



# PUBLIC NOTICE

**FEDERAL COMMUNICATIONS COMMISSION**  
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**DA 99-256**

January 28, 1999

**WIRELESS TELECOMMUNICATIONS BUREAU UPGRADES THE UNIVERSAL  
LICENSING SYSTEM (ULS) TAXPAYER IDENTIFICATION NUMBER (TIN)  
REGISTRATION PROCESS EFFECTIVE FEBRUARY 1, 1999**

*Entities May Obtain Sub-Group Identification Numbers (SGIN)  
To Identify Sub-Agencies or Subsidiaries Holding Wireless Licenses*

Beginning on February 1, 1999, the Wireless Telecommunications Bureau (Bureau) will upgrade the Universal Licensing System (ULS) Taxpayer Identification Number (TIN) registration process to allow licensees to be identified at the sub-group or subsidiary level by means of a unique Sub-Group Identification Number (SGIN) that may be added as an extension of the TIN. The SGIN will enable licensees that share a common TIN because they are sub-groups or subsidiaries of a common “parent” to register separately in ULS. Each sub-group or subsidiary can then use a separate TIN/SGIN combination to identify its associated call signs in ULS, and to distinguish itself from other sub-groups or subsidiaries for application and licensing purposes.

In addition to adding the SGIN to the TIN registration process, the Bureau is implementing several other related changes, as described below.

## **TIN Registration Process**

The Debt Collection Improvement Act of 1996 (DCIA) requires the Commission and other executive agencies to collect TINs from each entity doing business with the Federal agency, including applicants for, or recipients of, a Federal license or permit. Since November 1997, the Bureau, under the authority of the DCIA, has required wireless licensees to register their TINs in ULS, and to associate all call signs belonging to the licensee with the licensee’s TIN.<sup>1</sup> Additionally, all wireless applicants are required to register their TINs in ULS. To date, the Bureau has received over 130,000 TIN registrations.

## **Sub-Group Identification Number (SGIN)**

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<sup>1</sup> See Wireless Telecommunications Bureau Universal Licensing System Registration Now Available, *Public Notice*, PNV 3, released November 4, 1997.

ULS has been designed to use the TIN as a unique identifier for each licensee registered in the system. The TIN, along with a user-selected password, provides licensees with secure access to their licensing records in order to renew or modify their licenses. However, there are instances in which governmental or private entities may have a single TIN that is used by multiple agencies or subsidiaries which hold licenses in their own names. For example, large organizations such as state governments and educational institutions typically have different departments or agencies that separately hold and manage their own licenses (*e.g.*, police, schools, public works), but all departments and agencies within the organization share a common TIN. Similarly, corporate entities may hold licenses through separate subsidiaries that all utilize the common TIN of the parent entity. In these situations, use of a common TIN by multiple sub-groups or subsidiaries may be administratively burdensome for entities using ULS, which was designed to recognize each TIN registrant as a unique licensee.

In the *ULS Report and Order*, the Commission concluded that ULS should enable registrants to add an identifying code to the TIN to identify sub-agencies or subsidiaries.<sup>2</sup> The Commission stated that it would develop a protocol in ULS that would allow an applicant or licensee to obtain a sub-group identifying number as an extension of the TIN, so that entities with a common TIN belonging to the parent agency or entity could be uniquely identified in ULS by different sub-group identifiers.

In accordance with the Commission's directive, and to accommodate the ability of individual agencies or departments within a large organization to manage their licenses, the Bureau has added the SGIN feature to the ULS registration process. ULS will now allow a TIN registrant to specify sub-groups at the time of registration, to self-assign a unique SGIN to each subgroup, and to associate call-signs with each TIN/SGIN combination.

Selection of SGINs is subject to the following parameters:

1. SGINs are 3 characters long and can be any combination of letters or numbers.
2. SGINs are not case sensitive (*i.e.*, "AAA" and "aaa" are the same SGIN).
3. Each TIN/SGIN combination will have its own password.
  - Passwords are self-assigned by the user, must be from 5 to 30 characters long, can be any combination of letters or numbers, and are case-sensitive.
4. ULS registrants who do not use the SGIN feature do not need to enter any information into the SGIN field when registering their TIN or when completing an application form.

-- Existing TIN registrations and all new registrations that do not specify an SGIN will default

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<sup>2</sup> See Amendment of Parts 0, 1, 12, 22, 24, 26, 27, 80, 87, 90, 95, 97, and 101 of the Commission's Rules to Facilitate the Development and Use of the Universal Licensing System in the Wireless Telecommunications Services, *Report and Order*, WT Docket No. 98-234 (adopted Sept. 17, 1998, released Oct. 21, 1998), 63 Fed. Reg. 68904 (Dec. 14, 1998) (*ULS Report and Order*), ¶ 11.

to an SGIN of “000”.

5. Duplicate SGINs will not be allowed under the same TIN.

**Note:** Any applicant or a licensee that registers a TIN/SGIN combination will be treated by the system as a separate entity for ULS application and licensing purposes from other sub-groups that are registered under the same TIN but with different SGINs. **Thus, applications in ULS by entities that are registered under a common TIN but have different SGINs may not be combined on a single form, and call signs associated with one SGIN may not be reassigned to another SGIN except by filing an application or notification of an assignment of license or transfer of control in compliance with the Commission’s rules.**

## **Registering TIN/SGINs – First-Time ULS Registrants**

The Bureau urges wireless applicants and licensees who have not yet registered their TINs to do so as soon as possible. The electronic TIN registration process has been upgraded to allow new registrants to select one or more SGINs at the same time the TIN is registered. To electronically register, simply access the FCC's ULS Internet site at <http://www.fcc.gov/wtb/uls> and click on the "TIN/Call Sign Registration" link.

Manual TIN registration requires FCC Form 606 (TIN Registration Form), which can be obtained through the Internet at <http://www.fcc.gov/formpage.html> or by calling the FCC's Form Distribution Center at 1-800-418-FORM (3676). **Note:** FCC Form 606 has been revised to enable users to enter a self-selected SGIN on the form.

To protect licensee privacy, TINs registered in ULS will not be made available to the public. However, TIN information may be released to the U.S. Treasury Department for purposes of compliance with the DCIA.

A manually filed Form 606 should be mailed to:

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

## **Registering TIN/SGINs – Licensees Previously Registered in ULS**

Entities that have previously registered their TINs in ULS and hold licenses through sub-groups that share a common TIN may revise their registrations to identify each sub-group by a separate SGIN under the previously registered TIN. Once the TIN/SGIN is established for each sub-group, the sub-group may associate its call signs with its particular TIN/SGIN combination. However, the procedure for associating call signs with a newly established TIN/SGIN combination will vary depending on whether the call signs are in services that have already been converted to ULS.

**Note:** Call signs may only be registered under the SGIN assigned to the current licensee of those call signs. Licensees may not use the SGIN registration process to transfer or assign licenses from one entity to another. Transfers and assignments require filing an application or notification of an assignment of license or transfer of control in compliance with the Commission's rules.

## **Call Signs In Wireless Radio Services That Have Already Been Converted To ULS**

If the call signs to be associated with the new TIN/SGIN are in services that have been converted to ULS, and are already associated with the previously registered TIN, ULS will not allow the registrant to unilaterally reassign the call signs. Instead, the registrant must contact ULS Technical Support at (202) 414-1250, identify the call signs that are to be associated with each TIN/SGIN, and the Technical Support staff will transfer the call signs from the original TIN to the designated TIN/SGIN. This procedure applies to licenses in the following services, which have been converted to ULS:<sup>3</sup>

- Auctioned 800 MHz SMR (Auction 16)
- Auctioned Microwave Local Multipoint Distribution Service (LMDS) (Auction 17)
- Auctioned 220 MHz Radio Service (Auction 18)
- Auctioned VHF Public Coast Service (Auction 20)
- Aircraft Radio Stations (converted 1/19/99)
- Cellular Radiotelephone Service (converted 12/14/98)
- Personal Communications Services (PCS) (converted 9/23/98)
- Wireless Communications Services (WCS) (converted 9/23/98)
- Offshore Radiotelephone Service (converted 7/1/98)
- Part 22 Paging & Radiotelephone Service (converted 6/1/98)

## **Call Signs In Wireless Radio Services That Have Not Been Converted To ULS**

If the call signs to be associated with the new TIN/SGIN combination are already associated with a registered TIN, but are in services that have not been converted to ULS, the licensee may use the TIN registration utility to reassign them to the TIN/SGIN. This is a two-step process: 1) For all call signs that will be reassigned, first use the TIN registration utility to remove the call signs from the list of call signs associated with the TIN. This can be accomplished interactively by manually deleting the affected call signs or uploading a file (using the “overwrite” option) of all call signs that will remain associated with the current TIN/SGIN combination; 2) then create new TIN/SGIN combinations and assign to them the remaining call signs. If the registrant fails to designate an SGIN for a particular call sign, it will default to the “000” SGIN.

## **Licensee Public Identification Numbers**

As noted above, TINs registered in ULS will not be made available to the public. Instead, for each registered TIN, ULS assigns a corresponding licensee public identification number (LPIN) that is displayed when the public views an application or license on-line. LPINs are assigned automatically by ULS as part of the TIN registration process. Under our current procedure, LPINs are nine digits in length (the same as a

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<sup>3</sup>Deployment of ULS in other wireless services will occur in stages during 1999. After each service is converted, the procedures outlined in this section

TIN), and are assigned sequentially. However, to ensure that a registrant is not accidentally assigned an LPIN that is identical to its TIN, we will modify existing LPINs by substituting an “L” for the first digit (*e.g.*, current LPIN 000456789 will become L00456789). In the future, all licensee identification numbers issued at TIN Registration will have a leading “L”.

**Note:** ULS will not generate licensee identification numbers for SGINs. Instead, for public queries, the LPIN associated with a particular TIN will be used in conjunction with all SGINs associated with the TIN, and the SGIN will be part of the publicly displayed identifier. Thus, if LPIN L00123456 is assigned to correspond with TIN 111222333, and the TIN is part of three registered TIN/SGIN combinations (111222333/AAA, 111222333/BBB, 111222333/CCC), the ULS public database will display the relevant licensing information under L00123456/AAA, L00123456/BBB, and L00123456/CCC.

## **FCC-Assigned Identification Numbers**

The Bureau has revised its procedures for registration in ULS of applicants and licensees that do not have an IRS-issued TIN and are not required by IRS rules to obtain one. In such instances, the registrant should call ULS Technical Support at (202) 414-1250 for assistance, and the Bureau will assign an FCC-generated identification number for use in the TIN field. Such FCC-assigned numbers will begin with the character "A" to designate them as assigned by the Bureau (*e.g.*, A00123456). As with TINs, FCC-assigned identification numbers will not be made available to the public, but will be assigned a licensee identification number as described above.

## **Modified Procedures For Using TIN/SGIN To Log On To ULS**

In conjunction with the addition of the SGIN to the TIN registration process, ULS log-on procedures will be modified to incorporate the SGIN as of February 16, 1999. After this date, the ULS log-on screen will prompt system users to provide a valid **TIN and SGIN**, along with the password associated with the TIN/SGIN, in order to log on to ULS. However, ULS registrants that do not use SGINs do not need to enter "000" in the SGIN field of the log-on screen. Once the user enters its TIN, the system will default to "000" in the SGIN field and prompt the user for the password. Likewise, manual filers that do not have SGINs may leave the SGIN field blank on ULS application forms.

**Note:** The new log-on procedure does not go into effect until approximately three weeks after the new TIN/SGIN registration procedures are available. This will enable registrants to have continued access to ULS during the initial period that are modifying their TIN registrations.

## **Modified Procedures For On-Line TIN Registration**

Currently, users may access the ULS TIN registration utility from two places: 1) from the ULS main page (on the Internet at <http://www.fcc.gov/wtb/uls> or on the Bureau's wide-area-network at <http://wtbwww05.fcc.gov>) by clicking on the "TIN/Call Sign Registration" button; or 2) from the ULS application filing screen by selecting "Update Registration Information" or "Register Now" from the menu. In order to better protect system integrity and reduce system maintenance costs, we are discontinuing the application filing screen option for TIN registration. As before, TIN registration will continue to be available by accessing the ULS main page on the Internet or the wide-area-network.

## **For Further Information or Assistance**

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 webpage at <http://www.fcc.gov/wtb/uls>. Those having specific questions not addressed on the webpage may contact Commission staff via phone or e-mail as described below.

FCC Technical Support Hotline: (202) 414-1250, 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 a.m. to 6 p.m. EST. 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.

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