



WIRELESS TELECOMMUNICATIONS BUREAU

FACT SHEET

FEDERAL COMMUNICATIONS COMMISSION
445 12th STREET SW
WASHINGTON DC 20554

PR5000

Number 206-U
April 1999

REGISTRATION OF SOCIAL SECURITY NUMBERS IN THE UNIVERSAL LICENSING SYSTEM FOR AMATEUR RADIO OPERATORS

As part of its development of the Universal Licensing System (ULS), the Wireless Telecommunications Bureau will be converting the existing Amateur Radio Service database to the ULS. The ULS is an integrated database and automated processing system that will facilitate electronic filing of applications and electronic access to licensing information. To take full advantage of the features of ULS, including electronic filing, each user must register with the ULS. This Fact Sheet provides information on the registration process.

What is ULS registration?

Registration is the process of identifying yourself and your call signs (if applicable) to the ULS. By placing this information in the ULS, it can automatically be retrieved each time you file an application with the Commission. You do not need to hold an FCC license in order to register with the ULS.

Do I have to register to use ULS?

Yes, only registered users can file applications in ULS. If you are not registered in ULS, you will not be able to electronically file an application. Additionally, any manually filed application and any application filed by the Volunteer-Examiner Coordinator (VEC) on your behalf will be dismissed.

Note: First time applicants for an FCC license must also register prior to filing an application in ULS.

What do I get when I register?

Registration offers users a number of benefits, including:

- Ability to successfully file applications
- Electronic filing of license renewal applications
- Electronic Update of administrative license data (address, phone number, email address, etc.)

Additionally, you will receive a nine-character Licensee Identification Number when you register. This number will begin with the letter 'L' and be followed by eight digits. (See the "What security measures are you taking to keep my Social Security Number private?" section for more information).

When do I have to register?

You can register at any time. However, you do not need to register until the first time you intend to file an application after the current Amateur Radio Service database is converted to ULS. At that time, you must be registered prior to submitting any application in ULS. For most amateur radio operators, this will be when you modify your license (*i.e.*, change your address, name, or call sign, or upgrade your class of operator license). Additionally, if you are registered in ULS, you will not need to provide your Social Security Number to the VEC (see the “Do I have to provide my Social Security Number to the VEC?” section).

A Public Notice will be issued prior to converting the current amateur radio service database to ULS. This Public Notice will contain additional information regarding registration and licensing using ULS. Additionally, it will serve as notice of when the Commission will begin licensing the Amateur Radio Service using ULS.

What information do I have to provide?

You must provide your Social Security Number, as well as your name, mailing address, phone number, and any call sign for which you are licensed, regardless of radio service (for example, if you have an amateur service license and a license in one of the Private Land Mobile Radio services, you need to provide the call sign for both licenses). You may also provide a fax number and email address. The fax number and email address provided for registration will not be available to the public.

In addition, if you register electronically, you will need to enter a personal identifier and select a password. Your Social Security Number and password are needed to access ULS for electronic application filing.

Why are you collecting Social Security Numbers?

The Debt Collection Improvement Act of 1996 requires all Federal agencies to collect Taxpayer Identification Numbers from all persons doing business with the agency. This includes all applicants for and recipients of a license. For most individuals, their Taxpayer Identification Number is their Social Security Number (see the “What if I don’t have a Social Security Number?” section for more information).

ULS uses your Social Security Number as a unique identifier. The Social Security Number, along with your password, will provide access to the electronic filing features of ULS.

What if I don't have a Social Security Number?

If you are eligible for a Social Security Number, you must obtain one before using ULS. In general, all U.S. citizens and nationals and individuals admitted for permanent residence in the U.S. are eligible for a Social Security Number. For more information, contact the Social Security Administration at www.ssa.gov or by calling 1-800-772-1213 (TTY 1-800-325-0778).

If you are not eligible for a Social Security Number, you may be eligible for an IRS individual taxpayer identification number (ITIN). In general, if you are a nonresident alien who must file a U.S. tax return or can be named on someone else's U.S. tax return, you are eligible for an IRS individual taxpayer identification number. For more information, contact the Internal Revenue Service at www.irs.ustreas.gov or by calling 1-800-829-1040 inside the U.S. or 1-215-516-ITIN outside the U.S.

Note: The *ULS Report and Order* eliminated the requirement for aliens to obtain a reciprocal permit for alien amateur licensee to be the control operator of an amateur radio station at a place the FCC regulate the amateur service. Such reciprocal operating privileges are now authorized by rule. Therefore, aliens operating under the authority of section 97.107 of the Commissions rules (47 C.F.R. § 97.107) do not need to register with the ULS.

If you are not eligible for a Social Security Number or an ITIN, contact the ULS Technical Support Staff at (202) 414-1250 for assistance.

What security measures are you taking to keep my Social Security Number private?

The Commission has taken several steps to ensure the privacy of your Social Security Number:

Electronic registration on the internet is accomplished using our secure web server or for an additional measure of security, you can register by connecting directly to the FCC's wide-area network.

Once registered, your Social Security Number will not be disclosed to the public. Instead, the ULS will generate a Licensee Identification Number to represent your Social Security Number. When retrieving queries, this Licensee Identification Number will appear on applications and licenses in any place where your Social Security Number would normally appear.

Do I have to provide my Social Security Number to the VEC?

No. For applications that the VEC is required to file on your behalf, you will have the option of providing either your Social Security Number or your Licensee Identification Number to the VEC. We are making this option available to amateur radio operators in response to the numerous comments received from the VEC's and amateur service licensees. To take advantage of this option, you must be registered in the ULS and know your Licensee Identification Number.

How do I register?

There are two ways to register for the ULS, electronically and manually.

Electronic Filing

Internet – Point your web browser to www.fcc.gov/wtb/uls and click on the “TIN/Call Sign Registration” button.

Wide-Area-Network (Extranet) – Establish a direct connection to the FCC’s wide-area-network by using the “Dial-up Networking” utility of Windows 95/98 to call 1-800-844-2784. Once this connection is established, launch your web browser, point it to wtbwww05.fcc.gov/wtb/uls, and click on the “TIN/Call Sign Registration” button. For more information on establishing a dial-up connection to the ULS, read the information provided in the “ULS Information Center” section of the ULS home page (www.fcc.gov/wtb/uls).

Manual Filing - You can file a paper application using FCC Form 606 (TIN Registration Form). This form can be obtained using one of the following methods:

By downloading it from the web at www.fcc.gov/formpage.html

By calling the FCC's Forms Distribution Center at 1-800-418-FORM (3676)

FCC Form 606 can be faxed (717-338-2693) or mailed back to the Commission:

Federal Communications Commission
Information Technology Division
Attention: Kathy McLucas
1270 Fairfield Road
Gettysburg, PA 17325-7245

I registered manually, how do I get my password?

If you registered manually, you will need to call the ULS Technical Support Staff at (202) 414-1250 to obtain a password. Once obtained, you can only change your password online using the TIN/Call Sign Registration utility. (See the “How to Register” section for information on how to access this utility.)

I registered manually, how do I get my Licensee Identification Number?

If you registered manually, the ULS still issued you a Licensee Identification Number. After the Amateur Radio Service is converted to ULS, you can obtain this number by using the system’s license search tool to search for your call sign. The search result will show your Licensee Identification Number. Information on how to connect to the ULS can be found on the ULS home page (www.fcc.gov/wtb/uls).

Where can I get more information?

The FCC provides several resources for information on ULS:

World Wide Web at www.fcc.gov/wtb/uls

E-mail at ulscomm@fcc.gov

Technical Support Staff at (202) 414-1250

General Information at 1-888-CALLFCC (1-888-225-5322), then select option 2.