



# PUBLIC NOTICE

**FEDERAL COMMUNICATIONS COMMISSION**  
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## **Tips for Applicants Filing Paper Forms for Authorizations in the Microwave Radio Services**

*ULS electronic filing via the Internet became available April 29, 2000*

*The mandatory electronic filing requirement for certain Microwave Services becomes effective June 1, 2000.*

Applicants filing for Microwave Radio Station Authorization in the Universal Licensing System (ULS) are strongly encouraged to file electronically even if they are not subject to the mandatory electronic filing requirement. See the table below for a list of Radio Service Codes that are subject to the mandatory electronic filing requirement, which becomes effective June 1, 2000.

Applicants filing electronically have an advantage over those who file paper applications (manual filers) in that the ULS does not permit an applicant to submit an application that contains missing or invalid data. The system will display error messages to the applicant until all errors have been corrected. Manual filers do not have the advantage of built-in error checking, and must resubmit an application if it is returned or dismissed due to errors. This Public Notice is intended to provide manual filers with information that may help them avoid such errors. This Public Notice provides six sample Microwave Radio Station applications, with the required fields completed. A subsequent section lists some common errors that have caused manually-filed Microwave applications to be either Returned for Correction or Dismissed.

To further the ability of applicants to file electronically, ULS filing via the Internet was implemented on May 1, 2000. Beginning on June 1, 2000, Microwave licensees and applicants subject to the mandatory electronic filing requirement must electronically file Form 601, *Application for Wireless Telecommunications Bureau Radio Service Authorization*, and Form 603, *FCC Wireless Telecommunications Bureau Application for Assignments of Authorization and Transfers of Control*, as set forth below.<sup>1</sup> Where manual filing of Forms 601 and 603 is allowed, the Bureau will accept manually-filed applications filed only on the August 1999 (or later) edition of Form 601 and on the February 1999 (or later) edition of Form 603.

<b>Radio Service Codes Subject to Mandatory Electronic Filing</b>	<b>Radio Service Codes That May Be Filed Electronically or Manually</b>	
CE – Common Carrier DEMS	PE – Private DEMS	AI – Broadcast Auxiliary Aural Intercity Relay

<sup>1</sup> Pursuant to § 1.913(b) of the Commission's Rules, 47 C.F.R. § 1.913(b). Beginning April 1, 2000, or the date on which electronic filing via the Internet becomes available (whichever is later), applications that contain both radio service codes subject to mandatory electronic filing and radio service codes that may be filed manually as part of the same application *must* be filed electronically.

<b>Radio Service Codes Subject to Mandatory Electronic Filing</b>	<b>Radio Service Codes That May Be Filed Electronically or Manually</b>	
CT – Common Carrier Local Television Transmission	WA – Private Point-to-Point, Eligibility – Aviation	AB – Broadcast Auxiliary Aural Microwave Booster
CF – Common Carrier Point-to-Point	MG – Private Point-to-Point, Eligibility – Industrial/Business	AS – Broadcast Auxiliary Aural Studio Transmitter Link
LD – Local Multipoint Distribution Service	WM – Private Point-to-Point, Eligibility – Marine	TI – Broadcast Auxiliary TV Intercity Relay
TN – 39 GHz, Market Area	MW – Private Point-to-Point, Eligibility – Public Safety	TB – Broadcast Auxiliary TV Microwave Booster
	WR – Private Point-to-Point, Eligibility - Radiolocation	TS – Broadcast Auxiliary TV Studio Transmitter Link
		TP – Broadcast Auxiliary TV Pickup
		TT – Broadcast Auxiliary TV Translator Relay

### **Sample Microwave Applications for Manual Filers**

Microwave applicants filing Form 601 manually can sometimes become confused about which questions must be completed and what kind of information is required. As an aid to manual filers, six sample Form 601 applications are provided with this Public Notice. These applications pertain to Radio Service Codes that may be filed manually as well as electronically.

Following are descriptions of the samples. Note that the Form 601 used for these samples is the version that is current as of this Public Notice. Subsequent versions of this form may have additional items which will cause renumbering on some pages.

- Sample 1 is an application requesting a New Radio Station authorization in Microwave Public Safety Pool. The application requests fixed point-to-point operations on two Paths, with one Frequency transmitting across each Path.

As Item 1 of the attached Schedule I indicates, this application is part of a pack of applications comprising a system or subsystem of Microwave links. Note that on Supplement 1 of Schedule I, only when providing the FCC Antenna Registration Number in Item 6 is it unnecessary to fill in Items 7–11 and 13–16. If this antenna were *not* registered with the FCC, then Items 7–11 and 13–16 would be required.

- Sample 2 is an application requesting Modification of an existing authorization. The application requests modifications of a Multiple Address System (MAS) using two-way master-to-remote and remote-to-master operations.

- Sample 3 is an application for a New Radio Station authorization in the Microwave Broadcast Auxiliary TV Intercity Relay Service. The application requests fixed point-to-point operations on one Path.
- Sample 4 is an application requesting Renewal/Modification of an existing authorization. The application requests renewal of the license along with changes to the licensee's mailing address.

The new address information is provided in Items 16 through 24 of the Form 601.

- Sample 5 is an application requesting an Administrative Update for an existing authorization. The application requests changes to the licensee's mailing address, the contact name and mailing address, and the control point location.
- Sample 6 is an application requesting Modification of an existing authorization. The application requests modifications to the license to modify existing receive Location #3, add a new Path utilizing two Frequencies (Path 5), and modify the EIRP for an existing Frequency (Path 2).

### **Errors Commonly Made By Manual Filers**

The Bureau maintains statistics about errors made by manual filers that result in returns or dismissals of Form 601 applications. Among the most common errors are:

- Transmitter model number and/or manufacturer are missing from Schedule I, Supplement 4, Frequency Data Items 11 and 12.
- Antenna model number and/or manufacturer are missing from Schedule I, Supplement 2, Path Data Items 5, 6, 22, and 23.
- The "Interconnected Service" question (Item 37 on FCC 601 Main Form) has not been answered.
- Regulatory Status (Item 35 on FCC 601 Main Form) has not been answered.
- For a Modification, Renewal Modification, or Amendment, Schedule I, Item 6 regarding major and minor filings has not been answered.
- Beamwidth values (Schedule I, Supplement 2, Path Data Items 8 and 36) are missing or contain invalid values.

Beamwidth must be between 0.1 and 359.9 degrees for a directional antenna and 360 degrees for an omni-directional antenna.

- Automatic Transmitter Power Control (Schedule I, Supplement 4, Item 13) has not been answered.

**Returned Applications:** Note that if you file on paper and the application is Returned, the FCC does not send back your actual paperwork. Instead, the FCC sends you a letter indicating what was incorrect or questionable. You will then have to file another Form 601 application, with *AM* (Amendment) selected for the Application Purpose, Item 2.

## **Unified Dismissal Policy**

Microwave applicants are reminded of the unified policy for dismissing and returning applications and dismissing pleadings associated with applications, effective on May 1, 1999. See public notice DA 99-385, released February 24, 1999 for further review. Information on this policy is also available at <http://www.fcc.gov/wtb/uls>.

## **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 web page at <http://www.fcc.gov/wtb/uls>. Those having specific questions not addressed on the web page 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](mailto: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-CALLFCC (225-5322), choose option #2. E-mail questions may be sent to [ulshelp@fcc.gov](mailto: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 Eastern Time.

**Obtaining Forms:** The FCC offers several ways to obtain forms (including pre-ULS forms). Forms can be acquired via the FCC forms page at <http://www.fcc.gov/formpage.html>; via the Forms Request System (forms are mailed to those who request them) at 1-800-418-FORM (3676); and via the Fax on Demand System at 202-418-0177.