



# PUBLIC NOTICE

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**Wireless Telecommunications Bureau Announces Enhancements to the Commission's  
Universal Licensing System and Antenna Structure Registration System for  
Providing Access to Official Electronic Authorizations and  
Seeks Comment on Final Procedures**

**WT Docket No. 14-161**

**Comment Due Date: November 10, 2014**

By this *Public Notice*, the Wireless Telecommunications Bureau (Bureau) announces enhancements to the Commission's Universal Licensing System (ULS) and Antenna Structure Registration (ASR) System to allow all commercial, private and public safety wireless service licensees and ASR registrants electronic access to their current official authorizations in "Active" status.<sup>1</sup> As of September 1 of this year, 2,153,265 current authorizations in Active status were stored in ULS and the ASR System,<sup>2</sup> and paper copies of official authorizations were mailed to licensees and registrants. The Commission's "Report on FCC Process Reform" released earlier this year recommended that, "to the extent permitted by Federal records retention requirements," licensing Bureaus "should eliminate paper copies of licenses."<sup>3</sup> The Report further stated that "[c]onsideration should be given whether to have a transition period during

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<sup>1</sup> For purposes of this *Public Notice*, the term "authorization" includes all current commercial, private, and public safety wireless service licenses, commercial radio operator permits, vessel exemptions, and spectrum leases in "Active" status and authorized in Parts 1, 13, 20, 22, 24, 26, 27, 74, 80, 87, 90, 95, 97 and 101 of the Commission's rules. The term also includes all current FCC Forms 854R, Antenna Structure Registrations, in "Active" status, including "Granted" or "Constructed," and authorized under Part 17 of the Commission's rules. The term does not include current authorizations in any status other than "Active," including, for example, current authorizations in "Expired," "Cancelled," or "Terminated" status in ULS, or "Cancelled," "Dismantled," or "Terminated" status in the ASR System. In addition, the term does not include spectrum subleases or private commons arrangements, which the Commission will continue to process on a manual basis, nor does the term include authorizations archived in ULS. Antenna Structure Registrations are not archived in the ASR System. Finally, we note that the Media Bureau manages the Consolidated Database System (CDBS) and the Cable Operations and Licensing System (COALS), the International Bureau manages the International Bureau Filing System (IBFS), and the Office of Engineering and Technology manages the Experimental Licensing System (ELS). The enhancements in this *Public Notice* apply only to ULS and the ASR System.

<sup>2</sup> In particular, as of September 1 of this year, 2,022,934 current authorizations in Active status were stored in ULS, and 130,331 current Antenna Structure Registrations in Active status were stored in the ASR System.

<sup>3</sup> Report on FCC Process Reform, FCC Staff Working Group, Rec. 2.6, at 17 (Feb. 14, 2014). The Commission also issued a public notice seeking comment on the Report. FCC Seeks Public Comment on Report on Process Reform, GN Docket No. 14-25, *Public Notice*, 29 FCC Rcd 1338 (2014).

which certain classes of licensees (such as small, rural providers or amateur radio operators) are excluded or permitted to opt-out of an electronic-only approach.”<sup>4</sup>

To implement this recommendation, upon adoption of final procedures, the Commission will stop providing paper copies of current authorizations to licensees and registrants unless it is notified that the licensee or registrant wishes to continue receiving official authorizations on paper. In the interim, the Commission will continue to print and mail out official authorizations unless it is notified that licensees or registrants wish to stop receiving official authorizations on paper. The Bureau takes the following actions:

- We deem the electronic version of an authorization stored in ULS or the ASR System as the official Commission document. All licensees and registrants can access, through License Manager in ULS or ASR Dashboard<sup>5</sup> in the ASR System, the official electronic versions of their current authorizations in Active status, whether granted prior to or after release of this *Public Notice*. Only Commission licensees and registrants are afforded access to their official electronic authorizations through License Manager or ASR Dashboard.
- We seek comment on certain aspects of our proposed modernized procedures for implementing access to official authorizations electronically through License Manager, through ASR Dashboard, and by email, while providing options for continuing to receive authorizations on paper through the U.S. Postal Service.<sup>6</sup>
- We initiate an “interim test period,” which will continue until final procedures become effective. During the interim test period, licensees and registrants may elect to stop receiving authorizations on paper through the U.S. Postal Service. If no such election is made, the Commission will continue to print and mail out paper authorizations upon grant of applications to licensees and registrants. Regardless of their election, all licensees and registrants may access official electronic authorizations online and provide feedback to the Bureau through the public comment process.
- The general public will continue to be able to access unofficial reference copies of authorizations through ULS or the ASR System.

This *Public Notice* provides for a 30-day comment period on the procedures proposed below. We anticipate issuing a further public notice announcing the adoption and implementation of final procedures in the near term. Thus, interested parties are encouraged to take advantage of the interim test period and provide detailed comments to the Bureau.

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<sup>4</sup> *Id.*

<sup>5</sup> The ASR System now includes for each registrant an “ASR Dashboard,” formerly “ASR Manager.”

<sup>6</sup> For promulgating “rules of agency organization, procedure, or practice” – so-called “procedural rules” – Section 4 of the Administrative Procedure Act (APA) exempts agencies like the Federal Communications Commission from the general APA requirements to provide the public with advance notice and opportunity for comment. 5 U.S.C. § 553(b)(A). While the enhancements to ULS and the ASR System that the Bureau is planning to implement fall within this exemption, we have nevertheless decided to solicit public comment, which the Bureau believes will better inform our decision-making in this particular proceeding.

## **AUTHORIZATIONS – Official Electronic Authorizations, Electronic Access, Duplicate Copies, and Unofficial Reference Copies**

*Official Electronic Authorizations.* Commission rules define a wireless service “authorization” as a “written instrument or oral statement” issued by the Commission,<sup>7</sup> and stations in Wireless Radio Services may be operated only with a valid authorization granted by the Commission.<sup>8</sup> In addition, owners of antenna structures that require notice of proposed construction to the Federal Aviation Administration (FAA) must register the structure with the Commission.<sup>9</sup> Currently, once an application is granted, ULS or the ASR System generates an authorization from information provided in the granted application. The authorization is then printed on paper, placed in a postage-paid envelope, and mailed out through the U.S. Postal Service to the licensee or registrant. This process occurs even if the associated application was filed electronically through ULS or the ASR System.<sup>10</sup>

We wish to eliminate the distribution of paper authorizations to the extent possible. Given the ease of access to the Internet, the ubiquitous availability of electronic documents, and the high adoption rate by consumers of electronic delivery of many other documents, the Bureau believes that the time is ripe for modernizing the treatment of authorizations. Moving to official electronic authorizations will save money in terms of staff resources, paper supplies, and mailing costs. We note that in 2013, the Commission printed and mailed out 451,072 registrations and wireless licenses alone, at a minimum cost of nearly \$304,000.<sup>11</sup> The Bureau also believes that making the authorizations immediately available to licensees and registrants electronically eliminates the risk of an authorization getting lost or damaged in delivery.

The Bureau finds that an electronic, online authorization can be considered the official Commission authorization under both the Federal Records Act of 1950 (FRA) and the Communications Act of 1934, as amended (Communications Act). In particular, the FRA allows individual agencies to define what is considered adequate documentation of their records.<sup>12</sup> In addition, the Communications Act allows the Commission to “perform any and all acts, make such rules and regulations, and issue such orders, not inconsistent with this chapter, as may be necessary in the execution of its functions,”<sup>13</sup> and to “conduct its proceedings in such manner as will best conduce to the proper dispatch of business and to the ends of

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<sup>7</sup> 47 C.F.R. § 1.907. The rule defines “authorization” as “[a] written instrument or oral statement issued by the FCC conveying authority to operate, for a specified term, to a station in the Wireless Telecommunications Services.” *Id.*

<sup>8</sup> *Id.* § 1.903(a). Section 1.907 defines “Wireless Radio Services” to include “[a]ll radio services authorized in parts 13, 20, 22, 24, 26, 27, 74, 80, 87, 90, 95, 97 and 101 of this chapter, whether commercial or private in nature.” *Id.* § 1.907.

<sup>9</sup> *Id.* § 17.4(a). While Antenna Structure Registrations are included within the definition of “authorization” for purposes of this *Public Notice*, the registration process for antenna structures is not a Wireless Radio Service.

<sup>10</sup> *See id.* §§ 1.913(b) (mandating the electronic filing of application and notification forms listed in the rule section); 1.913(d) (listing services for which licensees may continue to file application and notification forms manually).

<sup>11</sup> Based on each license or registration consisting of one page, the cost of paper for the 451,072 authorizations was \$18,584.17; the cost of envelopes was \$10,374.66; the cost of postage was \$221,025.28; and the cost of staff resources was \$54,317.76, totaling \$304,301.87. The costs increase where an authorization consists of more than a single page.

<sup>12</sup> *See* 44 U.S.C. §§ 3101-3102 (providing that “the head of each agency shall make and preserve records containing adequate and proper documentation ... [and] provide for effective controls over the creation ... of records in the conduct of current business”).

<sup>13</sup> 47 U.S.C. § 154(i).

justice.”<sup>14</sup> We therefore deem the electronic version of an authorization generated from the grant of an application and stored in ULS or the ASR System to be the Commission’s official document.<sup>15</sup> Because the electronic version of an official authorization stored in ULS or the ASR System includes the Commission’s seal, it meets the requirement that authorizations are authenticated by the seal of the Commission.<sup>16</sup>

*Electronic Access to Official Authorizations.* The Commission currently mails the official copy of a paper authorization only to the licensee or registrant. In keeping with this practice, under the modernized process, a licensee or registrant may access its official electronic authorizations by securely logging into License Manager in ULS or ASR Dashboard in the ASR System, after which the licensee or registrant can download, save, and print copies of its authorizations, to the extent needed.

*Official Duplicate Licenses and Registrations.* The Commission also provides specific methods for replacing an original license or registration that has been damaged, lost, or destroyed. In wireless services and ASR, a “duplicate license” or “duplicate registration” is a duplicate paper copy of an official Commission authorization that is made available only to the licensee or registrant.<sup>17</sup> Licensees and registrants must file an application through ULS or the ASR System to request a duplicate license or registration. Certain wireless licensees must also submit a filing fee along with the request for a duplicate license.<sup>18</sup> If the Commission grants the request, ULS or the ASR System generates an official duplicate

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<sup>14</sup> *Id.* § 154(j).

<sup>15</sup> Section 13.15 of the Commission’s rules sets forth license terms for commercial radio operators. The rule section provides: “First Class Radiotelegraph Operator’s Certificates, Second Class Radiotelegraph Operator’s Certificates, and Third Class Radiotelegraph Operator’s Certificates are normally valid for a term of five years from the date of issuance. All other commercial radio operator licenses are normally valid for the lifetime of the holder.” 47 C.F.R. § 13.15. When the Commission transitioned the commercial radio operator service into ULS, it did not convert into the ULS database the licensing information in existence at that time from the Restricted Permit database. As a result, commercial radio operator licenses that had been issued for the lifetime of the holder were not transferred to ULS. The Bureau notes that while we are deeming the electronic version of an authorization stored in ULS to be the Commission’s official document, those lifetime commercial radio operator licenses issued prior to implementation of ULS remain valid even though the license itself is not stored in ULS.

<sup>16</sup> 47 C.F.R. § 0.204(c)(5); Amendment of Part 0 of the Commission’s Rules to Provide for Authentication of Licensing Documents by Commission Seal Only, *Order*, 41 F.C.C. 2d 713 (1973). In addition, when a signature is required on the authorizing document, the signature of an official of the issuing Bureau or Office must be included on the authorization. *See* 47 C.F.R. § 0.204(c)(5) (providing that “[w]ith the exception of license forms requiring the signature of an appropriate official of the issuing bureau or office, license forms bear only the seal of the Commission”). The Bureau notes that none of the Antenna Structure Registrations or authorizations granted in wireless services requires a Bureau official’s signature.

<sup>17</sup> *See* FCC Form 601 Main Form, Instructions for Item 2 under “General Information” (explaining that “DU” is the application purpose to request a paper copy duplicate of an existing license); Wireless Telecommunications Bureau (WTB) Implements Phase III of Three-Phased Deployment of the Universal Licensing System (ULS) for Land Mobile Radio Services on December 4, 2000, *Public Notice*, 15 FCC Rcd 22013, 22051 (WTB 2000) (explaining that “[a] request for Duplicate License (DU) is a request for a hardcopy duplicate of an existing license”); FCC Form 854 Main Form, Instructions for Item 1 under “Purpose of Application” (explaining that “DU” is the application purpose for requesting a duplicate of an antenna structure registration).

<sup>18</sup> The Commission’s current application filing fee schedule imposes a sixty-five dollar (\$65) fee on requests for duplicate licenses in the Marine Coast, Aviation Ground, Ship, Aircraft, Private Operational Fixed Microwave and Private DEMS, Land Mobile, 218-219 MHz, General Mobile Radio, Restricted Radiotelephone, Commercial Radio Operator, and certain Common Carrier Microwave services. 47 C.F.R. § 1.1102. Duplicate amateur licenses and

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authorization, which is then printed out on paper, placed in a postage-paid envelope, and mailed through the U.S. Postal Service to the licensee or registrant.

Making the official electronic authorization available to a licensee through License Manager in ULS or to a registrant through its ASR Dashboard in the ASR System allows the licensee or registrant to obtain an additional copy of an official authorization without Commission action in the event its existing copy is lost or destroyed. While under this enhanced process the need to request a duplicate paper license or registration will be virtually eliminated, the Commission will retain the capability in ULS and the ASR System that allows licensees and registrants to file applications requesting duplicate paper copies of official authorizations. The Bureau notes that if a licensee elects to submit an application for a duplicate paper license, the licensee would file its application along with any application fee required under Commission rules.

*Unofficial Reference Copies of Authorizations.* Electronically stored application and licensing data for authorizations in wireless radio services and application and registration data on antenna structures is available for public inspection via the ULS and ASR System websites.<sup>19</sup> The Commission will continue providing unofficial reference copies of authorizations online through ULS and the ASR System. While the watermark “Reference Copy” has always been imprinted on each page of the unofficial version of an authorization stored in ULS, reference copies of registrations stored in the ASR System have not included the watermark. The Commission has therefore now added the watermark “Reference Copy” to the unofficial reference copy of Antenna Structure Registrations. The Bureau notes that printing out a reference copy does not require a login or a filing fee in either ULS or the ASR System. The reference copy includes the most recent information on the authorization, thus providing the public with current licensing or registration data without compromising the official status of the official authorization. The Bureau again emphasizes that reference copies are unofficial copies of authorizations and are not considered official licenses or registrations.

## **PROPOSED ENHANCEMENTS**

By this *Public Notice*, the Bureau seeks comment on certain aspects of the modernization process, under which we are seeking to eliminate the distribution of paper authorizations to the greatest extent possible. Under the proposed procedures, once an application is granted, ULS or the ASR System will generate an official electronic authorization. The Commission, however, will no longer print out the authorization on paper and mail it to the licensee or registrant unless it is notified that the licensee or registrant wishes to *continue* receiving its official authorization(s) on paper.

*Official Electronic Authorizations Obtained Through License Manager or ASR Dashboard.* The Commission now provides all licensees and registrants, through License Manager or ASR Dashboard, access to the official electronic versions of their current authorizations in Active status, whether granted prior to or after release of this *Public Notice*. As described in detail in the Attachment to this *Public Notice*, links to download authorizations in ULS can be found on the License Manager homepage and a registrant may download authorizations through its ASR Dashboard. In addition, licensees and registrants may download more than one authorization at a time. The Bureau seeks comment on whether this

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auctioned 700 MHz licenses, for example, do not require a filing fee. We further note that duplicate Antenna Structure Registrations also do not require a filing fee.

<sup>19</sup> 47 C.F.R. § 0.453(d)(4). Commission rules also provide that the public may obtain certified copies of documents with the seal of the Commission from the Office of the Secretary for a fee. See 47 C.F.R. § 0.465(c)(3) (providing that “[c]opies of documents which are available or made available, for inspection under § 0.451 through § 0.465, will be prepared and certified, under seal, by the Secretary or his or her designee” for a fee).

process for providing current official electronic authorizations in Active status through License Manager or ASR Dashboard sufficiently meets the needs of licensees or registrants wishing to use that option.

*Official Electronic Authorizations Delivered Through Email.* The Bureau also proposes a second method by which a licensee or registrant could obtain its authorizations electronically. Under this proposal, the Commission would send the official electronic authorization via email to a licensee or registrant upon grant of an application if the applicant included a valid email address under “Applicant Information” (licensee) in a ULS application form or under “Antenna Structure Ownership Information” (registrant) in an ASR System application.<sup>20</sup> While in most cases a single authorization would be attached to a single email, the Bureau also proposes to attach all authorizations granted on the same day within the same system to a single email, to the extent capacity allows. The Bureau notes that this would be a voluntary process and if a licensee or registrant did not wish to provide an email address in an application, it could instead obtain official electronic authorizations through License Manager or ASR Dashboard.

While the Commission would email the licensee or registrant its official authorizations, the Bureau notes that its proposal does not include sending an official electronic authorization to a “contact” listed on the application. Finally, we propose to send official electronic authorizations to valid licensee or registrant email addresses regardless of whether a licensee or registrant obtained its authorization(s) electronically through License Manager or ASR Dashboard, or elected to continue receiving official authorizations on paper through the U.S. Postal Service. The Bureau seeks comment on our proposal for sending official electronic authorizations, upon grant of an application, to the email address voluntarily included with licensee or registrant information in the application.

*Options for Continuing To Receive Official Authorizations on Paper.* While the default process under our proposal is to stop printing and mailing out official authorizations, the Bureau also proposes options by which a licensee or registrant could notify the Commission that it wished to *continue* receiving its official authorization(s) on paper. First, both License Manager and ASR Dashboard now include a setting that allows a licensee or registrant to notify the Commission whether it wishes to receive official authorization(s) on paper. Once final procedures become effective designating electronic delivery as the default, if a licensee or registrant wished to continue receiving official authorizations on paper, the licensee or registrant could change the setting so that once an application was granted, the Commission would print and mail out on paper the resulting official authorization(s) associated with the licensee’s or registrant’s FCC Registration Number (FRN).<sup>21</sup> The proposed procedure for changing the setting is detailed in the Attachment to this *Public Notice*.

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<sup>20</sup> The Bureau would also add a statement to the relevant ULS and ASR System application forms that if, upon grant of the application, a licensee or registrant wished to receive the official electronic authorization by email, the applicant or antenna structure ownership information on the application must include a valid email address.

<sup>21</sup> Licensees or registrants that use more than one FRN would be required to change the default setting for each FRN in each applicable system, ULS and ASR, to the extent they wished to receive official paper authorizations specifically associated with a particular FRN. For example, if Licensee A used FRN1 and FRN2 in ULS and was also a registrant using FRN1 and FRN2 in the ASR System, Licensee A would be required to change the default setting for both FRN1 and FRN2 in ULS to receive official paper licenses associated with those FRNs. Licensee A would also be required to change the default setting for both FRN1 and FRN2 in the ASR System to receive official paper Antenna Structure Registrations associated with those FRNs. We further note that, under our proposal, while the default setting would be set so that the Commission would no longer print and mail out official paper authorizations, the setting would have no effect on how the Commission processed other applicant, licensee or registrant correspondence and notices generated by ULS or the ASR System.

Second, a licensee or registrant could contact the Licensing Support Center via phone, web or mail to request paper authorizations. Using any of these methods, which are also detailed in the Attachment to this *Public Notice*, the licensee or registrant would be required to provide its FRN(s), and whether its request applied to ULS or the ASR System, or both. After the Commission processed the request, once any pending or future application associated with the FRN(s) that the licensee or registrant provided was granted, the resulting authorization(s) would be printed on paper and mailed through the U.S. Postal Service to the licensee or registrant at the licensee or registrant address specified on the application. The Bureau notes that if a licensee or registrant elects to receive paper authorizations using any of these options, the licensee or registrant would also continue to have access to their authorizations electronically through License Manager or ASR Dashboard. Finally, we note that the process for obtaining duplicate paper copies of licenses or registrations by filing an application, along with any applicable filing fee, through ULS or the ASR System would remain available under our proposal. The Bureau seeks comment on these options for licensees and registrants that wish to continue receiving their official authorizations on paper by mail.

Our intent is to provide access to official electronic authorizations and to address associated issues with regard to making documents available electronically using today's technology, while also accommodating those who wish or need to continue receiving paper authorizations through the U.S. Postal Service. The Bureau is also aware that over time, this enhanced process will continue to change as technology evolves. That said, the Bureau is also interested in whether there are other issues that need to be addressed in this transition to official electronic authorizations, and how those issues may be resolved.

### **THE INTERIM TEST PERIOD**

In conjunction with seeking comment on certain proposed procedures, we are initiating an "interim test period," which will continue until final procedures become effective. In particular, we have enhanced ULS and the ASR System to make some of the options included in our proposal available for voluntary use during this interim test period so that licensees and registrants can evaluate their experience in accessing official electronic authorizations online and provide feedback to the Bureau through the public comment process. All licensees and registrants can access through License Manager or ASR Dashboard the official electronic versions of their current authorizations in Active status, whether granted prior to or after release of this *Public Notice*.

They may also elect to stop receiving paper copies. During this interim test period, once a pending application is granted, and ULS or the ASR System has generated the official authorization, the Commission will continue to print the authorization on paper, place it in a postage-paid envelope, and mail it through the U.S. Postal Service to the licensee or registrant, unless the licensee or registrant elects to stop receiving paper copies using the setting now included in both License Manager and ASR Dashboard. If a licensee or registrant wishes to stop receiving official authorizations on paper during the interim test period, the licensee or registrant must change the setting so that the Commission will no longer print and mail out on paper any official authorizations associated with the licensee's or registrant's FRN.<sup>22</sup> The procedure for changing the setting is detailed in the Attachment to this *Public Notice*.

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<sup>22</sup> We again note that licensees and registrants using multiple FRNs must choose the setting for each FRN in each applicable system. In addition, as previously explained, our enhancements to ULS and the ASR System do not involve changing our current process of printing and mailing out ULS-generated and ASR-generated notices and correspondence. *See supra* n. 21.

## **POSTING AND RECORD RETENTION RULES**

Finally, some of the Commission's wireless service-specific rules require licensees to retain current authorizations as part of their station records,<sup>23</sup> and, for some services, licensees must post paper copies of their station authorizations at certain locations.<sup>24</sup> In addition, Commission rules require antenna structure owners to post the Antenna Structure Registration Number at each facility,<sup>25</sup> and to provide all tenant licensees (and permittees) on the structure access to a copy of the FCC Form 854R, Antenna Structure Registration.<sup>26</sup> We note that enhancing our licensing and Antenna Structure Registration systems to replace official paper authorizations with official electronic authorizations does not affect these rules.<sup>27</sup>

## **PROCEDURAL MATTERS**

### **1. Comment Filing Procedures**

*Filing Instructions.* Interested parties may file comments on or before the date listed on the first page of this *Public Notice*. All comments should reference WT Docket No. 14-161. Parties may file comments using the Commission's Electronic Filing System (ECFS) or by filing paper copies. See Electronic Filing of Documents in Rulemaking Proceedings, 63 Fed.Reg. 24121 (1998).

Electronic Filers: Comments filed through ECFS can be sent as an electronic file via the Internet to <http://www.fcc.gov/cgb/ecfs/>. Only one copy of an electronic submission must be filed. In completing the transmittal screen, commenters should include their full name, U.S. Postal Service mailing address, and the applicable docket number. Parties may also submit an electronic comment by Internet email. To get filing instructions for email comments, commenters should send an email to

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<sup>23</sup> See, e.g., 47 C.F.R. §§ 22.303 (requiring cellular licenses to be "retained as a permanent part of the station records" and a clearly legible photocopy of the authorization to be "available at each regularly attended control point of the station, or in lieu of this photocopy, licensees may instead make available at each regularly attended control point the address or location where the licensee's current authorization and other records may be found"); 87.103(a) and (c) (requiring aeronautical fixed location and mobile station licenses to be retained in the station's permanent records); 90.437(a) and (b) (requiring public land mobile radio service authorizations to be retained in the permanent part of the station's records and either a photocopy or an address where the current authorization may be found to be made available for each base or fixed station at every station control point).

<sup>24</sup> See, e.g., 47 C.F.R. §§ 13.19 (posting requirements for commercial radio operators); 80.405(c)(1) (posting requirements for maritime stations other than public coast stations); 80.405(c)(2) (posting requirements for public coast stations); 80.407 (posting requirements for maritime radio operators); 80.411(b) (posting requirements for vessel certificates or exemptions); 87.103 (b) (posting requirements for aircraft radio stations); 97.213 (posting requirements for amateur radio station licenses); 101.215 (posting requirements for fixed microwave licenses).

<sup>25</sup> *Id.* § 17.4(g). Where posting of the Antenna Structure Registration Number is not required because the posting would detract from the appearance of an historic landmark, the owner must make the Antenna Structure Registration Number available to representatives of the Commission, FAA, and the general public upon reasonable demand. *Id.* § 17.4(h).

<sup>26</sup> *Id.* § 17.4(f).

<sup>27</sup> The Bureau further notes that the Commission recently adopted revisions to its Part 17 rules, which become effective October 24, 2014, including modified requirements for posting Antenna Structure Registration Numbers and mailing registrations to tenant licensees and permittees. In the Matter of 2004 and 2006 Biennial Regulatory Reviews – Streamlining and Other Revisions of Parts 1 and 17 of the Commission's Rules Governing Construction, Marking and Lighting of Antenna Structures, WT Docket No. 10-88, *Report and Order*, FCC 14-117, 29 FCC Rcd 9787, 9797-98, at ¶¶ 23-27 (2014). The enhancements described in this *Public Notice* are independent of the proposals adopted in that rulemaking.



ecfs@fcc.gov, and include the following words in the body of the message, “get form.” A sample form and directions will be sent in reply.

Paper Filers: Parties who choose to file by paper must file an original and one copy of each filing. Filings can be sent by hand or messenger delivery, by commercial overnight courier, or by first-class or overnight U.S. Postal Service mail (although we continue to experience delays in receiving U.S. Postal Service mail). All filings must be addressed to the Commission’s Secretary, Office of the Secretary, Federal Communications Commission.

Deliver hand-delivered or messenger-delivered paper filings to FCC Headquarters at 445 12<sup>th</sup> St., S.W., Room TW-A325, Washington, D.C. 20554. All hand deliveries must be held together with rubber bands or fasteners. Envelopes must be disposed of before entering the building. The filing hours at this location are 8:00 a.m. to 7:00 p.m.

-Commercial overnight mail (other than U.S. Postal Service Express Mail and Priority Mail) must be sent to 9300 East Hampton Drive, Capitol Heights, MD 20743.

-U.S. Postal Service first-class mail, Express Mail, and Priority Mail should be addressed to 445 12<sup>th</sup> Street, S.W., Washington, D.C. 20554.

Parties are requested to send one copy of their comments to Best Copy and Printing, Inc., Portals II, 445 12th Street, S.W., Room CY-B402, Washington, DC 20554, (800) 378-3160, email [FCC@BCPIWEB.com](mailto:FCC@BCPIWEB.com).

*Availability of Documents.* The comments filed in response to this *Public Notice* are available for viewing via the Commission’s ECFS website by entering the docket number, WT Docket No. 14-161. The documents also will be available for public inspection and copying during business hours in the FCC Reference Information Center, Portals II, 445 12th Street S.W., Room CY-A257, Washington, D.C. 20554. They may also be purchased from Best Copy and Printing, Inc., telephone (800) 378-3160, facsimile (202) 488-5563, TTY (202) 488-5562, email [FCC@BCPIWEB.com](mailto:FCC@BCPIWEB.com).

*People with Disabilities.* Alternate formats of this *Public Notice* (computer diskette, large print, audio recording, and Braille) are available to persons with disabilities by contacting the Consumer & Governmental Affairs Bureau at (202) 418-0530 (voice), (202) 418-0432 (TTY), or by sending an email to [fcc504@fcc.gov](mailto:fcc504@fcc.gov).

## **2. *Ex Parte* Presentations**

This proceeding has been designated as a “permit-but-disclose” proceeding in accordance with the Commission's *ex parte* rules.<sup>28</sup> Persons making *ex parte* presentations must file a copy of any written presentation or a memorandum summarizing any oral presentation within two business days after the presentation (unless a different deadline applicable to the Sunshine period applies). Persons making oral *ex parte* presentations are reminded that memoranda summarizing the presentation must (1) list all persons attending or otherwise participating in the meeting at which the *ex parte* presentation was made, and (2) summarize all data presented and arguments made during the presentation. If the presentation consisted in whole or in part of the presentation of data or arguments already reflected in the presenter’s written comments, memoranda or other filings in the proceeding, the presenter may provide citations to that data or arguments in his or her prior comments, memoranda, or other filings (specifying the relevant page and/or paragraph numbers where the data or arguments can be found) *in lieu* of summarizing them in the memorandum. Documents shown or given to Commission staff during *ex parte* meetings are

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<sup>28</sup> See *id.* §§ 1.1200(a), 1.1206 (setting forth rules for “permit-but-disclose” proceedings).

deemed to be written *ex parte* presentations and must be filed consistent with Section 1.1206(b) of the Commission's rules. In proceedings governed by Section 1.49(f) or for which the Commission has made available a method of electronic filing, written *ex parte* presentations and memoranda summarizing oral *ex parte* presentations and all attachments to those documents must be filed through the electronic comment filing system available for that proceeding, and must be filed in their native format (*e.g.*, .doc, .xml, .ppt, searchable .pdf). Participants in this proceeding should familiarize themselves with the Commission's *ex parte* rules.

For further information, contact Mary Bucher of the Technologies, Systems and Innovation Division, Wireless Telecommunications Bureau, at (202) 418-2656 or via email at [Mary.Bucher@fcc.gov](mailto:Mary.Bucher@fcc.gov).

Action by the Chief, Wireless Telecommunications Bureau.

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## ATTACHMENT

### **INSTRUCTIONS FOR DOWNLOADING AUTHORIZATIONS**

*ULS.* We are currently providing both temporary and permanent links on the License Manager homepage to download authorizations in ULS. The temporary link, “download your official electronic authorizations now,” can be found on a green bar across the top of the License Manager homepage.<sup>29</sup> The permanent link, “Download Electronic Authorizations,” can be found in the navigation bar on the left side of the License Manager homepage.

*ASR.* The link to download Antenna Structure Registrations, “Download Official Registration,” can be found on the registrant’s ASR Dashboard homepage as well as under the “My Registrations” tab on its ASR Dashboard.

### **INSTRUCTIONS FOR SELECTING ELECTRONIC OR PAPER AUTHORIZATIONS DURING THE INTERIM TEST PERIOD**

#### **Instructions for Continuing to Receive Paper Authorizations During the Interim Test Period**

*ULS.* We are also providing both temporary and permanent links in ULS on the License Manager homepage to access the new default setting that allows licensees and registrants to notify the Commission whether they wish to receive authorizations on paper through the U.S. Postal Service. The temporary link, “Change your paper authorization preferences here,” can be found on a green bar across the top of the License Manager homepage. The permanent link, “Set Paper Authorization Preferences,” can be found in the navigation bar on the left side of the License Manager homepage. Once accessed, the default setting will look like this during the interim test period:

“Receive Paper Authorizations?  Yes  No”

*ASR.* The default setting in the ASR System is located on the home page of a registrant’s ASR Dashboard and will look like this during the interim test period:

“Receive Paper Registrations?  Yes  No”

If a licensee or registrant wishes to continue receiving official authorizations on paper during the interim test period, they do not need to make any changes to the settings in License Manager or ASR Dashboard.

#### **Instructions for Selecting Electronic-Only Authorizations During the Interim Test Period**

If a licensee or registrant wishes to stop receiving official authorizations on paper during the interim test period, the licensee or registrant must change the setting(s) described above by checking the “No” box. If the setting is changed to “No,” the Commission will no longer print and mail out on paper any official authorizations associated with the licensee’s or registrant’s FRN(s).<sup>30</sup>

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<sup>29</sup> The temporary link, which will eventually be removed from the License Manager homepage, is intended to bring licensees’ attention to the changes under consideration in this proceeding.

<sup>30</sup> As discussed previously, licensees and registrants using multiple FRNs must choose the setting for each FRN in each applicable system. *See supra* text accompanying notes 21 and 22.

## **INSTRUCTIONS FOR SELECTING ELECTRONIC OR PAPER AUTHORIZATIONS UPON IMPLEMENTATION OF FINAL PROCEDURES**

### **Instructions for Continuing to Obtain Electronic-Only Authorizations Upon Implementation of Final Procedures**

*ULS.* Upon adoption of final procedures, we would continue to provide, for a period of time, the same temporary and permanent links described in the interim test period instructions on the License Manager homepage to access the default setting in ULS. Once accessed, the default setting would look like this upon implementation of final procedures:

“Receive Paper Authorizations?  Yes  No”

*ASR.* Upon adoption of final procedures, the default setting in the ASR System would be located on the homepage of the registrant’s ASR Dashboard and would look like this upon implementation of final procedures:

“Receive Paper Registrations?  Yes  No”

Upon adoption of final procedures, if a licensee or registrant wished to only obtain official authorizations electronically through ULS or the ASR System, they would not need to make any changes to the settings in License Manager or ASR Dashboard. If the licensee or registrant did not change the setting, the Commission would no longer print and mail out on paper official authorizations associated with the licensee’s or registrant’s FRN(s).

### **Instructions for Obtaining Paper Authorizations Upon Implementation of Final Procedures**

Once the Bureau implements final procedures, if a licensee or registrant wished to receive official authorizations on paper, the licensee or registrant could change the setting(s) described above by checking the “Yes” box.

OR

The licensee or registrant could contact the Licensing Support Center via phone, web or mail. All requests would be required to include the licensee’s or registrant’s FRN(s), and whether the request applied to ULS or the ASR System, or both.

**Phone:** (877) 480-3201, Option 2; TTY (888) 225-5322, Option 2.

**Web:** <https://esupport.fcc.gov/request.htm>.

**Mail:** Send a letter to the Wireless Telecommunications Bureau, Technologies, Systems and Innovation Division, 1270 Fairfield Road, Gettysburg, Pennsylvania, 17325-7245.

If a licensee or registrant changed the setting(s) described above to “Yes” or used any of these other options, once an application was granted, the Commission would print and mail out on paper the resulting official authorization(s) associated with the licensee’s or registrant’s FRN(s). Finally, we note that if a licensee or registrant elected to receive paper authorizations upon implementation of final procedures, the licensee or registrant would also continue to have access to their authorizations electronically through License Manager or ASR Dashboard.