Filing A Renewal Only (RO) in Batch

Filing a renewal only (RO) via EBF is very simple. Only three records are needed: HD, AD and EN. No other record types may be filed if the application purpose is RO (AD 5). The table below is an excerpt from the Standard EBF spreadsheet that is available on the ULS website. The data to send for an RO is highlighted. Only send the highlighted data. Following the table is a sample batch RO application.

APPLICATION/LICENSE HEADER

	Position	Data Element	Definition	Contents	Form Reference
"HD"	1	Record Type	char(2)	"HD"	
"HD"	2	Unique System Identifier	numeric(9,0)	null	
"HD"	3	ULS File Number	char(14)	Optional. Send a ULS file number if the application is to amend or withdraw a pending ULS application; or a Notification of Consummation of Assignment of Authorization or Transfer of Control; or an Extension of Time for Consummation of Assignment of Authorization or Transfer of Control.	
"HD"	4	EBF Number	varchar(30)	Required, send a unique number to identify all records belonging to a single application	
"HD"	5	Call Sign	char(10)	Send license call sign for all 601 and 605 application purposes except new (NE)	Main Form 601 box 5
"HD"	6	License Status	char(1)	Send as null	
"HD"	7	Radio Service Code	char(2)	Required. send appropriate radio service code	Main Form 601 box 1
"HD"	8	Grant Date	mm/dd/yyyy	Send as null	
"HD"	9	Expired Date	mm/dd/yyyy	Send as null	
"HD"	10	Cancellation Date	mm/dd/yyyy	Send as null	
"HD"	11	Eligibility Rule Num	char(10)	For Land Mobile and Land Mobile Broadcast Auxiliary Radio Services, send the number and paragraph of the FCC Rule Section that describes the eligibility for the radio service specified in HD7.	
"HD"	12	Applicant Type Code	char(1)	Send valid applicant type. Refer to the form and the instructions or to the ULS Code Definitions file for valid appliant type codes.	
"HD"	13	Alien	char(1)	Y/N	
"HD"	14	Alien Government	char(1)	Y/N	
"HD"	15	Alien Corporation	char(1)	Y/N	
"HD"	16	Alien Officer	char(1)	Y/N	

"HD"	17	Alien Control	char(1)	Y/N	
"HD"	18	Revoked	char(1)	Y/N	
"HD"	19	Convicted	char(1)	Y/N	
"HD"	20	Adjudged	char(1)	Y/N	
"HD"	21	Involved	char(1)	Y/N	
"HD"	22	Common Carrier	char(1)	Y/N	
"HD"	23	Non Common Carrier	char(1)	Y/N	
"HD"	24	Private Comm	char(1)	Y/N	
"HD"	25	Fixed	char(1)	Y/N	
"HD"	26	Mobile	char(1)	Y/N	
"HD"	27	Radiolocation	char(1)	Y/N	
"HD"	28	Satellite	char(1)	Y/N	
"HD"	29	Developmental or STA or Demonstration	char(1)	D = developmental, S = STA, M = demonstration, N = none of the above	
"HD"	30	Interconnected Service	char(1)	Y/N	
"HD"	31	Certifier First Name	varchar(20)	Required	Main Form 601 box 50
"HD"	32	Certifier MI	char(1)	Optional	Main Form 601 box 50
"HD"	33	Certifier Last Name	varchar(20)	Required	Main Form 601 box 50
"HD"	34	Certifier Suffix	char(3)	Optional	Main Form 601 box 50
"HD"	35	Certifier Title	char(40)	Optional	Main Form 601 box 51
"HD"	36	Male or Female	char(1)	Optional, Y/N	
"HD"	37	Black or African-American	char(1)	Optional, Y/N	
"HD"	38	Native American	char(1)	Optional, Y/N	
"HD"	39	Hawaiian	char(1)	Optional, Y/N	
"HD"	40	Asian	char(1)	Optional, Y/N	
"HD"	41	White	char(1)	Optional, Y/N	
"HD"	42	Ethnicity	char(1)	Optional, Y/N	
"HD"	43	Effective Date	mm/dd/yyyy	Send as null	
"HD"	44	Last Action Date	mm/dd/yyyy	Send as null	
"HD"	45	Auction ID	integer	Send if this is a new application after winning an auction	
"HD"	46	Broadcast Services - Regulatory Status	char(1)	Y/N	

"HD"	47	Band Manager - Regulatory Status	char(1)	Y/N
"HD"	48	Broadcast Services - Type of Radio Service	char(1)	Y/N

APPLICATION DETAIL

	Position	Data Element	Definition	Contents	Form Reference
"AD"	1	Record Type	char(2)	"AD"	
"AD"	2	Unique System Identifier	numeric(9,0)	Send as null	
"AD"	3	ULS File Number	char(14)	send as null	
"AD"	4	EBF Number	varchar(30)	Required, send a unique number to identify all records belonging to a single application	
"AD"	5	Application Purpose	char(2)	Required, send valid application purpose. Refer to the form and the instructions for valid application types or to the ULS Code Definitions file.	Main Form 601 box 2
"AD"	6	Application Status	char(1)	Send as null	
"AD"	7	Application Fee Exempt	char(1)	Y/N	Main Form 601 box 38
"AD"	8	Regulatory Fee Exempt	char(1)	Y/N	Main Form 601 box 39
"AD"	9	Source	char(1)	Send as null	
"AD"	10	Requested Expiration Date	mmdd	Send mmdd if requesting a specific month and day for an expiration date	Main Form 601 box 6
"AD"	11	Receipt Date	mm/dd/yyyy	Send as null	
"AD"	12	Notification Code	char(1)	If 601 application purpose is NT or EX, send valid code as defined in Form 601 Schedule K or L. If 603 application purpose is NT or EX, send code "C". Valid codes are also listed in the ULS Code Definitions file.	
"AD"	13	Notification Date	mm/dd/yyyy	Send buildout/coverage/construction requested expiration date that corresponds to Form 601 notification code for EX, or send date of consummation that corresponds to Form 603 for NT purpose, or send new consummation requested expiration date that corresponds to Form 603 for EX purpose, or else send as null.	
"AD"	14	Expanding Area or Contour	char(1)	Y/N	
"AD"	15	Major Minor Indicator	char(1)	Send as null	
"AD"	16	Original Application Purpose	char(2)	Send as null	
"AD"	17	Requesting A Waiver	char(1)	Y/N	

"AD"	18	How Many Waivers Requested	integer	send the number of feeable waivers being requested
"AD"	19	Any Attachments	char(1)	Y/N
"AD"	20	Number of Requested SID	integer	Used for Cellular only
"AD"	21	Fee Control Number	char(16)	Send as null
"AD"	22	Date Entered	mm/dd/yyyy	Send as null
"AD"	23	Reason	varchar(255)	Send as null
"AD"	24	Frequency Coordination Indicator	char(1)	Y/N
"AD"	25	Emergency STA	char(1)	Y/N
"AD"	26	Overall Change Type	char(1)	Send as null
"AD"	27	Extended Implementation Plan	char(1)	Y/N
"AD"	28	Grandfathered, Approved or Integrated	char(1)	Y/N

	ENTITY Position	Data Element	Definition	Contents	Form Reference
"EN"	1	Record Type	char(2)	"EN"	
"EN"	2	Unique System Identifier	numeric(9,0)	Send as null	
"EN"	3	ULS File Number	char(14)	Send as null	
"EN"	4	EBF Number	varchar(30)	Required, send a unique number to identify all records belonging to a single application	
"EN"	5	Call Sign	char(10)	send as null	
"EN"	6	Entity Type	char(2)	Required. Send appropriate entity type code as follows: "L" for applicant/licensee or assignee data	Send "L" only for an RO
"EN"	7	Licensee ID	char(9)	Required if entity type above is "L", "O", "E" or "R", send TIN or ULS assigned Licensee ID for entity indicated by entity type above	Main Form 601 box 10a
"EN"	8	Entity Name	varchar(200)	Required if application purpose is NE or data is missing in the license record. Required if entity type is "CL", CR or "CE". Required if entity type is "L", "R" or "E" and entity is not an individual. Do not send entity name if the entity type is "L", "R" or "E" and the entity is an individual. Do not send	Main Form 601 box 13

				entity name if the entity type is "O".	
"EN"	9	First Name	varchar(20)	Required if application purpose is NE or data is missing in the license record. Required if entity type is "CL", CR or "CE". Required if entity type is "L", "R" or "E" and entity is an individual. Do not send first name if the entity type is "L", "R" or "E" and the entity is not an individual. Do not send first name if the entity type is "O".	Main Form 601 box 12
"EN"	10	MI	char(1)	Send if available, else send as null. Do not send MI if entity type is "O".	Main Form 601 box 12
"EN"	11	Last Name	varchar(20)	Required if application purpose is NE or data is missing in the license record. Required if entity type is "CL", CR or "CE". Required if entity type is "L", "R" or "E" and entity is an individual. Do not send last name if the entity type is "L", "R" or "E" and the entity is not an individual. Do not send last name if the entity type is "O".	Main Form 601 box 12
"EN"	12	Suffix	char(3)	Send if available, else send as null. Do not send Suffix if entity type is "O".	Main Form 601 box 12
"EN"	13	Phone	char(10)	Required if entity type is "L", "R", "E", "CL", "CR" or "CE". Do not send Phone if entity type is "O".	
"EN"	14	Fax	char(10)	Send if available, else send as null. Do not send Fax if entity type is "O".	
"EN"	15	Email	varchar(50)	Optional. Do not send Email if entity type is "O".	
"EN"	16	Street Address	varchar(60)	Required if PO Box is null. Do not send Street Address if entity type is "O".	
"EN"	17	City	varchar(20)	Required if application purpose is NE or data is missing in the license record. Required if entity type is "L", "R", "E", "CL", "CR" or "CE". Do not send City if entity type is "O".	
"EN"	18	State	char(2)	Required if application purpose is NE or data is missing in the license record. Required if entity type is "L", "R", "E", "CL", "CR" or "CE". Do not send State if entity type is "O".	

"EN"	19	Zip Code	char(9)	Required if application purpose is NE or data is missing in the license record. Required if entity type is "L", "R", "E", "CL", "CR" or "CE". Do not send Zip Code if entity type is "O".	
"EN"	20	PO Box	varchar(20)	Required if Street Address is null. Do not send PO Box if entity type is "O".	
"EN"	21	Attention Line	varchar(35)	Optional if entity type is "L", "R" or "E", otherwise send as null. Do not send Attention Line if entity type is "O".	
"EN"	22	SGIN	char(3)	Required if sending TIN instead of Licensee ID in position 7	Main Form 601 box 10b
"EN"	23	FCC Registration Number (FRN)	numeric(10,0)	It is required that either the TIN/SGIN combination be send in positions 7 and 22 or the ULS Licensee ID be sent in position 7 or the FCC Registration Number be sent in position 23 when the entity type is "L", "R", "E" or "O"	Main Form 601 box 10c

Example:

HD|||RO|*callsign*||YC|||||C||||||||||||||||||*certifierfname*|*mi*|*certifierlname*||*Certifiertitle*||||||||||||
AD|||RO|RO||N|N||||||||||||||||||||
EN|||RO||L||||||||||||||||||*frn*