



# PUBLIC NOTICE

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## PUBLIC SAFETY AND HOMELAND SECURITY BUREAU REMINDS PUBLIC SAFETY LICENSEES TO UPDATE LICENSEE CONTACT INFORMATION WITH AN EMAIL ADDRESS

### WT Docket No. 19-212

By this *Public Notice*, the Public Safety and Homeland Security Bureau (PSHSB) reminds part 90 and part 101 public safety licensees to update their license contact information with an email address. PSHSB also reminds licensees to file timely renewal applications and construction notifications.

In 2020, the Commission issued rules to finalize the transition to electronic interactions for licenses in the Wireless Radio Services.<sup>1</sup> In particular, the Commission eliminated the mailing of paper courtesy reminder notices and other Universal Licensing System (ULS) correspondence to licensees and adopted rules mandating electronic delivery for all ULS compulsory and courtesy correspondence.<sup>2</sup> On June 11, 2021, the Wireless Telecommunications Bureau and PSHSB issued a *Public Notice* announcing that electronic filing for all wireless radio service applications would begin on June 29, 2021 and encouraging licensees to provide email addresses.<sup>3</sup> Licensees without valid or updated email addresses do not receive courtesy electronic reminders regarding license expiration or construction deadlines.<sup>4</sup> Failure to timely file renewal applications and construction notifications may lead to license cancellation.<sup>5</sup> Below, we outline actions that can help licensees avoid license cancellation.

#### Email address

- Applicants and licensees must provide an email address where they can receive electronic documents and correspondence.<sup>6</sup>
- Licensees must notify the Commission within 30 days of updating an email address of record.<sup>7</sup>

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<sup>1</sup> *Completing the Transition to Electronic Filing, Licenses and Authorizations, and Correspondence in the Wireless Radio Services*, WT Docket No. 19-212, Report and Order, 35 FCC Rcd 10781 (2020) (*Electronic Filing Report and Order*).

<sup>2</sup> *Id.* at 10793, para. 43; *see also* 47 CFR § 1.47. Notices sent to email addresses on file with the Commission will be deemed to have been served. 47 CFR §§ 1.5(a), 1.923(i).

<sup>3</sup> *Reminder: Electronic Filing Required For All Wireless Radio Service Applications Beginning June 29, 2021*, WT Docket No. 19-212, Public Notice, 36 FCC Rcd 9472 (WTB/PSHSB 2021) (*2021 Reminder Notice*).

<sup>4</sup> *Electronic Filing Report and Order* at 10793, para. 42; *2021 Reminder Notice* at 9473.

<sup>5</sup> *Electronic Filing Report and Order* at 10793, para. 42; 47 CFR 1.955(a)(1)-(2).

<sup>6</sup> 47 CFR §§ 1.5, 1.923(i).

<sup>7</sup> 47 CFR § 1.947.

- Licensees must include email addresses whenever they modify, renew, or otherwise touch their existing licenses.<sup>8</sup>
- We encourage licensees to add or update an email address by way of administrative update<sup>9</sup> in order to receive courtesy electronic reminders and other correspondence going forward.
- Licensees can find instructions on how to perform administrative updates at: <https://www.fcc.gov/wireless/support/universal-licensing-system-uls-resources/updating-administrative-information>.

#### **Renewal applications and construction notifications**

- Licensees must file timely renewal applications<sup>10</sup> and construction notification applications<sup>11</sup> in order to maintain active license status. Failure to timely file renewal applications and construction notifications may lead to license cancelation.<sup>12</sup>
- Licensees can find instructions on how to file license renewals applications at: <https://www.fcc.gov/wireless/support/universal-licensing-system-uls-resources/renewing-license-universal-licensing>.
- Licensees can find instructions on how to file construction notifications at: <https://www.fcc.gov/constructioncoverage-requirements>.
- Renewal applications that are late-filed (up to, and including thirty days after expiration) will be granted *nunc pro tunc*<sup>13</sup> if the application is otherwise sufficient under the rules and is accompanied by a request for waiver, but the licensee may be subject to an enforcement action for unauthorized operation during this time frame.<sup>14</sup>
- Renewal applications filed more than thirty days after the license expiration date will not be routinely granted, will be subject to stricter review, and also may be subject to enforcement action, including more significant fines or forfeitures.<sup>15</sup>
- Licensees can find instructions on how to file a waiver request or other pleading at <https://www.fcc.gov/wireless/support/universal-licensing-system-uls-resources/filing-pleading-universal-licensing-system>.
- PSHSB sends reminder notices for renewal and construction notification applications as a courtesy, and electronic notices sent to email addresses on file with the Commission will be deemed to have been served. It is the licensee's responsibility to keep track of construction buildout dates and expiration dates. Non-receipt of a courtesy reminder notice generally is not an acceptable excuse for failure to timely file a renewal application or construction notification.

**For assistance filing your application(s) electronically, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call the FCC Licensing Support Center**

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<sup>8</sup> *Electronic Filing Report and Order* at 10790, para. 31.

<sup>9</sup> *Id.* at 10793, para. 42.

<sup>10</sup> 47 CFR § 1.949.

<sup>11</sup> 47 CFR § 90.155.

<sup>12</sup> 47 CFR § 1.955(a)(1)-(2).

<sup>13</sup> That is, the application will be treated as if it had been timely filed.

<sup>14</sup> See *Wireless Telecommunications Bureau Clarifies Private Land Mobile Radio License Renewal Only Process*, Public Notice, 18 FCC Rcd 11849, 11851-2 (WTB 2003).

<sup>15</sup> *Id.* at 4.

at (877) 480-3201, the hours of operation are 8:00 AM- 6:00 PM ET, Monday to Friday. Interested Parties who have questions concerning this *Public Notice* may contact Tracy Simmons of the Public Safety and Homeland Security Bureau, Policy and Licensing Division, (717) 338-2657, [Tracy.Simmons@fcc.gov](mailto:Tracy.Simmons@fcc.gov).

Action by the Chief, Public Safety and Homeland Security Bureau.

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