



PUBLIC NOTICE

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Wireless Telecommunications Bureau Recommends Licensees Take Steps to Prepare for Electronic Filing Via the Universal Licensing System (ULS)

Electronic Filing Required for Cellular, Paging, Offshore, and Auctioned Licenses Beginning July 1, 1999

In the *ULS Report and Order* in WT Docket No. 98-20, the Commission revised its rules to require electronic filing via ULS of all license applications (excluding emergency requests) for services that are subject to licensing by auction.¹ This rule is to take effect for Part 22 Paging, Cellular, and Offshore licenses, as well as most Auctioned licenses on July 1, 1999. An implementation timetable is included as Attachment A to this Public Notice. Attachment B to this Public Notice contains a list of the Paging, Cellular, Narrowband PCS, Broadband PCS, WCS and Auctioned 900 MHz SMR call signs that have not yet been registered in ULS. In implementing this rule, the Bureau will (excluding emergency requests) dismiss without prejudice all manually-filed applications received on or after the mandatory electronic filing deadline.

The Wireless Telecommunications Bureau (Bureau) recommends that licensees prepare for mandatory electronic filing by, at a minimum, taking the steps listed below. As soon as possible, each licensee should:

- (1) Verify that it has the correct hardware and software to utilize ULS License Search, Application Search, and Online Filing. Note: ULS search functions are now available on the internet or via the FCC network, but online filing is available only via the FCC network, not the internet;
- (2) Check the ULS website (<http://www.fcc.gov/wtb/uls>) for scheduled down-time so that it may plan its filings accordingly;
- (3) Plan on completing all parts of the application form online well in advance so that it only needs to access the application and hit the "Submit" button on the filing date (*Note: Form 602 is not yet available for electronic filing. Until the Bureau issues a Public Notice announcing the availability of Form 602 for electronic filing, Form 602 must be filed manually*);
- (4) Use License Search to verify license expiration and construction dates well in advance;
- (5) Verify that it has a TIN/SGIN/password combination to access each of its call signs by filing a sample Administrative Update application to ensure that each call sign is present. The licensee must have already registered its TIN/SGIN online or manually using FCC Form 606, and associated each of its call signs with the appropriate TIN/SGIN combination;
- (6) Read the online "Help" files well in advance regarding the type of application it intends to file;
- (7) For applications where ULS location numbers or ULS file numbers are required (*e.g.*, application purposes MD, NT, EX, and WD), verify each location number using License Search and each file number using Application

¹ Amendment of Parts 0, 1, 13, 22, 24, 26, 27, 80, 87, 90, 95, 97, and 101 of the Commission's Rules to Facilitate the Development and Use of the Universal Licensing System in the Wireless Telecommunications Service, WT Docket No. 98-20, *Report and Order*, 13 FCC Rcd. 21027 (1998) (*ULS Report and Order*).

Search;

- (8) Start its filing as early as possible and keep a recent “Print Preview” of the application in case its computer, software, or phone line fails. Ideally, the print preview will be done at the point where the application is substantially complete (*e.g.*, where only the signature is missing) so that there is no doubt as to the intent of the filing. In lieu of printing a hard copy, applicants may want to use the Adobe Acrobat print driver to save an electronic copy of the print preview in “PDF” format;
- (9) If it encounters a problem during filing, contact Technical Support as soon as possible, noting the time and date of the call, and the Technical Support representative’s name;
- (10) If it plans to file a non-*pro forma* ownership change (*i.e.*, a transfer of control of assignment of license), be aware that this is a three-step process requiring both parties to the transaction to access the system and fill in portions of the form. For assignments, the assignor fills out and “Approves” the filing, the assignee completes and “Approves” the filing, and the assignor signs and “Submits” the filing. Similarly for transfers, the licensee fills out and “Approves” the filing, the transferee completes and “Approves” the filing, and the licensee signs and “Submits” the filing. The Bureau recommends filling in the form through the third step well in advance, so that all that remains to do on the desired filing date is to access the application and hit the “Submit” button;
- (11) When filing a transfer of control (purpose TC), be aware that the Licensee must use its TIN/SGIN/password to access the system and provide the TIN/SGIN (but not the password) of the Transferor (may be the same as the licensee) as well as the TIN/SGIN (not the password) of the Transferee. Applicants should obtain the appropriate TIN/SGIN information well in advance; and,
- (12) When filing an assignment of license (purpose AA), be aware that the Assignor must use its TIN/SGIN/password to access the system and provide the TIN/SGIN (but not the password) of the assignee. Applicants should obtain the appropriate TIN/SGIN information well in advance.

For Further Information or Assistance

For general information about ULS, including answers to frequently asked questions regarding submitting applications, finding the status of pending applications, and searching the ULS database, the Commission recommends first consulting the ULS webpage at <http://www.fcc.gov/wtb/uls>. Those having specific questions not addressed on the webpage may contact Commission staff via phone or e-mail as described below.

FCC Technical Support Hotline: (202) 414-1250 (TTY: (202) 414-1255), or via e-mail at 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 8 a.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: 1-888-CALL-FCC (225-5322), choose option #2. E-mail questions may be sent to 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 am to 5:30 pm EST.

**ATTACHMENT A
TIMETABLE FOR MANDATORY ELECTRONIC FILING**

RADIO SERVICE	ULS AVAILABLE	ELECTRONIC FILING REQUIRED AS OF
Paging and Radiotelephone Service	June 1998	July 1, 1999
Offshore Radiotelephone Service	August 1998	July 1, 1999
Auctioned LMDS	September 1998	July 1, 1999
PCS and WCS	September 1998	July 1, 1999
Auctioned 800 MHz SMR	September 1998	July 1, 1999
Auctioned 220 MHz Service	November 1998	July 1, 1999
Cellular Radiotelephone Service	December 1998	July 1, 1999
Auctioned LMS	December 1998	July 1, 1999
Aircraft Radio Service	January 1999	Not required
GMRS	April 1999	Not required
Auctioned 900 MHz SMR	April 1999	October 14, 1999