/OR FORFEITURE (U.S. Code, Title 47, §503).

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[SUBMIT FILING >](#)

Certification Page – The Certification page provides General Certification Statements. By “signing” this form, an applicant certifies that the statements listed in this section are true, complete, correct, and made in good faith.

After the application has been submitted, a Confirmation page displays a file number. Receiving a file number indicates that your application has been successfully submitted. Any future reference to this application must be made using the application file number. Applicants should print a copy of the Confirmation page for their records by choosing the “Print this Page” link. Applicants can also print a copy of their complete application by selecting the “Print Application” link.