



PUBLIC NOTICE

FEDERAL COMMUNICATIONS COMMISSION

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COMMISSION ANNOUNCES NEW PROCEDURES FOR ANTENNA STRUCTURE REGISTRATION

- **Change Affects Electronic, Manual Filings and FCC Form 854**
 - **Internet Filing and Expanded Search Features Available**
 - **TIN Registration Required of All Filers**

On July 1, 1999, the Wireless Telecommunications Bureau (WTB) will begin use of a new filing system for Antenna Structure Registration (ASR). The transition to the new system will affect both electronic and manual (paper) ASR filings, and will include the release of a revised FCC Form 854 (Application for Antenna Structure Registration).

These changes do not affect the requirements for registering antenna structures with the FCC (contained in Part 17 of the Commission's Rules, 47 C.F.R Part 17). In addition, ASR applicants will be able to continue to submit either electronic or manual (paper) filings, and there will continue to be no fee associated with the registration of antenna structures.

The new ASR software has been developed in conjunction with WTB's Universal Licensing System (ULS). Like the ULS, the new ASR system provides numerous benefits, including fast and easy electronic filing, improved data accuracy through automated checking of applications, and enhanced electronic access to registration information. We strongly encourage the use of electronic filing, as it will expedite the registration process.

OVERVIEW OF CONVERSION

This Public Notice summarizes the procedures for registering antenna structures under the new system. Free electronic filing and database searches will be available over the Internet, replacing outdated filing software and fee-based searches of the ASR database. As part of the new system, all ASR filers must register their Taxpayer Identification Number (TIN) with the Commission and list their current antenna structure registrations prior to submitting both paper and electronic ASR applications. In addition, filers may begin using the new FCC Form 854 upon its release; we also outline use of the old form during a six-month transition period.

TIN REGISTRATION

Effective July 1, 1999, **all ASR filers – regardless of whether they intend to use electronic or manual (paper) filing – must register their TIN with the Commission.** This requirement is in addition to the requirement that filers provide their TIN on the revised FCC

Form 854. To protect licensee privacy, registered TINs will not be made available to the public. However, TIN information may be released to the U.S. Treasury Department for purposes of compliance with the Debt Collection Improvement Act of 1996.

In conjunction with TIN registration, ASR filers must also list their current registration numbers. By associating their registrations with their TINs, ASR filers will be able to submit electronic filings that affect these existing structures.

Those entities that do not have unique TINs because they are sub-groups or departments of the entity identified by the TIN (such as government or academic institutions), may also provide a Sub-Group Identification Number (SGIN) in addition to the TIN. Further TIN registration information is available at http://www.fcc.gov/wtb/uls/uls_fa.html.

We urge applicants and licensees to electronically register their TIN. This can be done at the FCC's ULS Internet site at <http://www.fcc.gov/wtb/uls> by clicking on the "ULS TIN/Call Sign Registration" link. We will also provide a link to the registration site from the Antenna Homepage (<http://www.fcc.gov/wtb/antenna>) on or before July 1.

Manual TIN registration requires FCC Form 606 (TIN Registration Form), which can be obtained from the Internet at <http://www.fcc.gov/formpage.html> or by calling the FCC's Form Distribution Center at 1-800-418-FORM (3676). You must use FCC Form 606 edition date 5/99. Manually-filed Form 606 should be mailed to:

Federal Communications Commission
Information Technology Division
Attention: Kathy McLucas
1270 Fairfield Road
Gettysburg, PA 17325-7245

Filers who plan to submit ASR applications electronically: *You will be unable to access the electronic ASR filing system unless you have registered your TIN and existing antenna structures and obtained a password.* In order to be ready use the new electronic filing capabilities on July 1, ASR filers should have already taken steps to register their TINs with the Commission, as announced in a June 4, 1999, *Public Notice* (see Appendix C). If you previously registered your TIN manually in conjunction with ULS and wish to file applications electronically, you must call the ULS Technical Support Staff at (202) 414-1250 to obtain a password.

Filers who plan to submit ASR applications manually (via paper 854): You must either (1) register your TIN and list your existing antenna structures electronically *before* mailing FCC Form 854; or (2) register your TIN and existing antenna structures manually by stapling FCC Form 606 (TIN Registration Form) to the first FCC Form 854 you submit. You only need to register your TIN one time (either electronically or by submitting FCC Form 606), even if you plan to submit multiple ASR filings.

EXPANDED ACCESS TO ASR DATABASE INFORMATION

A major benefit of the new system is that ASR filers and other interested parties will have free, interactive Internet access to the ASR database, and will be able to view both records of applications submitted to the Commission as well as granted Registration records. This feature will replace the current

dial-up viewer access, in which users pay \$2.30 per minute via a 1-900 dial-up number to view records of ASR applications.

We will make the Internet search function available on July 1, 1999. At that time, you may access this feature by pointing your web browser to the Antenna Homepage (<http://www.fcc.gov/wtb/antenna>) and following the link for ASR queries.

We will discontinue the current dial-up viewer access to our current ASR application database on July 9, 1999. However, we will continue to post a downloadable copy of the ASR database of granted Registrations on WTB's Databases Homepage (<http://www.fcc.gov/wtb/databases.html>).

REVISED ASR PROCEDURES

ASR filers will notice several changes to our ASR procedures under the new filing system. The following changes will affect both electronic and manual (paper) filers:

Information affecting multiple Registrations/applications. Filers will be able to signify that the changes they are making affect multiple antenna structure Registrations or applications in exactly the same way by using optional Schedule A. This new feature will be available for electronic filers shortly after the July 1, 1999, launch date.

FAA Determination. We will no longer require that a copy of the FAA determination be submitted with an ASR application. Rather, filers need only provide the issue date and the study number for the FAA determination issued for their antenna structure. You must obtain a *final* FAA determination before filing FCC Form 854 with the Commission. A structure that meets the registration criteria in Part 17 of the FCC's rules *must* be registered with the Commission regardless of whether the FAA recommends painting and lighting for that particular structure.

Overall height. The new Form 854 requires submission of the overall height above mean sea level (OHAMSL) of the antenna structure, in meters. This corresponds to the overall height information requested by the FAA.

TIN Collection. Filers must provide their Taxpayer Identification Number on ASR filings. *For a change of ownership, both the assignor and assignee must provide their TINs.*

NAD83. All coordinates must be based upon the 1983 North American Datum (NAD83). Information on converting coordinates referenced to another datum (e.g., NAD27, PRD40) is available at <http://www.fcc.gov/wtb/uls/nadcon.html>.

Rounding Heights to Tenths. When converting heights from feet to meters, filers should round to tenths, not whole meters. By using whole meters, filers may inadvertently apply for a height in excess of that cleared by the FAA, and risk dismissal of their application.

Use of File Numbers. Under the new system, we will not issue ASR filers a seven-digit Registration Number until the FCC grants a Registration. This differs from the current procedure, in which the same seven-digit number is used to identify both pending applications and granted Registrations.

ASR filers and Commission licensees should note that a file number *does not signify a granted*

Registration. License applications listing an ASR file number instead of a Registration Number are subject to dismissal as defective, and the posting of a file number at the antenna structure site will not satisfy the posting requirements under §17.4(g) of our Rules, 47 C.F.R. §17.4(g). Because the new system will process applications immediately, electronic filers will be able to submit their application and receive a valid Registration Number within minutes if it passes all system edits. Electronic submissions that are incomplete, could have a significant environmental effect, are for sites near FCC monitoring stations, or for which the FCC does not have a valid FAA determination on file will not receive a Registration Number immediately, as these applications require further processing.

New purposes. The new Form 854 allows filers to specify additional purposes for their application. ASR filers should familiarize themselves with these new purposes.

- NT = Required Construction Notification. Use this code to notify the Commission of completion of construction of a registered antenna structure. This replaces the notification registrants make by completing and returning the bottom half of FCC Form 854R, the Registration document issued by the FCC. ASR filers should start filing construction notification via FCC Form 854 immediately; a transition period for use of FCC Form 854R is described below.

- CA = Cancel Registration. Registrants should use this purpose code to cancel a registered but not constructed antenna structure. This code replaces the "project abandoned" option on FCC Form 854R.

- NE = New registration application. Use this purpose code to register both *new (unconstructed)* and *existing* antenna structures that have not been previously registered. This code replaces both "N" and "R" on the existing Form 854.

- DU = Duplicate Registration request. Registrants must use this purpose code to request duplicates of existing antenna structure Registrations. Registrants should begin using this code immediately, although the Commission will continue to accept letter requests for duplicate Registrations until August 30, 1999.

- AU = Administrative Update. Use this code to request a change of any administrative data on an antenna structure Registration. This purpose code is similar to the Administrative Update function in ULS.

- OC = Ownership Change. The assignee (*i.e.* the entity acquiring ownership of the structure) must use this purpose code to reflect an ownership change of a registered antenna structure. You must use the revised FCC Form 854 to register a change of ownership, and you must provide both the assignor's and assignee's TINs for this purpose.

- WD = Withdraw. Filers should use this purpose to withdraw a previously filed, currently pending application.

- AM = Amendment. Filers should use this purpose to amend a previously filed, currently pending application.

- DI = Dismantlement. Filers should use this purpose to signify that a registered antenna structure has been dismantled or destroyed.

- MD = Modification. Filers should use this purpose to request a modification to an existing antenna structure Registration.

ELECTRONIC FILING

Currently, ASR filers wishing to use electronic filing methods must download software from the website and use the software to dial into the Commission's network (filers are also able to make electronic data submissions via a prescribed format). The current software is not compatible with all computer systems, and many users have experienced problems in downloading and using the software. By contrast, the new system will allow users to file via the Internet using existing Internet browser software. (for more information on hardware and software requirements, see <http://www.fcc.gov/wtb/uls/browser.html>)

Transition to the new system will entail three steps:

(1) Discontinuance of current electronic filing. The existing electronic registration formats – both use of the existing electronic filing software and electronic submission of data via a prescribed format (batch) – *will be discontinued* as of 5 p.m., (EDT) June 24, 1999.

(2) Database conversion. Between June 25 and July 1, 1999, the Commission will convert the existing ASR database to the new system. Electronic filing of ASR applications – in any form – will be unavailable during this time.

(3) Implementation of the new electronic filing system. We will launch Internet-based filing on July 1, 1999. The FCC will update the Antenna Homepage (<http://www.fcc.gov/wtb/antenna>) to provide a link marked "ASR Electronic Filing." Click on this button to file antenna structure registration applications electronically. *Note: You must have first registered your TIN and obtained a password in order to use this system.*

THE NEW FCC FORM 854

A revised FCC Form 854 (Application for Antenna Structure Registration) will reflect the changes to the information we are collecting from ASR filers under the new system. Filers may use the revised FCC Form 854 as soon as it becomes available. From June 21, 1999, until December 31, 1999, filers may continue to use the existing FCC Form 854 if they provide an attachment with additional information, as outlined in Appendix A of this Public Notice. On January 1, 2000, ASR filers *must* use the revised FCC Form 854.

Where to find the new form. Beginning June 21, 1999, the revised FCC Form 854 will be available on the Commission's Internet Forms Page (<http://www.fcc.gov/formpage.html>). The Forms Distribution Center (Call 1-800-418-FORM (3676)) will also stock the revised form in the near future. The new FCC Form 854 is indicated by a June 1999 edition date.

When to use the new form. Manual (Paper) filers may use the form as soon as it becomes available. The new electronic filing process is based on the revised form.

Use of the existing FCC Form 854. All submissions of the existing FCC Form 854 made after June 24, 1999, *must* contain the owner's TIN and follow the procedures contained in Appendix A of this Public Notice.

Application processing. We strongly urges applicants and licensees to begin using the new FCC Form 854 immediately. The choice of application form and filing method will affect applications in the following way:

(1) *FCC Form 854 filed electronically.* This is the most efficient filing method and will result in expedited processing compared to filing manually.

(2) *New FCC Form 854 filed manually.* This will result in expedited processing compared to filing old FCC Form 854.

(3) *Old FCC Form 854 filed manually.* This is not recommended and will result in slower processing than the options described above. Applicants manually filing old FCC Form 854 must remember to include their TIN with each filing submission. Applications submitted without the TIN will be dismissed as defective.

THE REGISTRATION – FCC FORM 854R

The Commission will continue to issue a paper Registration (FCC Form 854R) for each antenna structure Registration, and antenna structure owners are still required to immediately provide a copy of the Registration to each tenant licensee and permittee sited on the structure. Currently, registrants tear off and return the bottom half of Form 854R to notify the Commission of the completion of construction or abandonment of the project. Effective with Registrations issued under the new system, registrants must use FCC Form 854 to signify these purposes.

We are providing a transition period for registrants who have been issued Registrations with the tear-off-and-return notification section. Until August 30, 1999, these registrants may either (1) use the revised FCC Form 854 to notify the FCC that the construction has been completed or the project has been cancelled; or (2) submit the tear-off-and-return portion of their 854R along with additional information listed in Appendix A of this Public Notice.

The revised FCC form 854 allows registrants to request a duplicate of their Registration by specifying purpose code "DU." On August 30, 1999, the FCC will no longer accept letter requests for duplicate Registrations.

RETURN AND DISMISSAL POLICIES

Effective July 1, 1999, all manual (paper) applications are subject to dismissal if they are defective or incomplete. Filers must submit a new FCC Form 854 to the Commission in these circumstances. The new filing must reference the same purpose code as the first application, and must correct the deficiencies that caused the original application to be dismissed.

Beginning January 1, 2000, we will no longer accept applications submitted on the old FCC Form 854.

ADDITIONAL INFORMATION

For additional information about the Antenna Structure Registration program, the requirements under the new ASR system, TIN registration, or electronic filing assistance, see the list of ASR resources in Appendix C.

APPENDIX A

FORM 854 (JUNE 1996 EDITION) INFORMATION REQUIREMENTS

After July 24, 1999, we will accept filings made on the existing FCC Form 854 (June 1996 edition), provided:

- 1) The Taxpayer Identification Number (TIN) of Owner is written in the top right-hand corner of the form.
- 2) If the purpose is "M" (Modification of registered antenna structure), the nature of modifications (Block 12B) cannot be "O" **You must use new FCC Form 854 for change of ownership.**
- 3) Block 19 (Type of structure on which antenna will be mounted) lists the proper code for structure type. The following are valid codes:

<u>Code</u>	<u>Definition</u>
B	Building
BANT	Building with Antenna on Top
BMAST	Building with Mast
BPIPE	Building with Pipe
BPOLE	Building with Pole
BRIDG	Bridge
BTWR	Building with Tower
MAST	Mast
NNTANN*	Antenna Tower Array
NTOWER**	Multiple Structures
PIPE	Any type of Pipe
POLE	Any type of Pole
RIG	Oil or other type of Rig
SIGN	Any type of Sign or Billboard
SILO	Any type of Silo
STACK	Smoke Stack
TANK	Any type of Tank (water, gas, etc.)
TOWER	Free standing guyed structure used for communication purposes
TREE	Tree, when used as a support for an antenna
UPOLE	Utility Pole/Tower used to provide service (electric, telephone, etc.)

* Valid Tower Arrays. Code Definition: The first NN indicates the number of towers in an array. The second NN indicates the position of that tower in the array (*e.g.* 3TA2 would identify the second tower in a three-tower array; 14TA12 would identify the twelfth tower in a fourteen-tower array).

** Valid Multiple Structures. Code Definition: The N indicates the number of structures where multiple antenna structures are present (*i.e.* 2TOWER, 3TANK, 6BMAST, etc.).

- 4) Block 24 (FAA study number) is completed (This is no longer optional).

5) The following additional information is provided on an 8 1/2" x 11" sheet attached to the application, and is clearly identified:

Always required

- a) Date the FAA study was issued.
- b) Overall height of the antenna structure above mean sea level (OHAMSL).

Note: The Commission will not calculate this information for you.

Required only if necessary as part of the specific application

- c) Sub-Group Identification Number (SGIN) of Owner.
- d) Contact Representative Information, if owner is a business or contact representative is different from the owner. Include first name, middle initial, last name, suffix, business name, P.O. box and/or street address, city, state, ZIP code, telephone number, and e-mail address.
- e) Coordinates for the Center of the Array, if structure type is an Array.

6) The following information is no longer necessary and may be omitted:

- a) Whether applicant is providing a copy of the FAA determination (Block 23)
- b) FAA regional office notified (Block 25)
- c) Date notification filed (Block 26)
- d) FCC Painting/Lighting Paragraphs (Block 27)

FORM 854R INFORMATION REQUIREMENTS

Registrants may continue to submit the tear-off-and-return portion of FCC Form 854R (the Registration) to provide notification of completion of construction (NT) or project abandonment/cancellation (CA) until August 30, 1999, provided:

- 1) The owner's TIN is written on the front of the form; and
- 2) A name, telephone number, and mailing address for the owner or contact representative is provided on the back of the form.

APPENDIX B

ANTENNA STRUCTURE REGISTRATION TRANSITION DATES

- June 7, 1999: TIN registration available for ASR.
- June 21, 1999: New FCC Form 854 (June 1999 edition) becomes available via the FCC Forms Page (<http://www.fcc.gov/formpage.html>). ASR filers may begin using the new FCC Form 854.
- Manual (paper) filers must register TINs and list existing antenna structure registrations before submitting applications.
- June 24, 1999: Electronic filing via existing methods (Electronic Filing Software version 1.1, batch filing via the Internet) are no longer available (as of 5 p.m. EDT).
- ASR filers submitting old FCC Form 854 or FCC Form 854R after this date must submit an attachment with additional information (see Appendix A).
- July 1, 1999: Electronic filing via the Internet becomes available.
- All ASR Filers are required to have registered their TIN and listed their existing antenna structures before filing FCC Form 854 (manually or electronically).
- Interactive searches of the ASR database via the Internet become available.
- Incomplete or defective manual (paper) applications are subject to dismissal.
- July 9, 1999: Electronic viewer software queries of the ASR application database (\$2.30/minute dial-up access) is discontinued; ASR filers may want to remove the outdated Filing/Viewer software (Version 1.1) from their computers
- August 30, 1999: Letter requests for duplicate Registrations no longer accepted (use FCC Form 854, purpose code "DU").
- Construction notification and project abandonment/cancellation not accepted via the tear-off-and-return portion of FCC Form 854R (the Registration) (use FCC Form 854, purpose codes "NT" and "CA").
- January 1, 2000: Old FCC Form 854 (June 1996 edition) no longer acceptable for filing.

All applications using the old form will be dismissed.

APPENDIX C

ASR RESOURCES

For general information about TIN registration, including answers to frequently asked questions, the Commission recommends first consulting the ULS webpage at <http://www.fcc.gov/wtb/uls>. General information about the ASR process is available on the Antenna Homepage at <http://www.fcc.gov/wtb/antenna>.

To help answer questions about ASR or the transition to the new filing system, we are providing a list of internet resources, contacts, and relevant FCC documents below.

Internet Resources

Antenna Homepage: <http://www.fcc.gov/wtb/antenna> (provides general ASR information; The Antenna Homepage will be updated to provide links to electronic filing, ASR query functions, and TIN registration)

TIN registration: <http://www.fcc.gov/wtb/uls> (click on link marked "TIN/Call Sign Registration; also this page provides general information about the Universal Licensing System, conversion of coordinates, and hardware/software requirements).

FCC Forms Page: <http://www.fcc.gov/formpage.html> (access to a downloadable copy of new FCC Form 854 (Application for Antenna Structure Registration) and FCC Form 606 (TIN Registration).

Siting Homepage: <http://www.fcc.gov/wtb/siting> (information about antenna siting issues).

FAA's Obstruction Evaluation/Airport Airspace Analysis Homepage: <http://www.faa.gov/ats/ata/ata400/oeaaa.htm> (access information and forms for requesting an FAA study of an antenna structure – which must be obtained before the FCC will issue a registration).

TOWAIR query link: <http://www.fcc.gov/wtb/antenna/towair.html> (provides a link to Internet TOWAIR query, which will calculate whether an antenna structure under 60.9 meters (200 feet) will penetrate the slope for nearby airports and thus require registration). Note: This link requires NAD 27 coordinates. A new feature that is part of the new system, "Determine if registration is necessary," will allow input of NAD 83 coordinates. This feature will be available via a link on the Antenna Homepage.

WTB Database Homepage: <http://www.fcc.gov/wtb/databases.html> (provides access to the ASR database in a downloadable raw-data format)

FCC Homepage: <http://www.fcc.gov>

FCC Wireless Telecommunications Bureau Homepage: <http://www.fcc.gov/wtb>

FAA Homepage <http://www.faa.gov>

Contacts

FCC Technical Support Hotline: (202) 414-1250, or via e-mail at ulscomm@fcc.gov. Contact the Technical Support Hotline about questions concerning TIN registration and electronic filing. The hotline is available Monday through Friday, from 8 a.m. to 6 p.m. Eastern Time. In order to provide better service to callers and ensure the security of the electronic filing system, all calls to the hotline are recorded.

Licensing Support: 1-888-CALL-FCC (225-5322) or via e-mail at ulshelp@fcc.gov.

Contact Licensing Support with questions about what information is being requested on a Form or Schedule, or any other application-related matter. Licensing Support is available Monday through Friday, from 8:30 a.m. to 4 p.m. Eastern Time.

E-Mail Resources

ulscomm@fcc.gov: FCC Technical Support (electronic filing, TIN registration)

ulshelp@fcc.gov: FCC Licensing Support (application-related questions)

mayday@fcc.gov: ASR help (specific questions about ASR rules)

Public Notices and Publications

Commission to Begin Collection of Taxpayer Identification Numbers to Support Antenna Structure Registration Software Upgrade, DA 99-1102, released June 4, 1999. Available at http://www.fcc.gov/Bureaus/Wireless/Public_Notices/1999/da991102.txt.

TOWAIR Query Now Available Through Internet, #93504, released May 28, 1999 (erratum to Public Notice released May 26, 1999). Available at http://www.fcc.gov/Bureaus/Wireless/Public_Notices/1999/pnw19129.txt.

Wireless Telecommunications Bureau Announces Unified Policy for Dismissing and Returning Applications and Dismissing Pleadings Associated with Applications, DA 99-384, rel. Feb. 24, 1999. Available at http://www.fcc.gov/Bureaus/Wireless/Public_Notices/1999/da990385.txt.

No Tolerance Policy Adopted for Unregistered Antenna Structures, released Jan. 13, 1999. Available at http://www.fcc.gov/Bureaus/Wireless/Public_Notices/1999/pnw19006.txt.

Streamlining the Commission's Antenna Structure Clearance Procedure, Report and Order, 11 FCC Rcd 4272 (WT Docket No. 95-5, 1995) Available at <http://www.fcc.gov/Bureaus/Wireless/Orders/1995/fcc95473.txt>.