



PUBLIC NOTICE

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WIRELESS TELECOMMUNICATIONS BUREAU ANNOUNCES AVAILABILITY OF THE "ADMINISTRATIVE UPDATE" FUNCTION IN THE UNIVERSAL LICENSING SYSTEM (ULS) EFFECTIVE FEBRUARY 25, 1999

Beginning February 25, 1999, licensees using the Wireless Telecommunications Bureau's (Bureau) Universal Licensing System (ULS) will be able to make Administrative Updates to licensing information electronically, in lieu of filing letter notifications. Administrative Updates include changes in licensee information (name, address, phone, fax, email), contact information (name, address, phone, fax, email), control point information (address, city, state, county, phone), as well as the addition and deletion of control points. There is no application fee associated with Administrative Updates.

The electronic Administrative Update function benefits licensees and the Commission by providing a quick and easy means for licensees to review and correct licensee, contact, and control point information, ensuring accurate, timely delivery of licenses, renewal notices, construction notices, and correspondence from the Bureau to licensees. Presently, licensees in the following radio services may use the ULS:

- 800 MHz SMR (Auctioned Licenses Only)
- Local Multipoint Distribution Service (LMDS) (Auctioned Licenses Only)
- 220 MHz Service (Auctioned Licenses Only)
- VHF Public Coast (Auctioned Licenses Only)
- Part 22 Paging and Radiotelephone Service
- Offshore Radiotelephone Service
- Personal Communications Service (Broadband and Narrowband)
- Wireless Communications Service
- Cellular Radiotelephone Service
- Aircraft Stations

Licensees in these services should access the ULS by dialing into the FCC's extranet (instructions found at <http://www.fcc.gov/wtb/uls>) and use the "License Search" function to identify outdated licensee, contact, and control point information. Upon identifying outdated information, licensees should use the "Online Filing" function, enter their Taxpayer Identification Number (TIN), Sub-Group Identification Number (SGIN) (if necessary), and password, select

“New Filing”, and choose Administrative Update as the purpose of application. The ULS allows licensees to update licensee and contact information for multiple call signs simultaneously, but control point information must be changed one call sign at a time. Detailed information on filing Administrative Updates is included as Attachment A to this Public Notice.

Note: Licensees are reminded that the Administrative Update function may not be used to record any change to the licensee name or other licensing information that constitutes or reflects an assignment of the license or a transfer of control of the licensee. All license assignments and transfers of control (including *pro forma* transfers and assignments) require filing of the appropriate transfer or assignment application and prior Commission consent or (in the case of *pro forma* transfers and assignments subject to the Commission's forbearance procedures, *see Memorandum Opinion and Order*, 13 FCC Rcd. 6293(1998)) filing of a transfer or assignment notification. Use of the Administrative Update function to record a transfer or assignment will be treated as an unauthorized change of control of the license in violation of Section 310(d) of the Communications Act and Commission rules.

As with all filings under the ULS, licensees must first register their TIN and provide the call sign(s) associated with the TIN. Licensees may register their TIN electronically via the internet by pointing their web browsers at <http://www.fcc.gov/wtb/uls> and selecting “Call Sign Registration.”

Contact Information

For general information about ULS, and for answers to frequently asked questions regarding submitting applications, remitting fees, finding the status of pending applications, and searching the ULS database, we recommend that you first consult the ULS webpage at <http://www.fcc.gov/wtb/uls> or call 1-888-CALL-FCC (225-5322) and choose option #2. Those having specific questions that are 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 8:00 am to 6:00 pm EST. To provide better service to ULS users and ensure 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 8:30 am to 4:00 PM EST.

Comments on ULS should be sent via e-mail to: ulscomm@fcc.gov.

ATTACHMENT A - ADMINISTRATIVE UPDATE PURPOSE

Overview

This purpose enables the licensee to make minor modifications/changes to existing license information for one or more licenses. Only Licensee Information, Contact Information and Control Point Information can be updated using the Administrative Update purpose.

Information That Can Be Updated

For the administrative update purpose, licenses are grouped into three license categories. They are: Auctioned Licenses (i.e., Radio Service Codes: CL, GW, ZV, LD, LS, CZ, GC, CW, CN, PC, YC, YD, WS, QA and TN), Site-based Licenses (i.e., Radio Service Codes: CD, CO, IG, YG, QD, QM, GB, YB, GS, GF, YF, CE, PE, MK, AF, LP, RP, etc.) and Personal Radio Licenses (i.e., Radio Service Codes: SA, SB, AC, HA, HV, RR, CM and ZA).

Depending upon the license category(s) and the number of call signs selected, the Licensee Information, Contact Information and/or Control Point Information sections may be available for updating.

When only a single call sign is selected for updating, only the appropriate information section(s) will be made available for updating.

- 1) For Personal Radio call signs, only the Licensee Information section will be available for updating (since Personal Radio Service licenses do not have Contact Information or Control Point Information).
- 2) For Auctioned call signs, only the Licensee Information and the Contact Information sections will be available for updating (since auctioned licenses do not have Control Point Information).
- 3) For Site-based call signs, all three information sections will be available for updating (since site-based licenses have Licensee Information, Contact Information and Control Point Information).

When multiple call signs within the same license category are selected for updating, only the appropriate information sections will be available for updating.

- 1) If only Personal Radio call signs are selected, only the Licensee Information section will be available for updating (since Personal Radio licenses do not have Contact Information or Control Point Information).
- 2) If only Auctioned call signs are selected, only the Licensee Information and Contact information will be available for updating (since auctioned licenses do not have Control Point Information).
- 3) If only Site-based call signs are selected, all three information sections will be available for updating (since Site-based licenses have Licensee Information, Contact Information and Control Point Information).

When multiple call signs not within the same license category are selected for updating, only the common information section(s) will be available for updating.

- 1) If Auctioned call signs and Site-based call signs are selected, only the Licensee and Contact Information will be available for updating (since Auctioned Licenses do not have Control Point Information).
- 2) If Auctioned call signs and Personal Radio call signs are selected, only the Licensee Information will be available for updating (since Personal Radio Licenses do not have Contact Information and since Auctioned Licenses or Personal Radio Licenses have Control Point Information).
- 3) If Personal Radio call signs and Site-based call signs are selected, only the Licensee Information will be available for updating (since Personal Radio Licenses do not have Contact Information or Control Point Information).
- 4) If Personal Radio call signs, Auctioned call signs and Site-based call signs are selected, only the Licensee Information will be available for updating (since Personal Radio Licenses do not have Contact Information and since Auctioned Licenses or Personal Radio Licenses have Control Point Information).

When Data Fields Will Be Pre-filled With License Information

When only a single call sign is selected for updating, the data fields will be pre-filled with the license information. The applicant only needs to make changes to the information shown on the screen. The changed information will be applied to the license record during the nightly batch process.

When multiple call signs are selected for updating, none of the data fields will be pre-filled with the license information. The applicant only needs to enter changed information into the appropriate data field. To blank out a field, single click in the Clear Data check box. The changed information and blanked out fields will be applied to ALL selected license records during the nightly batch process.

File Numbers Assigned

When only a single call sign is selected for updating, only one file number is assigned to the filing.

When multiple call signs are selected for updating, a file number is assigned to each call sign selected (i.e., if 10 call signs are selected for updated, 10 file numbers are assigned – one for each call sign selected).

Filing Procedures:

Follow the steps below to update one or more licenses.

1. Log-in to ULS.
2. If you have existing incomplete applications, completed applications filed on the same day, or New applications in the auctioned services still within the filing window, an intermediate screen appears containing a list of these applications. Click the Select New Filing button.

If you do not have existing incomplete or pending applications associated with your TIN, this screen does not appear. Proceed to Step 3.

3. A screen appears requesting you to select the purpose of your application. Click the down arrow at the end of the Purpose of Application field to access a menu of application purposes. Select Administrative Update from the menu then click the Continue button.
4. A screen appears displaying the call signs of active licenses associated with your TIN that are eligible for updating at this time. If you wish to view a license listed on this screen, click the link for the desired license and a screen displaying license data appears. To navigate through the license data, use the scroll bar or click the links at the top of the screen. The license is displayed in a separate browser window. To close the license, click the Close (X) button, located in the top right corner of the window.
5. Select the license(s) you are updating.

To select a call sign, click the Select for Update check box located on the left side of the call sign to select. A check mark appears in the check box, indicating that the call sign is selected.

To deselect a call sign, click again on the check box. The check mark disappears. To select or deselect all of the call signs, click the Select All or Deselect All button at the bottom the screen.

6. Once you have finished selecting the licenses that you want to update, scroll down to the Signature area at the bottom of the screen and sign your application before proceeding. In the Name of Party Authorized to Sign section, enter the first name, middle initial (optional), last name, and suffix (if applicable) of the party authorized to sign the application. ULS populates the Signature field automatically as you enter information into the First Name, MI (Middle Initial), Last Name, and Suffix fields. Enter the job title of the party authorized to sign in the Title field.

Click the Continue button to obtain the update screen.

7. A screen appears that shows the current information for the license that you are updating. If you have selected multiple licenses for updating, none of the data fields will be pre-filled with the license information.
8. Make the changes you want to the license(s) information. You only need to enter changed information into the appropriate data field. To blank out a field, click the Clear Data check box located on the right side. A check mark appears in the check box, indicating that the data element will be blanked out on the license(s). The changed information and blanked out fields will be applied to ALL selected license records during the nightly batch process.

Click on the Continue button to obtain the confirmation screen.

9. An Application Confirmation screen appears, listing the licenses that you are updating along with their corresponding file numbers. Please record these file numbers for future reference. Applications filed electronically are not officially submitted until the system provides you with a confirmation message containing the file number assigned to your application.

Note that no application fees are required to make administrative updates to licenses. If you want to view print preview of a completed application, click its link. To print it, follow the Printing a Completed Application instructions.

10. To perform another administrative update, click the Perform Another AU button.

To file another application, click the Online Filing Menu button.

To return to the ULS Home Page, click the Home button.

Administrative Update Screen Buttons

The Administrative Update screen contains the following buttons:

Continue	After you finish entering data on the current screen, click on the Continue button to obtain the next screen.
Clear	To erase the information on the current screen, click on the Clear button.
Return	Click the Return button to return to the previous screen.
Select All	Click the Select All button to select all of the licenses listed on the Administrative Update screen. A check mark appears in each license's Select for Update check

box.

Deselect All	Click the Deselect All button to deselect all of the licenses listed on the Administrative Update screen. The check marks disappear.
?	Click the ? (Help) button to access ULS Online Filing Help.
Home	Click the Home button to return to the ULS Home page.
Login	Click the Login button to return to the ULS Login page.
Perform Another AU application	Click the Perform Another AU button to file another Administrative Update application