



# PUBLIC NOTICE

FEDERAL COMMUNICATIONS COMMISSION  
445 TWELFTH STREET, S.W.; TW-A325  
WASHINGTON, D.C. 20554

News Media Information: (202) 418-0500  
Fax-On-Demand: (202) 418-2830  
Internet: <http://www.fcc.gov>  
<ftp.fcc.gov>

DA 99-1436  
Released: July 21, 1999

## WIRELESS TELECOMMUNICATIONS BUREAU REVISES PROCEDURE FOR FILING CONSUMMATION NOTIFICATIONS ELECTRONICALLY VIA THE UNIVERSAL LICENSING SYSTEM

The Wireless Telecommunications Bureau has revised the procedure for filing consummation notifications electronically via the Universal Licensing System (ULS) consistent with the rules governing the submission of ownership changes as well as the instructions for FCC Form 603. Typically, an applicant files a non-*pro forma* ownership change (*i.e.*, a transfer of control or assignment of license) and awaits Bureau consent. Once the Bureau consents to the change in ownership, the parties have 60 days to consummate the transaction and must notify the Bureau within 30 days of consummation. This notification of consummation may be filed electronically via ULS.

Previously, the ULS was designed such that when filing electronically, the assignor (in the case of an assignment of license) or licensee (in the case of a transfer of control) would use its Taxpayer Identification Number (TIN), Sub-group Identification Number (SGIN) if applicable, and password to file the notification of consummation. We have revised this procedure consistent with the Part 1 rules and with the instructions for FCC Form 603 to allow the assignee and transferee, respectively, to file the notification of consummation. The procedure for each type of ownership change is described in detail below. Parties filing notifications of consummation should familiarize themselves with each procedure.

**Assignment of License.** There are four steps in this type of transaction as described below.

- Step 1: Assignor logs into ULS, fills out the form, and "Approves" the application.
- Step 2: Assignee logs into ULS, fills out the form, and "Approves" the application.
- Step 3: Assignor logs into ULS, signs the form, and "Submits" the application.
- Step 4: Upon Bureau consent, Assignee logs into ULS and files the notification of consummation.

**Transfer of Control of License.** There are also four steps in this type of transaction as described below.

- Step 1: Licensee logs into ULS, fills out the form, and “Approves” the application.
- Step 2: Transferee logs into ULS, fills out the form, and “Approves” the application.
- Step 3: Licensee logs into ULS, signs the form, and “Submits” the application.
- Step 4: Upon Bureau consent, Transferee logs into ULS and files the notification of consummation.

### **Technical Support/Contact Information**

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 8:00 am to 6:00 pm 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](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.

Comments on ULS should be sent via the Internet to: [ulscomm@fcc.gov](mailto:ulscomm@fcc.gov).