



# PUBLIC NOTICE

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DA 20-429

Released: April 20, 2020

## MEDIA BUREAU ANNOUNCES PROCEDURES FOR 2020-2023 TELEVISION LICENSE RENEWAL CYCLE

By this Public Notice, the FCC's Media Bureau announces the license renewal filing procedures for all classes of television stations, reminds stations of the availability of the license renewal application, Form 2100, Schedule 303-S, and provides information on the 2020-2023 television license renewal cycle.

**Deadlines.** Applications for stations in the first license renewal group (stations licensed to communities in the District of Columbia, Maryland, Virginia, and West Virginia) are available and may now be filed. Applications for stations in the first license renewal group must be filed no later than June 1, 2020. Television stations in subsequent license renewal groups will be able to access their renewal applications six months before the expiration date of their current license.

Every commercial and noncommercial educational (NCE) full-power TV, TV Translator, Low Power TV (LPTV), and Class A TV station must electronically file its license renewal form (collectively, TV Stations) four months prior to the scheduled expiration date of their current license.<sup>1</sup> However, TV Translator and LPTV stations operating digital companion channel facilities do not have to file separate renewal applications for their digital facilities; rather, they only have to file renewal applications for their analog facilities. Additionally, regardless of the number of full-time staff it employs, all TV Stations except TV Translator stations must file the Form 2100, Schedule 396 Broadcast Equal Employment Opportunity Program Report.<sup>2</sup>

Licensees with pending applications from the prior renewal cycle are still subject to these filing requirements. Such licensees are required to file a new license renewal application with updated information and certifications to cover all periods from the end of their last license term through the date of filing (i.e., the date of expiration listed on their current license through the date of filing).<sup>3</sup> All renewal applicants must complete the required submissions on or prior to the filing deadline specified on the website of the Media Bureau's Video Division:

<https://www.fcc.gov/media/television/broadcast-television-license-renewal-dates-by-date>

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<sup>1</sup> 47 CFR § 73.3539.

<sup>2</sup> Because licensees are required to include their Schedule 396 file number with their renewal form, they will need to complete Form 2100, Schedule 396 before completing Schedule 303-S.

<sup>3</sup> We note that section 73.3580(d)(4)(iv) of the Commission's rules contains substitute first paragraph public notice text for stations in this situation. For the sake of clarity, these applicants should include the upcoming license expiration date for the station's state of license in place of "(date)" in the second paragraph of the announcement texts, and "eight years" in place of "(period of time covered by the application)" in the announcements.

**Local Public Notice of Renewal Application.** The Bureau reminds licensees that their local public notice obligations under section 73.3580(d)(4) of the Commission's Rules<sup>4</sup> remain in force.<sup>5</sup> Compliance with pre-filing announcements pursuant to section 73.3580(d)(4)(i) and 73.3580(d)(5)(i)(A),<sup>6</sup> however, has been waived for broadcast licensees whose licenses expire on October 1, 2020, with renewal applications to be filed June 1, 2020.<sup>7</sup>

**Online Public Inspection File Requirements.** The Bureau also reminds full power and Class A television stations of their obligation to upload documents to the Commission's Online Public Inspection File.<sup>8</sup> Failure to comply with the public inspection file requirements, including the political file requirements, prior to the deadline for filing a station's renewal application may result in forfeitures and may impact a station's renewal application.<sup>9</sup> We encourage all full power and Class A TV station's to review the contents of their file prior to filing their license renewal application.

**LMS Filing Procedures.** All license renewal filings for the upcoming license renewal cycle must be filed electronically through the Commission's Licensing and Management System (LMS) using Schedules 303-S and 396 to Form 2100. CDBS e-filing of license renewal applications (former Form 303-S) and Broadcast Equal Employment Opportunity Program Reports (former Form 396) have been deactivated.

In general, the new Schedule 303-S replicates the FCC Form 303-S from CDBS. The form sections remain largely the same, however, prior to answering, licensees should take note of the changes to the Children's Television Programming and ownership questions.<sup>10</sup> The new Schedule 303-S maintains the obligation that applicants certify compliance with statutory and regulatory requirements. The application is presented primarily in a "Yes/No" certification format and contains links that allow applicants to upload explanatory exhibits where appropriate. The Commission also has provided revised and detailed instructions for each question.

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<sup>4</sup> 47 CFR § 73.3580(d)(4).

<sup>5</sup> At the time of this filing, the Commission has not adopted rule changes in response to its proposal in MB Docket No. 17-264 to revise section 73.3580. *Amendment of Section 73.624(g) of the Commission's Rules Regarding Submission of FCC Form 2100, Schedule G, Used to Report TV Stations' Ancillary or Supplementary Services; Amendment of Section 73.3580 of the Commission's Rules Regarding Public Notice of the Filing of Applications*, MB Docket No. 17-264, Notice of Proposed Rulemaking, 32 FCC Rcd 8203 (2017). Therefore, that proceeding has not changed each station's current obligations under section 73.3580. However, in order to clarify section 73.3580(d), we advise licensees that, to the extent they are required to broadcast pre- and post-filing announcements, they need only do so on their main channels. These requirements, however, may be subject to change upon Commission action.

<sup>6</sup> 47 CFR §§ 73.3580(d)(4)(i), (d)(5)(i)(A).

<sup>7</sup> See *Pre-filing Announcement Requirements June 1, 2020 Renewal Applications*, Order, DA 20-398 (MB 2020).

<sup>8</sup> See e.g., 47 CFR §§ 73.3526 and 73.3527. The Commission maintains a website containing stations' OPIFs, which can be accessed at <https://publicfiles.fcc.gov/>.

<sup>9</sup> In recognition of the evolving situation posed by the novel coronavirus, the Media Bureau extended the deadlines for broadcasters to file Children's Programming Reports and quarterly issues/programs lists. See *Media Bureau Announces Extension of Time for Broadcasters to File Children's Programming Reports and Quarterly Issues/Programs Lists*, DA 20-353 (Mar. 27, 2020).

<sup>10</sup> Decisions concerning changes to the Commission's Children's Programming rules may be found on the Media Bureau's website at <https://www.fcc.gov/general/childrens-educational-television-rules-and-orders>. For any questions about changes to the Children's Television Programming rules or the Commission Children's Television Programming Form (FCC Form 2100, Schedule H), broadcasters should e-mail [KidVidForm@fcc.gov](mailto:KidVidForm@fcc.gov) or call the Video Division at (202) 418-1600. See e.g., *Children's Television Programming Rules; Modernization of Media Regulation Initiative*, MB Docket Nos. 18-202 and 17-105, Report and Order and Further Notice of Proposed Rulemaking, 34 FCC Rcd 5822 (2019).

In order to submit an EEO Report or a renewal application, licensees should first click on the “Facilities” tab near the top of the page. The system will display a list of all facility IDs associated with that FRN. Next, click on the facility ID of the desired station. When the Facility Detail page is displayed, click on the “File an Application” button and choose either “Equal Employment Opportunity Program Report” or “License Renewal.”

LMS will “pre-fill” the General and Applicant/Contact Information sections of Schedule 303-S from information in the Commission’s database, although applicants will be able to amend or update that information.

Licensees must file a separate license renewal application for each full-service or Class A television station, even if more than one station is associated with the licensee’s chosen FRN; however, licensees may include any LPTV or TV Translator stations in their application as long as the stations are associated with the same FRN and they are part of the same renewal period. For LPTV and TV Translator stations, licensees may file a standalone application or include additional LPTV or TV Translator stations if more than one station is associated with the licensee’s chosen FRN and their licenses expire at the same time as the lead station.

New LMS users may find additional guidance and instructions for filling out Form 2100, Schedule 303-S, on the Media Bureau’s LMS Help Center page, which can be found at <https://www.fcc.gov/media/radio/lms-help-center>.

Filers who have questions regarding basic filing requirements or who need assistance logging into LMS or accessing Form 2100, Schedule 303-S or Schedule 396 should contact the Commission at (877) 480-3201 (Option 2), Monday-Friday, 8:00 am-6:00 pm ET, or submit a request online at <https://fccprod.service-now.com/auls?id=esupport>. For additional information on the license renewal process, please contact the Video Division at [VideoRenewals@fcc.gov](mailto:VideoRenewals@fcc.gov), David Roberts, [David.Roberts@fcc.gov](mailto:David.Roberts@fcc.gov), (202) 418-1618, or [Tyler.Bridegan@fcc.gov](mailto:Tyler.Bridegan@fcc.gov), (202) 418-1087, of the Media Bureau, Video Division. Press inquiries should be directed to Janice Wise, [Janice.Wise@fcc.gov](mailto:Janice.Wise@fcc.gov), at (202) 418-8165.

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